

**APPENDIX 1  
SELECTED DELOITTE & TOUCHE, LLP  
MANAGEMENT LETTER OBSERVATIONS AND RECOMMENDATIONS**

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**FISA – FMS INTERFACES**

**Observation:**

It was observed that FISA currently does not maintain a list of applications that interface with the FMS application.

**Background:**

The financial statements for The City of New York are generated from the FMS application. There are several applications that interface with FMS. Some of these applications are hosted by various other City of New York agencies. FISA currently does not maintain a complete list of such interfaces.

**Recommendation:**

FISA management should maintain a complete list of interfaces to FMS, including applications hosted at external agencies.

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**CAPITAL PROJECTS FUND ACCRUED LIABILITIES**

**Observation:**

An instance was noted whereby a construction management service expense, charged to the capital project fund in Fiscal Year 2009 and paid in Fiscal Year 2010, was not accrued as a liability in Fiscal Year 2009.

**Background:**

The Department of Environment Protection (“DEP”) submitted a voucher request to be processed subsequent to June 30, 2009. The payment related to construction management services for the period June 6, 2009 to July 3, 2009 in the amount of \$496,454 and was charged to the capital project fund. It was noted that \$225,660 of the total amount of \$496,454 related to the period from June 6, 2009 to June 30, 2009 and should have been accrued for as a liability in FY2009. D&T noted that The City has no procedures in place to monitor and capture accrued expenses in capital project fund after the closing of the MY accrual period.

**Recommendation:**

It is recommended that The City develop and implement procedures to ensure that accrued expenses related to the capital projects fund after the closing of Multi Year (“MY”) accrual period are captured and accrued in the appropriate period in conformity with Generally Accepted Accounting Principles.

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**UNTIMELY PROCESSING OF CAPITAL LEASE CHANGES**

**Observation:**

An instance was noted where there was untimely processing of a Department of Small Business Services capital lease amendment that resulted in an overstatement of capital

lease obligations in the amount of \$9,053,454.

**Background:**

City agencies submit amendments and renewals to lease agreements to the Comptroller's Office where they are reviewed and recorded appropriately in the general ledger system. In accordance with the new terms of the lease amendment, the lease no longer passed the capital lease test and should have been removed from the capital lease obligations.

**Recommendation:**

It is recommend that The City establish procedures to process renewals and amendments to lease agreements on a timely basis to ensure capital lease obligations are reported accurately and in the appropriate period.

**APPENDIX 2  
COMPTROLLER'S OFFICE CONTACT SHEET/ADDRESSES**

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**Bureau of Accountancy Office of the Comptroller  
Municipal Building  
1 Centre Street, New York NY 10007**

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**APPENDIX 3  
DOWNLOADABLE FORMS/SCHEDULES**

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**SECTION A: DEPARTMENT BANK ACCOUNTS AND INVESTMENTS**

- BANK ACCOUNTS AND INVESTMENTS REPRESENTATION
- DEPARTMENT BANK ACCOUNT INFORMATION

**SECTION B: IMPREST FUNDS**

- ACCOUNTABILITY CHECK LIST
- CUSTODIAN CERTIFICATION FORM
- ATTACHMENT A: SUMMARY RECONCILIATION OF FISCAL YEAR 2010 TRANSACTIONS
- ATTACHMENT B: SUMMARY OF FISCAL YEAR 2010 EXPENDITURES
- ATTACHMENT C1: SCHEDULE OF REIMBURSED PAYMENT REQUESTS
- ATTACHMENT C2: SCHEDULE OF REIMBURSED PAYMENT REQUESTS (CONTINUED)
- ATTACHMENT D: CHECKS IN TRANSIT
- ATTACHMENT E1: SCHEDULE OF UNREIMBURSED INVOICES
- ATTACHMENT E2: SCHEDULE OF UNREIMBURSED INVOICES (CONTINUED) AND PREPARER'S CERTIFICATION
- ATTACHMENT F: INVOICES PAID
- ATTACHMENT G: MONEY OWED TO DEPARTMENT

**SECTION E: DEPARTMENT SIGN-OFF AND RECOGNITION 2010 REVENUE TO REV SMA-001 PRIOR YEAR RECEIVABLES TO REV PYA-001 AS OF 6/30/10 ADVANCES TO AGOCRE-001 AS OF 6/30/10**

