

# OSC's Annual Financial Report (AFR)

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Division of Local Government and School Accountability



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## Training Objectives

- Filing Compliance
- Getting Started
  - How to enroll in AFR
  - Navigating the system
- Differences from the old AUD
- Supplemental Schedules
- Validation Rules
- Common errors
- Training Resources



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# Filing Compliance

## Delinquent Filers

- Fiscal Stress Monitoring System
  - Lists government as a non-filer
  - May affect bond ratings
- System marks current report “Available”
  - May require contacting OSC to unlock filings from past years



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# Getting Started

## Application Enrollment

- Accessed through OSC Online Services
- Update Contact information
- Chief Fiscal Officer
  - Primary Authorizer
    - Creates accounts for other users (preparers)
  - Municipality Chief Financial Officer
    - Certifies report
    - Only CFO should have this role



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# Getting Started

## Setting up Preparers

- Do not share usernames/passwords
- Primary Authorizer creates preparer user accounts
- CFO must start filing
- CFO must select report preparer(s)



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# Filing Selection

### Filing Selection

Home

Select filing below to view or edit its content.

Showing 1 to 10 of 15

<< < 1 2 > >>

Actions	Fiscal Period Start	Fiscal Period End	Deadline	Chief Financial Officer	Status
<a href="#">Select</a>	06/01/2026	05/31/2027	07/31/2027	User not found (CFO_UNKNOWN)	<a href="#">Unavailable</a>
<a href="#">Select</a>	06/01/2025	05/31/2026	07/31/2026	User not found (voe23001)	<a href="#">Unavailable</a>
<a href="#">Select</a>	06/01/2024	05/31/2025	07/31/2025	User not found (voe23001)	<a href="#">Unavailable</a>
<a href="#">Select</a>	06/01/2023	05/31/2024	07/31/2024	Jay Phillips (voe23003)	<a href="#">In Progress</a>
<a href="#">Select</a>	06/01/2022	05/31/2023	07/31/2023	Jay Phillips (voe23003)	<a href="#">Approved</a>



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## Filing Summary

Create reports, select preparers, request extension, track task completion



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# Filing Information Section



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# Workflow Section

Workflow

**Available Actions**

Return the filing to the *Available* status and reset data for Financial Statements, Schedules, Associated Tasks, Filing Preparer(s) and Filing History.

(This action is permanent and cannot be undone.)

[Reset Filing](#)

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I, **Jay Phillips**, request a filing extension for the **Town of Example** for the fiscal period end of **12/31/2023** on **12/28/2021**.

If approved, filing will be extended until **04/30/2024**. Provide a reason for the extension below.

(Limited to a 1000 characters)

A response to your request will be provided by email.

[Request Filing Extension](#)



# Tasks Section

Section	Last Modified
<input checked="" type="checkbox"/> Complete A - General Fund Financial Statements	12/20/2021 09:52:38 AM Jay Phillips (trhem003)
<input type="checkbox"/> Complete H - Capital Projects Fund Financial Statements	12/13/2021 11:44:54 AM Jay Phillips (trhem003)
<input type="checkbox"/> Complete K - General Fixed Assets Fund Financial Statements	12/13/2021 11:45:29 AM Jay Phillips (trhem003)
<input type="checkbox"/> Complete W - General Long Term Debt Fund Financial Statements	12/13/2021 11:45:16 AM Jay Phillips (trhem003)
<input type="checkbox"/> Complete Financial Statements Validation Financial Statements	
<input type="checkbox"/> Complete Statement of Indebtedness Schedules	
<input type="checkbox"/> Complete Bond Repayment Schedules	
<input type="checkbox"/> Complete Bank Reconciliation Schedules	
<input type="checkbox"/> Complete Employee and Retiree Benefits Schedules	
<input checked="" type="checkbox"/> Complete Energy Costs & Consumption Schedules	12/20/2021 09:57:16 AM Jay Phillips (trhem003)




**Results of Operations**  
Financial Statement

Revenues and Other Sources  Expenditures and Other Uses

Manage Codes ←

	01/01/2023 - 12/31/2023	01/01/2022 - 12/31/2022	01/01/2021 - 12/31/2021
<b>Revenues and Other Sources</b>			
<b>Revenues</b>			
<b>Property Taxes</b>			
1001 - Real Property Taxes	\$ 500,000.00	-	-
1030 - Special Assessments	\$ 500.00	-	-

**Managing Codes**  
Adding and removing codes, data entry


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# Financial Statements

## Bulk Load

- Allows import of account code entries
  - Import file must be in correct format
- Two options for bulk load:
  - Replace all financials
  - Merge file with financials
- Bulk load not available for supplemental schedules

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**Validation Summary**

Mark as Complete ←

This section cannot be completed until the following critical issues are resolved.

