

Sole Custody Reporting

Jonathan Golden
Khushbu Chechani



NYS COMPTROLLER
THOMAS P. DiNAPOLI

Agenda

- What Are Sole Custody Funds?
- What Is a Sole Custody Bank Account?
- Fund vs. Account
- Information Collected and Its Use
- Key Reporting Dates
- Using the Sole Custody Application
- Other Useful Information – Bank Recs, Escheatment, Common Questions/Reporting Issues



What Are Sole Custody Funds?

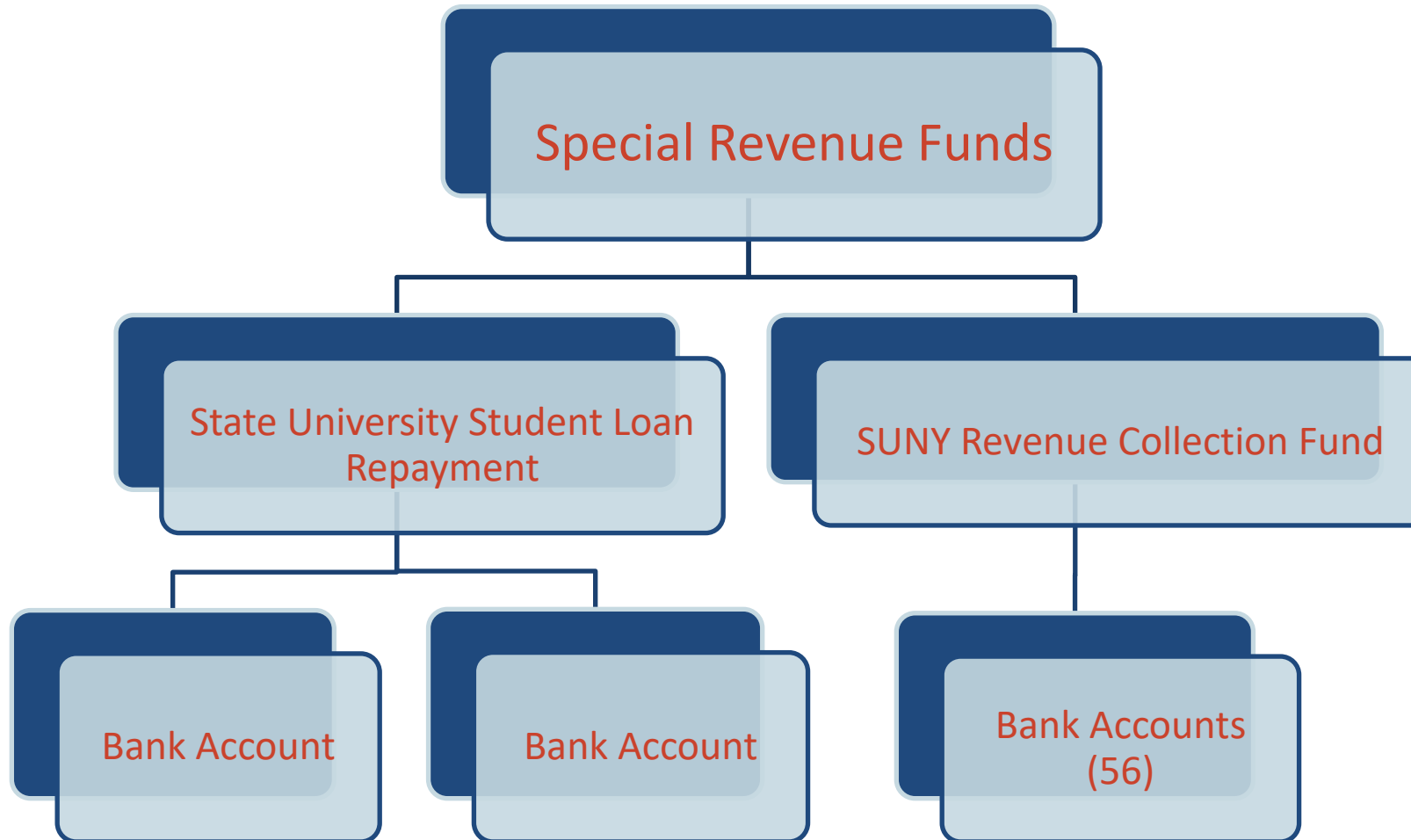
- **Bank Accounts**
 - Checking, savings, money market, certificate of deposit (CD), concentration, controlled disbursement, lock box
- **Investment Accounts**
- **Short Term Investment Pool (STIP)**
 - Part of NYS General Checking Account
 - Earns higher interest rate
 - STIP funds begin with 7
 - Funds invested in STIP should equal balance in Statewide Financial System (SFS) as of March 31

What Is a Sole Custody Bank Account?

- Bank accounts held outside of the State Treasury in the sole custody of a state official.
- Maintained by agencies for revenue collection and other authorized sole custody purposes.



Sole Custody Funds vs. Accounts



Sole Custody Statistics 2020-21 State Fiscal Year

- 1,208 reports filed by 226 departments in 42 agencies
- Over 1,300 bank/investment accounts
- 29 STIP funds
- Reported under 109 different fund classification references



Annual Reporting Requirements

- State Finance Law (SFL) §8 requires that the Comptroller “keep, audit and state all accounts in which the state is interested, and keep accurate and proper books, showing their conditions at all times.”
- SFL §116 requires public officers/agencies to provide statements for accounts maintained on the State’s behalf.
- Information is collected in an online system annually.
- Used to generate New York State’s required financial statements on a cash basis and in accordance with Generally Accepted Accounting Principles (GAAP).

What Information Is Collected?

- Report Name
 - User defined
- Report Number
 - User defined (usually the last 4 digits of bank account)
- Statutory Reference
- Purpose
- Revenue Description
- Disbursement Description



What Information Is Collected?

- Full bank account number and name of bank
- Yearly transactional data (in aggregate)
 - Transfers between sole custody accounts (deposits from and disbursements to)
 - NYS Treasury transactions – Funds received from NYS general checking account, funds sent to NYS Treasury via check or sweeps performed by OSC's Cash Management Unit
 - Other types of deposit and disbursements
- As of March 31
 - Bank account balance
 - Outstanding checks (checks not cleared the bank)
 - Deposits in transit (example, collected 3/31 but deposited on 4/2)
 - Investments
 - STIP balance



Use of Sole Custody Data Collected

- Cash balances (bank, STIP, and investment) along with deposits and disbursements
 - Annual Reports
 - Comptroller's Annual Report to the Legislature on State Funds Cash Basis of Accounting
 - Schedule C-4
 - Basic Financial Statements and Other Supplementary Information
 - Statement of Net Position
 - Balance Sheet
- Purpose, Revenue Sources, Disbursements, and Statutory Reference
 - Fund Classification Manual (reviewed and updated yearly)
 - <https://www.osc.state.ny.us/files/state-agencies/pdf/fund-classification-manual.pdf>

Sole Custody Accounts

For the fiscal year ended March 31, 2021, New York State's Sole Custody Funds and Accounts reported on a cash basis totaled **\$54.3 billion**.