- RECONCILIATION OF CASH BASIS REVENUE
- RECONCILIATION OF ACCRUAL BASIS REVENUE, RECEIVABLES AND ADVANCES

**SECTION I: ESTIMATED DISALLOWANCES OF FEDERAL, STATE, AND OTHER AID**

- DISALLOWANCES OF GRANTS
- GRANT PROGRAMS FROM FISCAL YEAR 2001 TO PRESENT

**SECTION M: CAPITAL ACCOUNTING RECORDS RECONCILIATION**

- REPRESENTATION OF DEPARTMENT'S CAPITAL INTERNAL RECORD RECONCILIATION TO FMS ACCOUNTING CAPITAL SYSTEM
- SCHEDULE OF DIFFERENCES BETWEEN DEPARTMENT'S CAPITAL RECORDS AND FMS ACCOUNTING

**SECTION N: CAPITAL ASSETS ACCOUNTING**

- CAPITAL ASSETS CERTIFICATION

**SECTION Q: LEASE INCOME**

- LEASE INCOME CERTIFICATION

**SECTION R: INVENTORY OF SUPPLIES**

- INVENTORY SUPPLY COVER SHEET
- DETAILED INVENTORY REPORT

**SECTION S: FIDUCIARY ACCOUNTS**

- FIDUCIARY ACCOUNT CERTIFICATION AND REPRESENTATION

**APPENDIX 4**  
**INSTRUCTIONS FOR DOWNLOADING FORMS/SCHEDULES FROM THE**  
**COMPTROLLER'S WEBSITE**

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Certain forms which are identified in the Fiscal Year End Closing Instructions can be downloaded, completed, and returned electronically. To do so:

ACCESS the Comptroller's Website and Forms

1. Go to the Comptroller's Website. ([www.comptroller.nyc.gov](http://www.comptroller.nyc.gov))
2. Click on the Bureau of Accountancy. (The Bureau of Accountancy can be found on the left hand menu on the website under Bureaus.)
3. Click on Fiscal Year End Closing Instructions.
4. Click on the link under the appropriate section (e.g., Section B if you are working on Imprest Fund, Section J for Grant Disallowances) and download form/schedule.

COMPLETING the Form/Schedule

5. From the *File* menu bar, highlight *Save As* with your mouse. Your Department's name and Department number must be added to the file name.
6. Complete the form and save the changes.

RETURNING the Form/Schedule to the Bureau of Accountancy

7. Return to the Comptroller's Website.
8. Press the CTRL key on your keyboard and click your mouse on the appropriate link(s) under the column *E-Mail for Forms*.
9. Attach completed form by clicking on the paperclip icon selecting the completed form/schedule.
10. Send.



**NOTE:**

**Where a signature, certification, or an approval is required, the return E-mail address will be accepted as a signature.**

## **APPENDIX 5 ELECTRONIC FUNDS TRANSFER (EFT)**

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All vendors with City Contracts over \$25,000 per year, or human service providers, are required to enroll in the Vendor Payment Direct Deposit program. Electronic payment is faster and more secure than paper checks. All vendors are encouraged to enroll in the program. To enroll in EFT, please complete the application per the instructions by logging onto the Department of Finance (DOF) website at the following address:

[https://www.nyc.gov/html/dof/html/services/services\\_vendors\\_eft.shtml](https://www.nyc.gov/html/dof/html/services/services_vendors_eft.shtml)

Every enrollment must be accompanied by a copy of a voided check, encoded deposit slip or a letter from your bank verifying that your bank account information is valid. Please mail the enrollment forms and documents to EFT, NYC Department of Finance, 66 John Street, 12<sup>th</sup> floor, NY, NY 10038.

If you have any questions, please contact Howard Gross, EFT Manager by phone (212) 487-2592 or by email ([grossh@finance.nyc.gov](mailto:grossh@finance.nyc.gov)).

**APPENDIX 6**  
**COMMON DOCUMENT PROCESSING ERRORS TO BE AVOIDED**

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**Banking and Imprest Fund (Section A and B):**

- 1) On J2I in the document description field, name and telephone number is needed for the EXPENSE DEMAND rollovers for Banking.

**Revenue (Sections C, D and E):**

- 1) Revenue documents (CRE's, URE's, RE's) without preparer's name and address in the document description field.
- 2) References to documents that did not exist in that year (FY'10 CRE realizes FY'10 receivable in Accounting Period 13 postings).
- 3) Don't forget FY'10 items (REs, UREs) cleared with FY'10 cash, will show as open in month 13 reports.