<b>▲</b>	Assets & Deferred Outflows must equal Liabilities, Deferred Inflows & Fund Balance ⓘ	\$250,000.00 Total Assets & Deferred Outflows	\$2,978,671.00 Total Liabilities, Deferred Inflows, and Fund Balance	\$2,728,671.00 Difference \$
<b>▲</b>	<input checked="" type="checkbox"/> <b>Edit</b> Please complete the Adopted Budget Summary or explain why there is no budget. ⓘ demo			

Last updated on Mon, Apr 17 2023 11:51:26 AM by Jay Phillips (egfd001).


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**Section Information**

<b>Status</b> <span style="background-color: orange; color: white; padding: 2px;">In Progress</span>	<b>Created By</b> Jay Phillips (egfd001) on Mon, Apr 17 2023 09:40:16 AM.	<b>Last Modified By</b> Jay Phillips (egfd001) on Mon, Apr 17 2023 11:51:26 AM.
<b>Fund Category</b> Governmental Fund	<b>Fund Type</b> General Fund	

**Fund Summary Page**

Completing a fund




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# Financial Statements

- Sub-funds no longer reported
  - Report aggregated as one fund
- Negative entries restricted
- New Codes
  - Code 633 – Due to Financial Institution for Overdrawn Accounts
  - Code 90168 – Fire Retirement expenditures
- Enterprise Fund Budget Summary



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# Supplemental Schedules

## Completed After Financials

- Statement of Indebtedness
- Bond Repayment
  - New schedule for Annual Financial Report
- Bank Reconciliation
  - Merged with Investments and Deposits
- Employee and Retiree Benefits



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# Statement of Indebtedness

## Reporting Changes

- Bond issuance reported as one debt record
- Proprietary fund activity separated
- Debt records linked to financials
- No longer will report exempt status
- Refunded debt reporting
  - Current vs advanced refunding
- Interest expense



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# Statement of Indebtedness

## Responsible Funds

Responsible Fund(s), update if necessary \*

A - General, EE - Enterprise Utility

A - General ✓

EE - Enterprise Utility ✓

H - Capital Projects



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# Statement of Indebtedness

## Proprietary Funds

Enter the amount of debt issued \*

\$ 1,500,000.00

Amount greater than 0 and lower or equal to 999,999,999,999.99.

Enter the amount of the debt issued into proprietary funds \*

\$ 1,000,000.00

Amount between 0 and 1,500,000.00.



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# Statement of Indebtedness

## Principal and Interest

Enter the principal paid during the reporting period \*

Amount between 0 and 999,999,999,999.99.

Enter the interest paid during the reporting period \*

Amount between 0 and 999,999,999,999.99.



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# Statement of Indebtedness

## Bond Anticipation Note (BAN) Renewals

If the BAN was renewed, enter the amount renewed \*

Amount between 0 and 5,000,000.00.

If new money was issued, enter the amount \*

Amount between 0 and 999,999,999,999.99.

Enter the new maturity date \*



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# Statement of Indebtedness

## BANs paid with Bond Proceeds

Enter the amount of debt paid from bond proceeds \*

Amount between 0 and 999,999,999,999.99.

Enter the principal paid during the reporting period, excluding payments from bond proceeds

Amount between 0 and 999,999,999,999.99.



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# Statement of Indebtedness

## Bond Refunding

If the bond was refunded, enter the amount refunded

Amount between 0 and 999,999,999,999.99.

Select the type of refunding \*

Choose One ▼

- Choose One
- CURRENT
- ADVANCED



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# Supplemental Schedules

## Bond Repayment

- Summarizes annual bond debt service
- Linked to Statement of Indebtedness (SOI)
  - SOI needs to be marked complete first
  - Principal payments should match SOI records and future maturity schedules



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**Bond Repayment**  
Schedule

Validation Summary

Mark as Complete

Summary [Edit](#)

For each fiscal year below enter the total amount of all Bond principal and Bond interest payable for that fiscal year. The system will populate the fiscal years in the table based upon the maturity dates entered in the Statement of Indebtedness. The Total Due Column is calculated as the total of the Principal Due and Interest Due for the individual fiscal years. The Balance column is calculated as the amount of principal outstanding for all Bonds at the end of that fiscal year. The Balance should end at zero in the last fiscal year.