CASH AND INVESTMENT BALANCES APRIL 1, 2020	RECEIPTS	DISBURSEMENTS	CASH AND INVESTMENT BALANCES MARCH 31, 2021
\$ 47,800,745,546	\$ 193,305,864,696	\$ 186,828,227,066	\$ 54,278,383,176

Sole Custody – Cash Basis of Accounting

STATE OF NEW YORK
SOLE CUSTODY FUNDS AND ACCOUNTS
STATEMENT OF RECEIPTS AND DISBURSEMENTS
FISCAL YEAR ENDED MARCH 31, 2021

EXHIBIT C-4
(continued)

AGENCY FUNDS (continued)	CASH AND INVESTMENT BALANCES APRIL 1, 2020	RECEIPTS	DISBURSEMENTS	CASH AND INVESTMENT BALANCES MARCH 31, 2021
Department of Financial Services:				
Family Leave Benefits Account.....	-	65,035,099	65,035,099	-
Foreign Fire Insurance Tax.....	62,148,624	47,043,092	65,879,681	43,312,035
Department of Health:				
American Indian Health Program (**).....	7,288	19,734,851	19,714,960	27,179
Early Intervention Program.....	2,644,696	571,721,349	564,821,845	9,544,200
Medicaid.....	28,991,002	1,864,833,958	1,893,824,569	391
Miscellaneous Agency Account.....	6,230	573	1,155	5,648
Patients' Account.....	1,723,444	5,682,389	5,667,529	1,738,304
Department of Labor:				
Minimum and Prevailing Wage and Wage Claim Payment Account.....	(557,121)	9,346,590	9,198,747	(409,278)
Department of Law:				
Civil Recoveries.....	11,423,086	262,239,850	218,936,884	54,726,052
Medicaid Fraud Control Escrow.....	15,541,981	151,823,257	149,585,641	17,779,597
Restitution Account.....	138,996,670	22,181,841	44,962,463	116,216,048
Department of Motor Vehicles:				
Revenue Collection.....	127,097	190,938,346	190,938,346	127,097
Department of Taxation and Finance:				
DASNY NYC HHC Litigation Holding Account.....	18,089,032	146,312	125,929	18,109,415
Exchange Account.....	8,433,699	4,403,708	12,765,680	71,727
Linked Deposit Program.....	-	9,826,014	9,826,014	-
Special Investigation Program.....	371,984	3,493	88,942	286,535
State University Construction Fund Payroll Deductions.....	313,167	5,192,721	4,801,914	703,974
Department of Transportation:				
Contractors Bid Deposit and Guarantee Escrow.....	(86,774)	11,608,066	9,952,072	1,569,220
Employee Benefit Account.....	805	-	805	-
Highway Oversize/Overweight Credentialing System (HOOCs) Partners.....	4,058,101	2,152,375	2,843,615	3,366,861
Division of Criminal Justice Services:				
Fingerprint Fees.....	1,090,820	37,531,938	37,819,362	803,396
Division of State Police:				
Seized Asset.....	1,494,472	3,628,221	1,414,096	3,708,597
Higher Education Services Corporation:				
Guaranteed Student Loans.....	94,681,277	636,740,418	644,830,899	86,590,796
NYS Gaming Commission:				
Lottery Prizes.....	1,417,770,599	1,111,032,631	1,271,543,018	1,257,260,212
Office for People with Developmental Disabilities:				
Patients' Account.....	31,677,404	111,432,144	98,984,519	44,125,029
Office of Children and Family Services:				
Youth Residents.....	45,013	166,289	141,193	70,109

(**) These accounts are administered by a fiscal agent on behalf of New York State.



Sole Custody – GAAP Basis of Accounting

Statement of Net Position

March 31, 2021

(Amounts in millions)

	Primary Government		Total	Component Units
	Governmental Activities	Business-Type Activities		
ASSETS:				
Cash and investments.....	\$ 40,419	\$ 9,056	\$ 49,475	\$ 60,645
Receivables, net of allowances for uncollectibles:				
Taxes.....	21,798	-	21,798	-
Due from Federal government.....	10,279	1,144	11,423	-
Loans, leases and notes.....	-	-	-	49,252
Other.....	4,609	4,546	9,155	4,011
Internal balances.....	(597)	958	361	-
Net pension asset.....	-	23	23	15
Net other postemployment benefits asset.....	-	3	3	-
Other assets.....	638	190	828	5,300
Capital assets:				
Land, infrastructure and construction in progress.....	85,166	3,698	88,864	23,705
Buildings, equipment, land improvements and infrastructure, net of depreciation.....	6,292	15,062	21,354	89,681
Intangible assets, net of amortization.....	587	168	755	711
Derivative instruments.....	-	-	-	1
Total assets.....	169,191	34,848	204,039	233,321



Sole Custody – GAAP Basis of Accounting

Balance Sheet Governmental Funds

March 31, 2021

(Amounts in millions)

	Major Funds				Eliminations	Total
	General	Federal Special Revenue	General Debt Service	Other Governmental Funds		
ASSETS:						
Cash and investments.....	\$ 19,110	\$ 5,890	\$ 3,723	\$ 11,696	\$ -	\$ 40,419
Receivables, net of allowances for uncollectibles:						
Taxes.....	10,674	-	9,452	1,672	-	21,798
Due from Federal government.....	-	9,853	4	580	-	10,437
Other.....	2,067	783	-	1,759	-	4,609
Due from other funds.....	7,395	82	-	1,363	(7,994)	846
Other assets.....	355	188	-	95	-	638
Total assets.....	\$ 39,601	\$ 16,796	\$ 13,179	\$ 17,165	\$ (7,994)	\$ 78,747



Annual Reporting Key Dates

January or earlier

- Application is available for agencies to review and update Sole Custody Report information.

January – February

- Email sent to agencies asking them to confirm contact information. New contacts receive user ID and password.

March

- Agencies should verify sole custody bank reconciliations are current and items are cleared. Confirm report information is accurate.

April 1st

- Official Sole Custody reporting start date.

April 30

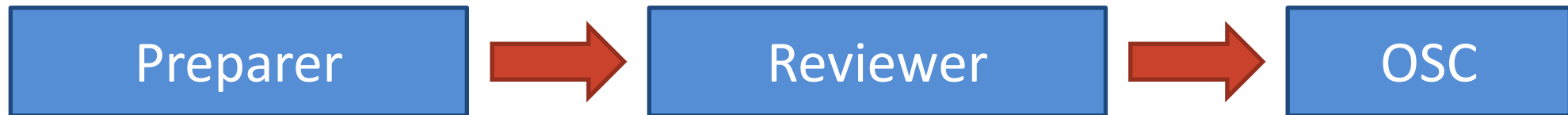
- Submissions must be completed by this date.

May – June

- A random selection of reports chosen for additional review – if supporting documentation is not attached to report submission, selected agencies are contacted to provide bank statements, March 31 reconciliation, outstanding check listing.