**Accruals (Sections F, G and H):**

**Processing Payment Requests:**

- 1) Departments must enter accounting period 12 on the Payment Request during July 1-17 for payments of goods and services received on or before June 30, 2010. This will result in the charges being posted to FY'10.
- 2) Enter the correct *service period* for the receipt of goods/services on the PRN2 and PRM1 Payment Requests. A common mistake is that the invoice date or Payment Request date is entered in the field, which causes the improper allocation of expenditures across fiscal years.
- 3) Correct Payment Requests paid through August 27<sup>th</sup> that did not have an Automatic accrual and clearing document generated because the wrong service dates were entered. It is best to submit a manual accrual and clearing document by September 24<sup>th</sup>, 2010; which will enable the expenditures to be charged back to FY'10.

**When Processing Manual Accrual entries:**

- 1) On Manual accrual documents: When preparing the document, enter month 12 in the accounting period field.
- 2) Do not set up accruals with ACC IDs as OTPSM10 for expenditure incurred by June 30, 2010 and for which the contract amendment is awaiting approval. Instead use ACC ID OPTS10 because PRN2 Payment Request IDs will eventually be used to pay these expenditures.
- 3) The Department must assign a unique line number when preparing a ACL document for a current year clearing.
- 4) Before preparing a manual ACL clearing entry, refer to the ACRI inquiry screen for the most updated information on the accrual

**Intracity (Section K):**

If the IETC is a Month 13 transaction, **you must** enter month 13 in the accounting period field or else the entry will be processed in Fiscal Year 2011 and not in Fiscal Year 2010.

**Other Processing Errors**

- 1) Expense Adjustment (EA) Documents  
All EA documents must contain the initials and telephone number in the comments field of the person who can answer any questions regarding the entry. If the initials and telephone

number are not entered in the comment field, the EA documents will not be approved by the Bureau of Accountancy. If a Level 3 approval has been applied to an EA document without initials and telephone number in the Document description field, unapproved the Level 3 and enter the initial and phone number in the document description field; then re-apply the Level 3.

2) Month 13 EA

Accounting period 13 must be entered as.

3) Journal Entries

Must contain the name and telephone number of the responsible individual in the document description field. Also, include a full description of the reason for the entry.



**APPENDIX 7**  
**GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS (GASB)**  
**EFFECTIVE FISCAL YEAR 2010 AND FUTURE YEARS**

**Statement No. 49, Accounting and Financial Reporting for Pollution Remediation Obligations.** Issued November 2006. This statement establishes accounting and financial reporting standards for pollution remediation obligations, which are obligations to address the current or potential detrimental effects of existing pollution (e.g. hazardous waste spills and asbestos contamination) by participating in pollution remediation activities, such as site assessments and cleanups. Pollution remediation obligations exclude pollution prevention or control obligations relating to current operations and future pollution remediation activities, such as, landfill closure and post-closure care. The Statement identifies the obligating events which require a governmental entity to estimate the components of expected pollution remediation outlays, and determine whether outlays for these components should be accrued as a liability or, if appropriate, capitalized when goods or services are acquired. The GASB 49 revised Template and updated Policy and Procedure Manual can be downloaded from the Comptroller's website. *For those Departments that participated last year, please do not use the template received for Fiscal Year 2009.* In order for the City to be in compliance with GASB 49, it is important that the following information be completed and submitted back to the Comptroller's Office by the required due dates listed below:

<b><u>Information Requested</u></b>	<b><u>Due Date:</u></b>
Department's GASB 49 Contact Information (If different from FY 2010)	June 30, 2010
Completed GASB 49 Reporting Template for FY 2010	August 2, 2010

All completed information should be forwarded to Ms. Susan Cornwall of the Bureau of Accountancy at [scornwa@comptroller.nyc.gov](mailto:scornwa@comptroller.nyc.gov)

**Statement No. 51, Accounting and Financial Reporting for Intangible Assets.** Issued June 2007. This statement requires that all intangible assets not specifically excluded by its scope provisions be classified as capital assets. Accordingly, existing authoritative guidance relating to the accounting and financial reporting for capital assets should be applied to these intangible assets. The objective of the statement is to reduce inconsistencies relating to recognition, initial measurement, and amortization, thereby enhancing the comparability of the accounting and financial reporting of such assets. Intangible assets are assets that lack physical substance, are nonfinancial in nature, and the initial useful life extends beyond a single reporting period. For internally generated computer software, outlays associated only in the application development stage may be capitalized. Activities in this stage include the design of the chosen path, including software configuration and software interfaces, coding, installation to hardware, and testing, including the parallel processing phase. Capitalization of such outlays should cease no later than the point at which the computer software is substantially complete and operational. Departments should also consult Internal Control and Accountability Directive 30, *Capital Assets*, to determine if an asset may be capitalized. Statement No. 51 is effective in Fiscal Year 2010.