Fiscal Year Ending	Bond Principal Due	Bond Interest Due	Total Due	Remaining Principal Balance
2031	\$0.00	\$0.00	\$0.00	\$180,000.00
2032	\$0.00	\$0.00	\$0.00	\$180,000.00
2033	\$0.00	\$0.00	\$0.00	\$180,000.00
2034	\$0.00	\$0.00	\$0.00	\$180,000.00
2035	\$0.00	\$0.00	\$0.00	\$180,000.00
2036	\$0.00	\$0.00	\$0.00	\$180,000.00
2037	\$0.00	\$0.00	\$0.00	\$180,000.00
2038	\$0.00	\$0.00	\$0.00	\$180,000.00
2039	\$0.00	\$0.00	\$0.00	\$180,000.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

\$180,000.00 Total Bond Ending Balance from Statement Of Indebtedness

### Report annual bond principal and interest payments

Validation will compare against Statement of Indebtedness



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# Supplemental Schedules

## Bank Reconciliation

- Bank accounts linked to funds
  - Cash balances should match cash codes
- Collateralization of deposits and investments



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Bank Reconciliation  
Schedule

Validation Summary

Mark as Complete

Accounts [Add Record](#)

Include all checking, savings, C.D., and other accounts.

Account No	Account Type	Associated Fund(s)	Bank Balance	Deposits in Transit	Outstanding Checks	Adjustments	Total
<input checked="" type="checkbox"/> Edit 101	Checking	TC, H, A	\$10,000.00	\$500.00	(\$500.00)	\$100.00	\$10,100.00
Total			\$10,000.00	\$500.00	(\$500.00)	\$100.00	\$10,100.00
Total Cash Balance From Financials							\$100,000.00

[Export to CSV](#)

Collateralization of Cash [Edit](#)

Total Bank Balance	\$10,000.00
FDIC Insurance	\$0.00
Collateralized with Securities held in possession of the municipality or its agent or otherwise secured	\$0.00
Total of FDIC Insurance and Collateralized with securities held in possession of the municipality or its agent or otherwise secured	\$0.00

Investments and Collateralization of Investments [Edit](#)

Investments from Financials	\$0.00
Market Value as of Fiscal Year End Date	\$0.00
Collateralized with Securities held in possession of the municipality or its agent or otherwise secured	\$0.00

### Complete all three sections

Validation rules will compare balances against financial statements



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# Supplemental Schedules

## Bank Reconciliation

Associated Fund(s) \*

A - General

A - General ✓

FX - Water

H - Capital Projects



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# Supplemental Schedules

## Employee and Retiree Benefits

- Clarifies/summarizes objects of employee expenditures
  - Reconciles distributed employee benefit expenditures
  - Expenditures much be equal to or greater than amounts in Financial Statements
- New Disclaimer Option





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# Validation Rules

## Non-Critical vs. Critical

 Non-Critical Validation Rules	 Critical Validation Rules
Indicate possible errors	Indicate a reporting error
Require a comment	Require a correction
Validation Rules User Manual: <a href="https://www.osc.state.ny.us/files/local-government/required-reporting/pdf/afr-validation-rules.pdf">https://www.osc.state.ny.us/files/local-government/required-reporting/pdf/afr-validation-rules.pdf</a>	



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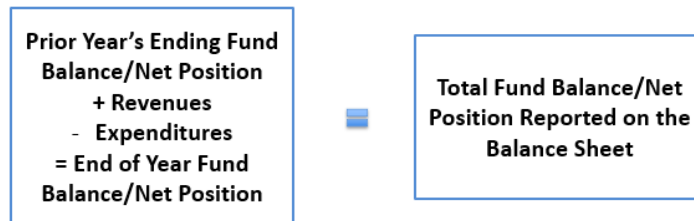
# Validation Rules

## Critical Errors

- Balance Sheet



- Changes in Fund Balance



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# Common Errors

## Negative Cash

- New account code 633 – Due to Financial Institution for Overdrawn Accounts
  - Negative cash at year end, no pooled account
  - Reclassify negative cash to code 633



# Common Errors

## Negative Cash

- Due To/Due From
  - Loaning Fund

A391	Due From Other Funds	5,000	
A200	Cash		5,000

- Borrowing Fund

FX200	Cash	5,000	
FX630	Due To Other Funds		5,000



# Common Errors

Common Error	Validation Rule
Restricted Cash unequal from restricted Fund Balance	VR22
Appropriated Fund Balance on Balance Sheet unequal from Appropriated Fund Balance on Budget Summary	VR6
Transfers in unequal from transfers out	VR4
Total Due To (391) unequal from Total Due From (630)	VR3
Negative Unassigned Fund Balance while showing positive Assigned Fund Balance	VR23



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# Training Resources

## AFR Modernization Website

- Instructional videos
- Enrollment Instructions
- Interactive user manual
- Validation Rules User Manual
- Bulk load feature reference
- Chart of Accounts Lookup



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## Technical Assistance

- Enrollment and password issues
  - Help Desk
    - 1-866-321-8503, option 1
    - LocalGov@osc.ny.gov
- Annual Financial Report questions
  - Data Management Unit (DMU)
    - 1-866-321-8503, option 4
    - AFRFile@osc.ny.gov



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## Questions?

Division of Local Government and School Accountability  
[AFRFile@osc.ny.gov](mailto:AFRFile@osc.ny.gov)



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