Sole Custody Report Flow



Report Status Flow



Accessing Online Services

- <https://www.osc.state.ny.us/online-services>

- Click the “Log in” button

You must log in to use these services

- NYS Payroll Online | Sign In
- Retirement Online
- VendRep System (VRS) | Create Account
- Contact Update
- Contract Submission System (CSS)
- Electronic Documents Submission System (EDSS)
- Justice Court Fund Internet Reporting System
- Local Government Constitutional Tax Limit Filing System (LGCTL)
- Local Government Electronic Filing
- Local Government Real Property Tax Cap/Tax Freeze Reporting System (LGPTC)
- Online Claiming for Authorized Users (OUF)
- Public Authorities Reporting Information System (PARIS)
- Sole Custody Reporting Application

- <https://onlineservices.osc.state.ny.us/Enrollment/login?0>



Accessing Sole Custody Application via Online Services Portal

New York State Comptroller
THOMAS P. DINAPOLI TEST

Online Services

Online Services

Login

User ID *
SCDMVTESTJG

Password *
.....

Login

Help Topics

- Need an account ? Enroll Now
- I forgot my User ID
- I forgot my Password
- Learn more about our Online Services.

Announcements

No announcements to report.

Online Services Applications

Government Local Government Vendors

VendRep System
The VendRep System is a secure application which allows vendors to enter, maintain and certify their Vendor Responsibility Questionnaires. Once the questionnaire is certified, it is available for review by authorized New York State Contracting Entity users. Access to New York State contract data is also available through the VendRep System.
[More Details](#) [Enroll](#)

Contract Submission System
The Contract Submission System (CSS) is a secure application which allows State authorities to submit contracts and contract amendments for prior approval or filing, as required by Public Authorities Law (PAL) 2879-(a) and NYCRR Part 206.
[More Details](#)

Electronic Documents Submission System

Public Authorities Reporting Information System

Accessing Sole Custody Application via Online Services Portal

The screenshot displays the 'Online Services' portal for the New York State Comptroller, Thomas P. DiNapoli. The user is logged in as Jonathan Golden (SCDMVTESTJG). The dashboard is titled 'Welcome to Online Services' and features a sidebar with navigation options: Dashboard (selected), Announcements, and User Profile. The main content area is divided into three sections: 'Online Services Applications', 'Announcements', and 'User Information'. The 'Online Services Applications' section shows that the user is subscribed to 'Sole Custody'. The 'Announcements' section indicates that there are no announcements to report. The 'User Information' section provides details about the user's account, including their name, user ID, previous last access, password expiration date, and creation date, along with a 'Manage Profile' button.

New York State Comptroller
THOMAS P. DINAPOLI TEST

Online Services Apps Jonathan Golden (SCDMVTESTJG)

VIEW
Dashboard
Announcements
User Profile

Welcome to Online Services

Online Services Applications

You are currently subscribed to the following applications:

- Sole Custody

Announcements

No announcements to report.

User Information

Name	Jonathan Golden
User ID	SCDMVTESTJG
Previous Last Access	Jul 21, 2021 02:43 PM
Password Expiration Date	Dec 10, 2021 12:00 AM
Created On	Dec 10, 2020 02:34 PM

Manage Profile



JUMP TO...

Maintenance

Enter Sole Custody Reporting

Contact Us

Resources

Sole Custody Reporting

The State Comptroller's Sole Custody Reporting application is designed for the gathering and reporting of Sole Custody information. An annual report must be filed for each sole custody fund/account maintained by your agency, department or authority.

I agree that by entering my User ID and password and accessing the application, I will report transactions and provide associated information ("records") consistent with and subject to the following and certify that:

1. I have been authorized by the head of my agency, department or authority to report these transactions and provide these records;
2. I am familiar with the Ethics in Government Act (Public Officers Law §§ 73 and 74, "the Act") and my conduct in the use of the Sole Custody Reporting application is in accord with the Act;
3. I have complied with all applicable laws in accessing the application and providing these records; and
4. I imaged records accurately and legibly, and such records completely reflect all the information in the original records except where redacted. For redacted images, the agency, department, or authority has retained the unaltered, original document.

I agree to the above.

Ok

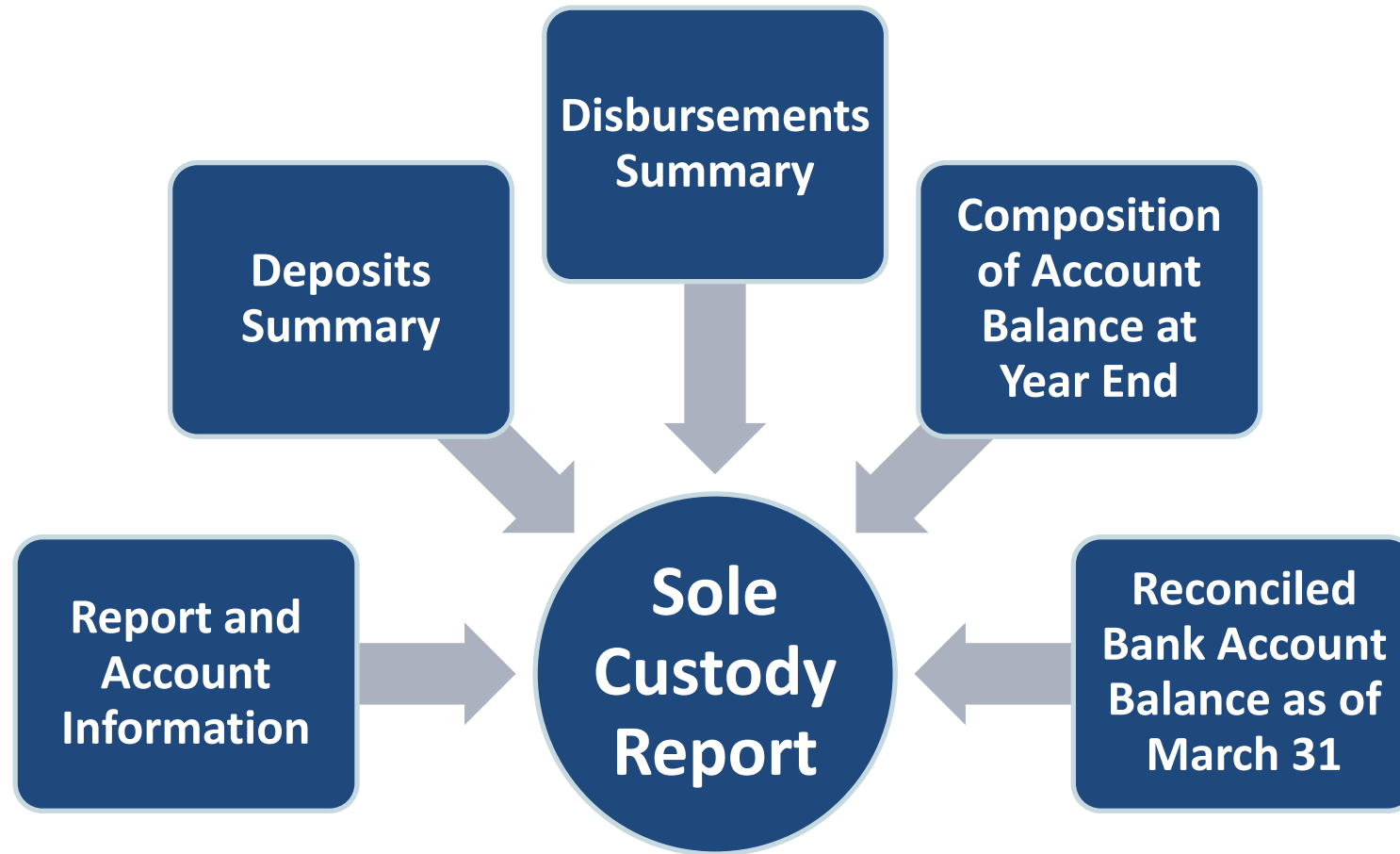


Report Year Selection

The screenshot displays the New York State Comptroller's website. The header includes the state seal and the name 'New York State Comptroller THOMAS P. DiNAPOLI'. Below the header, the page title 'Sole Custody Reporting' is visible, along with an 'Apps' dropdown menu. A left-hand navigation menu under 'JUMP TO...' lists several options, with 'Report Year Selection' highlighted in blue. The main content area is titled 'Report Year Selection' and contains the instruction 'Select desired reporting year.' followed by a table.