**Statement No. 53, Accounting and Financial Reporting for Derivative Instruments.** Issued June, 2010. The objective of the Statement is to enhance the usefulness and comparability of derivative instrument information by providing a comprehensive framework for the recognition, measurement and disclosure of derivative instrument transactions. Examples of derivative instruments are interest rate and commodity swaps, interest rate locks, options (caps, floors, and collars), swaptions, forward contracts and futures contracts. Derivative transactions are entered into for the following purposes: as investments; as hedges of identified financial risks associated with assets or liabilities, or expected transactions; to lower the cost of borrowing; to

effectively fix cash flow or synthetically fix prices; or to offset the changes in fair value of hedgeable items. A key provision of the Statement is that certain derivative instruments are reported at fair value in the government-wide financial statements. Changes in fair value are recognized in the reporting period to which they relate. The changes in fair value of hedging derivative instruments do not affect investment income and are therefore reported as deferrals. Alternatively, the changes in fair value of investment derivative instruments are reported as part of investment revenue in the current reporting period.

This statement is effective fiscal year 2010.

**Statement No. 54, *Fund Balance Reporting and Government Fund Type Definitions.*** Issued February 2010. This statement sets out new standards of accounting and financial reporting intended to improve the clarity and consistency of the fund balance information provided to financial report users. It also clarifies the definitions of existing governmental fund types.

The five classifications depicting the relative strength of the constraints that control how specific amounts can be spent is:

- Non-spendable- Fund balance includes amounts that are not in spendable form or are required to be maintained intact.
- Restricted- Fund balance includes amounts that can be spent only for the specific purposes stipulated by external resource providers, constitutionally or through enabling legislation.
- Committed- Fund balance includes amounts that can be used only for the specific purposes determined by formal action of the government's highest level of decision-making authority.
- Assigned- Fund balance comprises amounts intended to be used by the government for specific purposes. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed.
- Unassigned- Fund balance is the residual classification for the general fund and includes all amounts not contained in the other classifications.

This statement becomes effective in fiscal year 2011.

**Statement No. 55, *The Hierarchy of Generally Accepted Accounting Principles.*** Issued March 2010. This Statement incorporates the hierarchy of Generally Accepted Accounting Principles (GAAP) for state and local governments into the Governmental Accounting Standards Board's (GASB) authoritative literature. The GAAP hierarchy consists of accounting principles used in the preparation of financial statements of state and local governmental entities that are presented in conformity with GAAP, and the framework for selecting those principles. The hierarchy consists of:

- a. Officially established accounting principles- GASB Statements and Interpretations.
- b. GASB Technical Bulletins and, if specifically made applicable to state and local governmental entities by the American Institute of Certified Public Accountants (AICPA) and cleared by the GASB, AICPA, Industry Audit and Accounting Guides, and AICPA Statements of Position.
- c. AICPA Practice Bulletins if specifically made applicable to state and local governmental entities and by the GASB
- d. Implementation guides (Q&As) published by the GASB staff, as well as practices that are widely recognized and prevalent in state and local government.

This statement became effective upon issuance.

**Statement No. 56, *Codification of Accounting and Financial Reporting Guidance Contained in the AICPA Statements on Auditing Standards.*** Issued March 2010. This Statement incorporates into GASB authoritative literature certain accounting and financial reporting guidance presented in the AICPA Statements on Auditing Standards (SAS). There are

three areas incorporated into GASB authoritative literature which consist of related party transactions, subsequent events and going concern considerations.

- Related Party Transactions- If the substance of a particular transaction is significantly different from its form because of the involvement of related parties, financial statements should recognize the substance of the transaction rather than merely its legal form.
- Subsequent Events- Events or transactions that affect the financial statements sometimes occur subsequent to the *Statement of Net Assets* date but before financial statements are issued. Some of those transactions and events require adjustments to the financial statements (if the condition existed at the date of the *Statement of Net Assets*) while others may require disclosure in the notes to the financial statements (if the condition did not exist at the date of the *Statement of Net Assets*).
- Going Concern Considerations- Continuation of a legally separate governmental entity as a Going Concern is assumed in financial reporting in the absence of significant information to the contrary. Financial preparers have a responsibility to evaluate whether there is substantial doubt about a government's ability to continue as a Going Concern for 12 months beyond the financial statement date. The Statement provides indicators that there may be substantial doubt about a governmental entity's ability to continue as a Going Concern.