Reporting Year	Status
2022	Open
2021	View Only
2020	View Only

Sole Custody Report Components



Sole Custody Report Selection

The screenshot shows the 'Sole Custody Reporting' application interface. At the top left, it identifies the user as 'New York State Comptroller THOMAS P. DINAPOLI' with a 'TEST' badge. The main header is 'Sole Custody Reporting' with a user profile for 'Jonathan Golden'. A left sidebar contains navigation options: 'Year: 2021', 'Reporting Entity: Office Of Employee Relations', 'JUMP TO...', 'Report Year Selection', 'Reporting Entity Selection', 'Report Selection' (highlighted), 'Dynamic Text', 'Maintenance', 'Contact Us', 'Resources', and 'Data Extract'. The main content area is titled 'Report Selection' and features a summary table and a detailed report list.

Reporting Entity	Not Started	Started	Ready For Review	OSC Review	Closed for Reporting Year	Total
Office Of Employee Relations	3	0	0	0	0	3

Report Number	Report Name	Status
****0528	Arbitrator Panel Administration	Not Started
****4514	Dependent Care Advantage	Not Started
****9-60	Dependent Care Advantage - 70066	Not Started

Below the report list is a 'Report Year Dashboard' section with a 'Create Report' button.



Report Information

Preparers and Reviewers are asked to verify/update information on sole custody accounts, including the following:

- Report Name
- Report Number
- Statutory Reference
- Purpose
- Revenue Description (source)
- Disbursement Description (type of)



Financial Instrument Report Information

Confirm the following – if any changes are needed, use the “Contact Us” link in the application:

- Account Name
- Bank Name
- Type of Account
- Account Number



Year:
2021
Reporting Entity:
Department of Motor Vehicles
Report Master Key:
2022
Report Name:
User defined
Report Number:
User defined
Report Status:
Not Started

JUMP TO...

Report Year Selection

Report Selection

Report Home

Maintenance

Contact Us

Resources

To-Do List...

- Create a financial instrument.
- The Preparer must verify all report information on the Report Home.

Go to...

Nowhere to go yet. Take a look at the To-Do List.

This Report

Department Department of Motor Vehicles 3700317	Business Unit Department of Motor Vehicles	Reporting Year 2021	Report Master Key 2022	Report Master Statu Active
--	---	------------------------	---------------------------	-------------------------------

Report Name Click to Verify User defined	Report Number Click to Verify User defined
---	---

Financial Instruments

ID Number	Name	Institution	Type	Status
No Records Found				

Statutory Reference Click to Verify Law that supports purpose or revenue source	Purpose Click to Verify What is the account used for
--	---

Revenue Description Click to Verify Example: Fees	Disbursement Description Click to Verify Example: transfers to treasury fund 10050
--	---

Report Dashboard

[Close this report after the reporting year](#) [Create financial instrument](#)





Sole Custody Reporting

Year:
2021
Reporting Entity:
Department of Motor Vehicles
Report Master Key:
606
Report Name:
Fiscal Mgmt-Title Escrow A/C
Report Number:
****9783
Report Status:
Started

JUMP TO...

- Report Year Selection
- Report Selection
- Report Home**
- SC Activities and Reconciliation
- Maintenance
- Contact Us
- Resources

To-Do List...

- The Preparer must verify all report information on the Report Home.
- The Preparer must complete the sole custody activities and reconciliation.
 - Target balances do not equal.
 - Bank account balances need attention.

Go to...

[Sole custody activities and reconciliation](#)

This Report

Department	Business Unit	Reporting Year	Report Master Key	Report Master Status
Department of Motor Vehicles 3700317	Department of Motor Vehicles	2021	606	Active

Report Name [Click to Verify](#)

Fiscal Mgmt-Title Escrow A/C

Report Number [Verified \(click to edit\)](#)

****9783

Financial Instruments

ID Number	Name	Institution	Type	Status
9783		Wells Fargo	Checking	Open



Adding a New Report

- When would you add a new report?
 - New account with new purpose
 - Previously unreported bank account

NOTE: Contact us if you are not sure whether to add a new report

Do not add Advance Accounts or Petty Cash Accounts



Create New Report

New York State Comptroller
THOMAS P. DiNAPOLI TEST

Sole Custody Reporting Apps Jonathan Golden

Year:
2021

Reporting Entity:
Office Of Employee Relations

JUMP TO...

- Report Year Selection
- Reporting Entity Selection
- Report Selection**
- Dynamic Text
- Maintenance
- Contact Us
- Resources
- Data Extract

Report Selection

Reporting Entity	Not Started	Started	Ready For Review	OSC Review	Closed for Reporting Year	Total
Office Of Employee Relations	3	0	0	0	0	3

Report Selection


Report Number	Report Name	Status
****0528	Arbitrator Panel Administration	Not Started
****4514	Dependent Care Advantage	Not Started
****9-60	Dependent Care Advantage - 70066	Not Started

Report Year Dashboard

[Create Report](#)



Creating a New Report

 **New York State Comptroller**
THOMAS P. DiNAPOLI LOCAL

Sole Custody Reporting

Year:
2020

Reporting Entity:
Wyoming Correctional Facility

JUMP TO...

- Report Year Selection
- Reporting Entity Selection
- Report Selection
- Contact Us
- Glossary

Report Page

Report Information

Report Number
User defined - Suggest last 4 digits of the bank account number

Report Name
User Defined

Statutory Reference
Law that supports the purpose or revenue source

Purpose
What the account is used for

RevenueSource
Example: Fees

DisbursementType
Example: transfers to the treasury fund 10050

Cancel Save and Close Save

Year:
2021

Reporting Entity:
Department of Motor Vehicles

Report Master Key:
2022

Report Name:
User defined

Report Number:
User defined

Report Status:
Not Started

JUMP TO...

Report Year Selection

Report Selection

Report Home

Maintenance

Contact Us

Resources

To-Do List... Go to...
Nowhere to go yet. Take a look at the To-Do List.

- Create a financial instrument.
- The Preparer must verify all report information on the Report Home.

This Report

Department Department of Motor Vehicles 3700317	Business Unit Department of Motor Vehicles	Reporting Year 2021	Report Master Key 2022	Report Master Statu Active
---	--	-------------------------------	----------------------------------	--------------------------------------

Report Name [Click to Verify](#)

User defined

Report Number [Click to Verify](#)

User defined

Financial Instruments

ID Number	Name	Institution	Type	Status
No Records Found				

Statutory Reference [Click to Verify](#)

Law that supports purpose or revenue source

Purpose [Click to Verify](#)

What is the account used for

Revenue Description [Click to Verify](#)

Example: Fees

Disbursement Description [Click to Verify](#)


Example: transfers to treasury fund 10050

Report Dashboard

Close this report after the reporting year [Create financial instrument](#)



Creating a New Instrument



New York State Comptroller
THOMAS P. DINAPOLI TEST

Sole Custody Reporting Apps Jonathan G

Year:
2021

Reporting Entity:
Department of Motor Vehicles

Report Master Key:
2022

Report Name:
User defined

Report Number:
User defined

Report Status:
Not Started

JUMP TO...

Report Year Selection

Report Selection

Report Home

Instrument

Instrument Information

A financial instrument can be a bank account, investment account, SFS STIP investment fund (7xxxx) or information obtained from a financial statement. If you need to create a new instrument and do not see the institution name you need, contact OSC.

Instrument Id Number
Full account number

Institution
Select a institution

Instrument Name
User defined

Instrument Type
Choose One

Save **Cancel**

Activating a New Instrument

New York State Comptroller
THOMAS P. DiNAPOLI TEST

Sole Custody Reporting Apps Jonathan Golden

Year:
2021

Reporting Entity:
Department of Motor Vehicles

Report Master Key:
2021

Report Name:
Name that is meaningful to you

Report Number:
This can be anything you want


Report Status:
Not Started

Instrument

Instrument Information

A financial instrument can be a bank account, investment account, SFS STIP investment fund (7xxxx) or information obtained from a financial statement. If you need to create a new instrument and do not see the institution name you need, contact OSC.

[Activate](#) [Don't Activate](#)



Report Home

Year:
2021
Reporting Entity:
Department of Motor Vehicles
Report Master Key:
2022
Report Name:
User defined
Report Number:
User defined
Report Status:
Started

JUMP TO...

- Report Year Selection
- Report Selection
- Report Home**
- SC Activities and Reconciliation
- Maintenance
- Contact Us
- Resources

To-Do List...

- The Preparer must verify all report information on the Report Home.
- The Preparer must complete the sole custody activities and reconciliation.
 - Bank account balances need attention.

Go to...

Sole custody activities and reconciliation

This Report

Department Department of Motor Vehicles 3700317	Business Unit Department of Motor Vehicles	Reporting Year 2021	Report Master Key 2022	Report Master Status Active
--	---	------------------------	---------------------------	--------------------------------

Report Name User defined	Report Number User defined
-----------------------------	-------------------------------

Financial Instruments				
ID Number	Name	Institution	Type	Status
Full account number	User defined	NBT Bank	Savings	Open

Statutory Reference Verified (click to edit)	Purpose Verified (click to edit)	WICKET AJAX DEBU
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Report Home

Year:
2021
Reporting Entity:
Department of Motor Vehicles
Report Master Key:
2022
Report Name:
User defined
Report Number:
User defined
Report Status:
Started

JUMP TO...

- Report Year Selection
- Report Selection
- Report Home**
- SC Activities and Reconciliation
- Maintenance
- Contact Us
- Resources

To-Do List...

- The Preparer must verify all report information on the Report Home.
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Go to...

Sole custody activities and reconciliation

This Report

Department Department of Motor Vehicles 3700317	Business Unit Department of Motor Vehicles	Reporting Year 2021	Report Master Key 2022	Report Master Status Active
--	---	------------------------	---------------------------	--------------------------------

Report Name **Verified (click to edit)**
User defined

Report Number **Verified (click to edit)**
User defined

Financial Instruments

ID Number	Name	Institution	Type	Status
Full account number	User defined	NBT Bank	Savings	Open

Statutory Reference **Verified (click to edit)**

Purpose **Verified (click to edit)**

WICKET AJAX DEBU

Sole Custody Activities and Reconciliation

✓
Total Book Balance
0.00

✓
Total Adjusted Book Balance
0.00

✓
Total Reconciled Bank Balance
0.00

✓
Ending Balance
0.00

To-Do List...

- The Preparer must verify all report information on the Report Home.
- The Preparer must complete the sole custody activities and reconciliation.
 - Bank account balances need attention.

Go to...

Report Home

Sole custody activities and reconciliation

Deposits and Disbursements

- Adjustments to Opening Balance

Deposit Summary

<input type="checkbox"/> Deposits from Other Sole Custody Reports	0.00
<input type="checkbox"/> Deposits from State Treasury	0.00
<input type="checkbox"/> Other Deposits	0.00
<input type="checkbox"/> Deposit Adjustments (Opening Balance)	0.00
Total Deposits	0.00

Disbursement Summary

<input type="checkbox"/> Disbursements to Other Sole Custody Reports	0.00
<input type="checkbox"/> Disbursements to State Treasury	0.00
<input type="checkbox"/> Other Disbursements	0.00
<input type="checkbox"/> Disbursement Adjustments (Opening Balance)	0.00
Total Disbursements	0.00



Sole Custody Activities and Reconciliation

✓ Total Book Balance 0.00 ✓ Total Adjusted Book Balance 0.00 ✓ Total Reconciled Bank Balance 0.00 ✓ Ending Balance 0.00

To-Do List...

- The Preparer must verify all report information on the Report Home.
- The Preparer must complete the sole custody activities and reconciliation.
 - Bank account balances need attention.

Go to...

Report Home

Sole custody activities and reconciliation

Click here to go through each topic

Deposits and Disbursements

Adjustments to Opening Balance

Deposit Summary

<input type="checkbox"/> Deposits from Other Sole Custody Reports	0.00
<input type="checkbox"/> Deposits from State Treasury	0.00
<input type="checkbox"/> Other Deposits	0.00
<input type="checkbox"/> Deposit Adjustments (Opening Balance)	0.00
Total Deposits	0.00

Disbursement Summary

<input type="checkbox"/> Disbursements to Other Sole Custody Reports	0.00
<input type="checkbox"/> Disbursements to State Treasury	0.00
<input type="checkbox"/> Other Disbursements	0.00
<input type="checkbox"/> Disbursement Adjustments (Opening Balance)	0.00
Total Disbursements	0.00

Click "Blue Text" to enter a specific topic



Deposits/Disbursements Summary

1. Revenue Deposits/Disbursements from Other Sole Custody Report

- Revenues/disbursements paid from one sole custody account to another (including accounts in the custody of another agency).

2. Deposits from State Treasury/Disbursements to the Treasury

- Deposit from State Treasury – Any revenues received from the State's general checking bank account (example: OSC Cash Management transfers money to fund your sole custody bank account). Deposit amounts should be separately listed by SFS fund number.
- Disbursement to State Treasury – Any disbursement made to the State's general checking bank account (example: OSC Cash Management sweeps from your sole custody bank account). Disbursement amounts should be separately listed by SFS fund number. When determining the SFS fund, it should be the fund the money ultimately ends up in (example: a transfer to the State Treasury fund 10050, which is then allocated to fund 22311. Use fund 22311).

3. Other Deposits/Disbursements (not included above)

- Other revenues include interest, fees, fines, etc.
- Other disbursements include refunds, personal expenses of inmates and patients, etc.