This statement became effective upon issuance.

#### **Updates to Directives**

- **Directive 3, Procedures for the Administration of Imprest Funds (Tentative Final Date 6/30/20)**
- **Directive 11, Cash Accountability and Control (Tentative Final Date 6/30/2010)**
- **Directive 10, Charges to the Capital Projects Fund and Directive 30, Capital Assets, are in process and are anticipated to be completed by July 30, 2010 or shortly thereafter.**

**APPENDIX 8**  
**COMPTROLLER'S OFFICE REVENUE MONITORS CONTACT LIST**

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002 NYC MAYORALTY  
003 BOARD OF ELECTIONS  
004 CAMPAIGN FINANCE BOARD  
015 NYC OFFICE OF THE COMPTROLLER  
025 NYC LAW DEPARTMENT  
030 NYC DEPARTMENT OF CITY PLANNING  
042 COMMUNITY COLLEGE  
102 NY CITY COUNCIL  
103 NY CITY CLERK  
131 NYC OFFICE OF PAYROLL ADMINISTRATION  
136 LANDMARKS PRESERVATION COMMISSION  
156 NYC TAXI AND LIMOUSINE COMMISSION  
810 NYC DEPARTMENT OF BUILDINGS  
941 PUBLIC ADMINISTRATOR – NEW YORK COUNTY  
942 PUBLIC ADMINISTRATOR – BRONX COUNTY  
943 PUBLIC ADMINISTRATOR – KINGS COUNTY  
944 PUBLIC ADMINISTRATOR – QUEENS COUNTY  
945 PUBLIC ADMINISTRATOR – RICHMOND COUNTY

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032 NYC DEPARTMENT OF INVESTIGATION  
125 NYC DEPARTMENT FOR THE AGING  
126 CULTURAL AFFAIRS  
127 NYC FINANCIAL INFORMATION SERV AGY (FISA)  
130 NYC DEPARTMENT OF JUVENILE JUSTICE  
226 NYC COMMISSION OF HUMAN RIGHTS  
260 DEPT OF YOUTH AND COMMUNITY DEVELOPMENT  
312 NYC CONFLICTS OF INTEREST BOARD  
313 NYC OFFICE OF COLLECTIVE BARGAINING  
781 NYC DEPARTMENT OF PROBATION  
801 NYC DEPARTMENT OF SMALL BUSINESS SERVICES  
846 NYC DEPARTMENT OF PARKS AND RECREATION  
858 NYC DEPT OF INFO TECHNOLOGY & TELECOMM  
860 NYC DEPT OF RECORDS & INFO SERVICE  
866 NYC DEPT OF CONSUMERS AFFAIRS

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068	NYC ADMINISTRATION OF CHILDREN SERVICES
069	NYC DEPARTMENT OF SOCIAL SERVICES
071	NYC DEPARTMENT OF HOMELESS SERVICES
072	NYC DEPARTMENT OF CORRECTION
341	MANHATTAN COMMUNITY BOARD #1
342	MANHATTAN COMMUNITY BOARD #2
343	MANHATTAN COMMUNITY BOARD #3
344	MANHATTAN COMMUNITY BOARD #4
345	MANHATTAN COMMUNITY BOARD #5
346	MANHATTAN COMMUNITY BOARD #6
347	MANHATTAN COMMUNITY BOARD #7
348	MANHATTAN COMMUNITY BOARD #8
349	MANHATTAN COMMUNITY BOARD #9
350	MANHATTAN COMMUNITY BOARD #10
351	MANHATTAN COMMUNITY BOARD #11
352	MANHATTAN COMMUNITY BOARD #12
381	BRONX COMMUNITY BOARD #1
382	BRONX COMMUNITY BOARD #2
383	BRONX COMMUNITY BOARD #3
384	BRONX COMMUNITY BOARD #4
385	BRONX COMMUNITY BOARD #5
386	BRONX COMMUNITY BOARD #6
387	BRONX COMMUNITY BOARD #7
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389	BRONX COMMUNITY BOARD #9
390	BRONX COMMUNITY BOARD #10
391	BRONX COMMUNITY BOARD #11
392	BRONX COMMUNITY BOARD #12
431	QUEENS COMMUNITY BOARD #1
432	QUEENS COMMUNITY BOARD #2
433	QUEENS COMMUNITY BOARD #3
434	QUEENS COMMUNITY BOARD #4
435	QUEENS COMMUNITY BOARD #5
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439	QUEENS COMMUNITY BOARD #9
440	QUEENS COMMUNITY BOARD #10
441	QUEENS COMMUNITY BOARD #11
442	QUEENS COMMUNITY BOARD #12
443	QUEENS COMMUNITY BOARD #13
444	QUEENS COMMUNITY BOARD #14
471	BROOKLYN COMMUNITY BOARD #1
472	BROOKLYN COMMUNITY BOARD #2
473	BROOKLYN COMMUNITY BOARD #3
474	BROOKLYN COMMUNITY BOARD #4