Sole Custody Activities and Reconciliation

Sole Custody Activities and Reconciliation

✓ Total Book Balance 0.00	✓ Total Adjusted Book Balance 0.00	✓ Total Reconciled Bank Balance 0.00	✓ Ending Balance 0.00
---------------------------------	--	--	-----------------------------

Adjustments To Opening Balance

Sometimes errors to the prior year's report are detected later in the year. Use this section to report these. Positive adjustments will be added to the current year's deposits; negative adjustments will be added to the current year's disbursements.

Do you need to adjust your opening balance?
 Yes No

Close Next



Sole Custody Activities and Reconciliation

✓
Total Book Balance
0.00

✓
Total Adjusted Book Balance
0.00

✓
Total Reconciled Bank Balance
0.00

✓
Ending Balance
0.00

Deposits from Other Sole Custody Reports

Include deposits received from another sole custody bank account.

- Identify spending by sole custody bank account number and dollar amount(s) that the deposits were received from.
- Separate entries are required for deposits received from different sole custody accounts.
- For single bank account reports, your bank account is displayed. For multiple bank account reports, choose the one that applies. If multiple bank accounts exist for this report, transfers between them are NOT reported to avoid double counting.
- Select the instrument that the deposit came from. If the instrument is not listed, you can create the instrument. The sending department, bank account number and institution are needed.
- Amounts from the same account should be reported in total.

IMPORTANT: If multiple bank accounts are reported on one sole custody report, DO NOT INCLUDE deposit and disbursements between these accounts to avoid double counting.

Have you received any deposits from other sole custody accounts?

Yes No

Step 1

Note this is your sole custody account the deposit was received into.

NBT Bank
Savings
Full account number
User defined

Step 2

Select the sole custody account the deposit was received from.

Select Instrument

Can't find the Instrument you are looking for? [Create the Instrument here.](#)



Sole Custody Activities and Reconciliation



Total Book Balance
0.00



Total Adjusted Book Balance
0.00



Total Reconciled Bank Balance
0.00



Ending Balance
0.00

Deposits from State Treasury

Include deposits received from the State's General Checking bank account (example: OSC Cash Management transfers money to fund your sole custody bank account). Deposit amounts should be separately listed by SFS fund number. Amounts for the same fund should be reported in total.

Have you received any deposits from the NYS General Checking account?

Yes No

Step 1

Select the Fund the deposit was received from.

Select Fund

Step 2

Enter the amount of the transaction.

0.00

Step 3

Save the transaction.

Save

Step 4

WICKET AJAX DEBU



Sole Custody Activities and Reconciliation

✓ Total Book Balance
0.00

✓ Total Adjusted Book Balance

✓ Total Reconciled Bank Balance

✓ Ending Balance
0.00

Deposits from State Treasury

Include deposits received from the State's General Fund that should be reported in total.

Have you received any deposits from the NYS General Fund?
 Yes No

Step 1

Select the Fund the deposit was received from.

Select Fund

Step 2

Enter the amount of the transaction.

0.00

Step 3

Fund Search

Fund Code Fund Description

Showing 1 to 20 of 178
<< < 1 2 3 4 5 6 7 8 9 >>

Fund Code	Fund Description
10050	State Purposes Account
10500	Fringe Benefit Escrow Ac
10501	Indirect Cost - Fed
10502	Indirect Cost - Non Federal
10503	Social Security
10504	Retirement - Non-Federal
10505	Retirement - Federal Share

Amounts should be separately listed by SFS fund number. Amounts for the same fund should



Sole Custody Activities and Reconciliation



Total Book Balance
0.00



Total Adjusted Book Balance
0.00



Total Reconciled Bank Balance
0.00



Ending Balance
0.00

Other Deposits

Include other deposits not received from another sole custody bank account or from the State Treasury. Examples include interest, fees, fines, etc. Report this category by major revenue type.

Have you received any other deposits?

Yes No

Step 1

Enter the purpose of this transaction.

Step 2

Enter the amount of the transaction.

Step 3

Save the transaction.

Save



Year:
2021
Reporting Entity:
Department of Motor Vehicles
Report Master Key:
2022
Report Name:
User defined
Report Number:
User defined
Report Status:
Started

- JUMP TO...
- Report Year Selection
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 - SC Activities and Reconciliation**
 - Maintenance
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x	x	x	✓
Total Book Balance 0.00	Total Adjusted Book Balance 0.00	Total Reconciled Bank Balance 0.00	Ending Balance 700.00

To-Do List...

- The Preparer must verify all report information on the Report Home.
- The Preparer must complete the sole custody activities and reconciliation.
 - Target balances do not equal.

Go to...

- [Report Home](#)
- [Sole custody activities and reconciliation](#)

Deposits and Disbursements

Adjustments to Opening Balance

Deposit Summary

<input checked="" type="checkbox"/> Deposits from Other Sole Custody Reports	1,500.00
<input checked="" type="checkbox"/> Deposits from State Treasury	500.00
<input checked="" type="checkbox"/> Other Deposits	50.00
<input type="checkbox"/> Deposit Adjustments (Opening Balance)	0.00
Total Deposits	2,050.00

Disbursement Summary

<input checked="" type="checkbox"/> Disbursements to Other Sole Custody Reports	500.00
<input checked="" type="checkbox"/> Disbursements to State Treasury	750.00
<input checked="" type="checkbox"/> Other Disbursements	100.00
<input type="checkbox"/> Disbursement Adjustments (Opening Balance)	0.00
Total Disbursements	1,350.00

WICKET AJAX DEBUG

Composition of Account Balance

The ending balance is comprised of three components:

Current Cash Balance	OSC Sole Custody Balance	Investments
<ul style="list-style-type: none">• Book balance at the bank	<ul style="list-style-type: none">• Cash invested in the Short Term Investment Pool (STIP)• Fund numbers start with “7”• Equals the fund’s ending balance on the NYGL0219 report for March 31st of the current fiscal year	<ul style="list-style-type: none">• Should be classified by category (government securities, corporate bonds, etc.)• Information is reported in Note 2 of the Basic Financial Statements and Other Supplementary Information



Composition of Account Balance and Account Reconciliation

The next three sections are for balancing of the book and bank balances as of March 31. The Total Book Balance, Total Adjusted Book Balance, and Total Reconciled Bank Balance must agree to the calculated Ending Balance.

Calculation of Total Book Balance

<input type="checkbox"/> Ending Cash Balance	0.00
<input type="checkbox"/> Investments in STIP	0.00
<input type="checkbox"/> Investments	0.00
<input checked="" type="checkbox"/> Total Book Balance	0.00

Calculation of Total Adjusted Book Balance

<input type="checkbox"/> Unreconciled Book Balance	0.00
<input type="checkbox"/> Bank Interest Not Recorded	0.00
<input type="checkbox"/> Adjustments To Book Balance	0.00
<input checked="" type="checkbox"/> Total Adjusted Book Balance	0.00

Please refer to Section XIV.4.C of the Guide to Financial Operations (GFO) for procedures for completing a bank reconciliation. This link will take you to the GFO <https://www.osc.state.ny.us/agencies/guide/MyWebHelp/#XIV/4/C.htm>

Calculation of Total Reconciled Bank Balance

<input type="checkbox"/> Bank Account Balances	0.00	⚠
<input type="checkbox"/> Deposits In Transit	0.00	
<input type="checkbox"/> Outstanding Checks	0.00	
<input type="checkbox"/> Adjustments To Bank Balance	0.00	
Total Invested in STIP	0.00	
<input checked="" type="checkbox"/> Total Reconciled Bank Balance	0.00	

Calculated Report Summary

Beginning Balance	0.00
Total Deposits	0.00



Current Cash Balance



Total Book Balance
0.00



Total Adjusted Book
Balance
0.00



Total Reconciled Bank
Balance
0.00



Ending Balance
0.00

Ending Cash Balance

Include all money associated with all bank accounts, as of March 31, except investments and SFS STIP investment funds (7xxxx)
Money associated with certificates of deposit should be included in the ending cash balance, not investments.

Do you have an ending cash balance to report?

Yes No

Ending Cash Balance

Close

Save and Close

Previous

Next



Investments in STIP

✓ Total Book Balance 0.00	✓ Total Adjusted Book Balance 0.00	✓ Total Reconciled Bank Balance 0.00	✓ Ending Balance 0.00
---------------------------------	---	---	-----------------------------

Investments in STIP

Represents money in SFS invested in STIP and should equal the ending cash balance on the NYGL0219 report (Fund Cash Balance after Check Writing) as of March 31. These are the SFS fund numbers starting with a 7.

Do you have STIP Investments?

Yes No

SFS STIP investment Fund (7xxxx)

Choose One

Investments in STIP

Note the information reported here will also populate the Bank Reconciliation Section for SFS STIP investment fund.



Sole Custody Activities and Reconciliation



Total Book Balance
0.00



**Total Adjusted Book
Balance**
0.00



**Total Reconciled Bank
Balance**
0.00



Ending Balance
0.00

Investments

If your report has no investments associated with it, select No and click the Next button. If your report has an investment associated with it, select Yes and click the Add Investment button and continue to the Investment Details page. After each Investment Type is selected and the Investment Details page is complete, the Investment Type, Fair Value Amount, and Status will be shown below. If the Status is Out of Balance, the Investment Details page must be updated. Click on the Edit button, then review each reporting category. HINT: Make sure each reporting category has a green checkmark at the top after entering all relevant information. When all Investments are entered and the Status is In Balance for each Investment Type, click the Next button.

Do you have investments to report?

Yes No

Add Investment

Close

Previous

Next



Sole Custody Activities and Reconciliation

✓ Total Book Balance 700.00	✗ Total Adjusted Book Balance 0.00	✗ Total Reconciled Bank Balance 100.00	✓ Ending Balance 700.00
--------------------------------	---------------------------------------	---	----------------------------

To-Do List...

- The Preparer must verify all report information on the Report Home.
- The Preparer must complete the sole custody activities and reconciliation.
 - Target balances do not equal.

Go to...

[Report Home](#)

[Sole custody activities and reconciliation](#)

Composition of Account Balance and Account Reconciliation

The next three sections are for balancing of the book and bank balances as of March 31. The Total Book Balance, Total Adjusted Book Balance, and Total Reconciled Bank Balance must agree to the calculated Ending Balance.

Calculation of Total Book Balance

<input checked="" type="checkbox"/> Ending Cash Balance	500.00
<input checked="" type="checkbox"/> Investments in STIP	100.00
<input checked="" type="checkbox"/> Investments	100.00
✓ Total Book Balance	700.00



Components of Total Adjusted Book Balance

Unreconciled Book Balance

- Book balance per agency/department ledger (QuickBooks, Excel spreadsheet, etc.)

Bank Interest Not Recorded

- Interest earned as of March 31, but not recorded in the agency/department ledger

Adjustments to Book Balance

- Transactions not included in the book balance incurred as of March 31
- Example includes returned check deposit not recorded



Unreconciled Book Balance



Total Book Balance
0.00



Total Adjusted Book
Balance
0.00



Total Reconciled Bank
Balance
0.00



Ending Balance
0.00

Unreconciled Book Balance

Include the report's book balance as of March 31 before final adjustments. It should include all money associated with all bank accounts, investments and SFS STIP investment fund (7xxx).

Do you have an unreconciled book balance?

Yes No

Unreconciled Book Balance

Close

Save and Close

Previous

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Bank Interest Not Recorded

Sole Custody Activities and Reconciliation



Total Book Balance
0.00



Total Adjusted Book
Balance
0.00



Total Reconciled Bank
Balance
0.00



Ending Balance
0.00

Bank Interest Not Recorded

Include interest earned as of March 31 not included in the Unreconciled Book Balance.

Do you have any bank interest that has not been recorded?

Yes No

Close

Save and Close

Previous

Next



Sole Custody Activities and Reconciliation

✓ Total Book Balance 0.00	✓ Total Adjusted Book Balance 0.00	✓ Total Reconciled Bank Balance 0.00	✓ Ending Balance 0.00
---------------------------------	---	---	-----------------------------

Adjustments To Book Balance

Include other transactions not included in the Unreconciled Book Balance incurred as of March 31. Examples include returned check deposit not recorded.

Do you have book balance adjustments?

Yes No

Adjustments To Book Balance

Reason

Close

Save and Close

Previous

Next



Sole Custody Activities and Reconciliation

✓	✓	✗	✓
Total Book Balance	Total Adjusted Book Balance	Total Reconciled Bank Balance	Ending Balance
700.00	700.00	100.00	700.00

To-Do List...

- The Preparer must verify all report information on the Report Home.
- The Preparer must complete the sole custody activities and reconciliation.
 - Target balances do not equal.

Go to...

Report Home

Sole custody activities and reconciliation

Calculation of Total Adjusted Book Balance

<input checked="" type="checkbox"/> Unreconciled Book Balance	650.00
<input checked="" type="checkbox"/> Bank Interest Not Recorded	50.00
<input type="checkbox"/> Adjustments To Book Balance	0.00
✓ Total Adjusted Book Balance	700.00

Please refer to Section XIV.4.C of the Guide to Financial Operations (GFO) for procedures for completing a bank reconciliation. This link will take you to the GFO <https://www.osc.state.ny.us/agencies/guide/MyWebHelp/#XIV/4/C.htm>



Components of Reconciled Bank Balance

Bank Account Balances

- Balance per bank statement as of March 31

Deposits in Transit

- Funds collected on or before March 31, but not deposited in bank until April 1 or later

Outstanding Checks

- Checks issued on or before March 31, but not paid by the bank

Adjustments to Bank Balance

- Book to bank reconciling items except deposits in transit and outstanding checks



Bank Account Balance



Total Book Balance
0.00



Total Adjusted Book
Balance
0.00



Total Reconciled Bank
Balance
0.00



Ending Balance
0.00

Bank Account Balances

Enter the March 31 balance per the bank statement for all bank accounts, including investment accounts and certificates of deposit associated with this report.

Instrument Name	Instrument Number	Institution Name	Bank Balance	Instrument Status
User defined	Full account number	NBT Bank	<input type="text"/>	Open

Bank Account Balances 0.00

Close

Save and Close

Previous

Next



Deposits in Transit

✓ Total Book Balance 0.00	✓ Total Adjusted Book Balance 0.00	✓ Total Reconciled Bank Balance 0.00	✓ Ending Balance 0.00
---------------------------------	---	---	-----------------------------

Deposits In Transit

Report deposits included in the book balance, but not reflected at the bank.