475 BROOKLYN COMMUNITY BOARD #5  
476 BROOKLYN COMMUNITY BOARD #6  
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480 BROOKLYN COMMUNITY BOARD #10  
481 BROOKLYN COMMUNITY BOARD #11  
482 BROOKLYN COMMUNITY BOARD #12  
483 BROOKLYN COMMUNITY BOARD #13

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011 BRONX BOROUGH PRESIDENT  
012 BROOKLYN BOROUGH PRESIDENT  
013 QUEENS BOROUGH PRESIDENT  
014 STATEN ISLAND BOROUGH PRESIDENT  
816 NYC DEPT OF HEALTH & MENTAL HYGIENE  
819 HEALTH AND HOSPITALS CORP  
826 NYC DEPT OF ENVIRONMENTAL PROTECTION  
827 NYC DEPARTMENT OF SANITATION  
829 NYC BUSINESS INTEGRITY COMMISSION  
836 NYC DEPARTMENT OF FINANCE  
901 DISTRICT ATTORNEY NY COUNTY  
902 DISTRICT ATTORNEY BRONX  
903 DISTRICT ATTORNEY KINGS COUNTY  
904 DISTRICT ATTORNEY QUEENS COUNTY  
905 DISTRICT ATTORNEY RICHMOND COUNTY  
906 NYC OFFICE OF PROSECUTION SPECIAL NARCOTICS

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054 CIVILIAN COMPLAINT REVIEW BOARD  
056 NYC POLICE DEPARTMENT  
057 NYC FIRE DEPARTMENT  
841 NYC DEPARTMENT OF TRANSPORTATION  
850 NYC DEPARTMENT OF DESIGN AND CONSTRUCTION  
856 NYC DEPT OF CITYWIDE ADMINISTRATIVE SERVICES

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017 DEPARTMENT OF EMERGENCY MANAGEMENT  
806 HOUSING PRESERVATION AND DEVELOPMENT

If your Department is not listed above, feel free to contact Martin Weinschenker via email at [mweinsh@comptroller.nyc.gov](mailto:mweinsh@comptroller.nyc.gov)

**APPENDIX 9  
NEW FMS ACCOUNTING TERMINOLOGY**

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FMS2 Terminology	FMS Accounting Terminology
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**General Terminology**

SUSF	Document Catalog
Agency	Department
Payment Vouchers	Payment Request
Delivery Dates	Service Dates
Crystal Report	InfoAdvantage
Warrants	Checks

**Document Name**

J2	J2I- Imprest, J2D- Deposits
JV	JVA
PVM	PRM1
PVR	PRR1
PVI	IETC
PVE	PRN2/PRC2
CR	CRE
UR	URE
IN	RE
MY	ACCA and ACLA (Automated) ACC and ACL(Manual)
FI ( Previously used for Fixed Asset Intent)	FN
FB	FA/FA02
<i>New Document</i>	FC (Fixed Asset Cancellation)
FC (Previously used for Fixed Asset Modification)	FM
<i>New Document</i>	FI (Fixed Asset Increase/Decrease)
<i>New Document</i>	FX (Fixed Asset Type Change)

**Reports/ Inquiry Screens**

A0150018	DLPRQS-001
FA34	REVSMA-001
FA52	REVPYA-001
FA20	AGOURE-001
A671	AGORCV-001
FA21	AGOADV-001
RSR2	RSRC
E641	AGOENC-002
MYOL/MYOD	ACRI
PORL	RLPSS
POR2	RLPSD
<i>New Report</i>	CASINV-001
CUAI	BQ94LV1
CBCI	BQ94LV2
COBI	BQ94LV3
OBD2	BQ92LV3
<i>New Table</i>	VDOCOBJ