Do you currently have any deposits in transit?

Yes No

Deposits In Transit



Outstanding Checks



Total Book Balance
0.00



Total Adjusted Book
Balance
0.00



Total Reconciled Bank
Balance
0.00



Ending Balance
0.00

Outstanding Checks

Include the amount of checks issued as of March 31, but not paid by the bank.

Do you currently have any outstanding checks?

Yes No

Outstanding Checks

Close

Save and Close

Previous

Next



Adjustments to Bank Balance



Total Book Balance
0.00



Total Adjusted Book
Balance
0.00



Total Reconciled Bank
Balance
0.00



Ending Balance
0.00

Adjustments To Bank Balance

Include book to bank reconciling items, except outstanding checks and deposits in transit.

Do you have bank balance adjustments?

Yes No

Adjustments To Bank Balance

Reason



Sole Custody Activities and Reconciliation

✓ Total Book Balance 700.00	✓ Total Adjusted Book Balance 700.00	✓ Total Reconciled Bank Balance 700.00	✓ Ending Balance 700.00
-----------------------------------	--	--	-------------------------------

To-Do List...

- The Preparer must verify all report information on the Report Home.
- The Preparer must complete the sole custody activities and reconciliation.
- The Preparer must finalize their work; mark report ready for review.

Go to...

Report Home

Sole custody activities and reconciliation

Finalize

Calculation of Total Reconciled Bank Balance

<input checked="" type="checkbox"/> Bank Account Balances	550.00
<input checked="" type="checkbox"/> Deposits In Transit	300.00
<input checked="" type="checkbox"/> Outstanding Checks	250.00
<input type="checkbox"/> Adjustments To Bank Balance	0.00
Total Invested in STIP	100.00
✓ Total Reconciled Bank Balance	700.00



Attaching Supporting Documents



Total Book Balance
0.00



Total Adjusted Book
Balance
0.00



Total Reconciled Bank
Balance
0.00



Ending Balance
0.00

Attachments

Step 1

Attach bank statement(s) and bank reconciliation as of March 31. Also attach a list of deposits in transit and outstanding checks (if applicable).

No file chosen

Step 2

Save the attachment.

Current Document List

Attachment Name

Action



Additional Comments

Sole Custody Activities and Reconciliation



Total Book Balance
700.00



Total Adjusted Book Balance
700.00



Total Reconciled Bank Balance
700.00



Ending Balance
700.00

Comments

Enter additional information you would like to provide.

Comments

Close

Save and Close

Previous

Next



Year:
2021
Reporting Entity:
Department of Motor Vehicles
Report Master Key:
2022
Report Name:
User defined
Report Number:
User defined
Report Status:
Started

JUMP TO...

Report Year Selection

Report Selection

Report Home

SC Activities and Reconciliation

Maintenance

Contact Us

Resources

Sole Custody Activities and Reconciliation

✓
Total Book Balance
700.00

✓
Total Adjusted Book Balance
700.00

Report Review

Prepared By

Preparer User ID
SCDMVTESTJG

Preparer Name
Jonathan Golden

Preparer Phone Number
(518) 474-6019

Preparer Email
jgolden@osc.ny.gov

Preparation of this report is complete. This report is ready for review.

Reviewed By

Reviewer User ID

Reviewer Name

Reviewer Phone Number

Reviewer Email

Review of this report is complete. This report is ready for submission to OSC.



After Preparer Finalizes Report

Report Home

To-Do List...

- The Preparer must verify all report information on the Report Home.
- The Preparer must complete the sole custody activities and reconciliation.
- The Preparer must finalize their work; mark report ready for review.
- The Reviewer must finalize their work; review and submit report to OSC.

Go to...

Sole custody activities and reconciliation

Finalize

Statutory Reference

Law that supports purpose or revenue source

Revenue Description

Example: Fees

Report Dashboard

Close this report after the reporting year

Return this report to Started status

If the preparer realizes a change is needed after selecting "Finalize," click here



Year:
2021

Reporting Entity:
Department of Motor Vehicles

Report Master Key:
2022

Report Name:
User defined

Report Number:
User defined

Report Status:
Ready For Review

- JUMP TO...
- Report Year Selection
 - Report Selection
 - Report Home
 - SC Activities and Reconciliation**
 - Maintenance
 - Contact Us
 - Resources

Sole Custody Activities and Reconciliation

✓
Total Book Balance
700.00

✓
Total Adjusted Book Balance
700.00

Report Review

Prepared By

Preparer User ID
SCDMVTESTJG

Preparer Name

Preparer Phone Number

Preparer Email

Preparation of this report is complete. This report is ready for review.

Reviewed By

Reviewer User ID

Reviewer Name

Reviewer Phone Number

Reviewer Email

Review of this report is complete. This report is ready for submission to OSC.

Common Reporting Issues/Errors

- Reporting all deposits and disbursements under “Other Deposits.”
 - Deposits and Disbursements should be reported under proper category.
- Using Bank Balance Adjustment for reporting deposit in transit and/or outstanding checks.
- Outstanding (uncleared) checks/deposits in transit listed as Book Adjustments – these are components of the bank reconciliation and are accounted for in the Calculation of Total Bank Balance.



Additional Agency Responsibilities

- Monthly bank account reconciliations
 - To be filed with Commissioner of Taxation and Finance within 7 days of the succeeding month
 - See the *Guide to Financial Operations*
XIV. Special Procedures > 4. Agency Bank Accounts > A. Agency Bank Accounts Overview
(<https://web.osc.state.ny.us/agencies/guide/MyWebHelp/Default.htm>)
- Recordkeeping
- Escheatment of uncashed checks



Bank Reconciliations

- Sole custody bank accounts must be reconciled (by the custodial agency) on a monthly basis.
- Reconciliations should be completed within 5 to 7 days after month-end and reviewed by management.
- Documentation of reconciliation and review must be retained.



Bank Rec Components

Bank Balance at Month End	\$ 1,000.00
+ Deposits in transit	50.00
- Outstanding checks	100.00
+/- Other adjustments	20.00
Reconciled Bank Balance	\$ 970.00



Things to Consider

- Report consolidation, if possible
 - STIP Funds and the related bank account – possibly could be one report instead of two reports
 - Multiple instruments having the same fund and purpose – possibly could be reported on one report instead of multiple reports

Ask us if you would like to know if report consolidation would work for you

Escheatment

- State Finance Law §102 and Abandoned Property Law §1315 generally require checks uncashed for more than one year from the date of issuance be escheated and paid into the Abandoned Property Fund.
- Pursuant to Abandoned Property Law §1422, State agencies are also required to meet certain payee notification requirements. See Operational Advisory 8 – State Check Outreach for more information:

https://www.osc.state.ny.us/agencies/operational_advisories/index.htm

Common Sole Custody Questions

Q: What if my beginning balance is wrong?

A: The beginning/opening balance cannot be changed. Please use the adjustments to opening balance. A positive adjustment will increase deposits and a negative adjustment will increase disbursements; an explanation for the adjustment will be required.

Q: Do I have to file a sole custody report for an account that was closed?

A: Reports must be filed for an account that was closed in the fiscal year being reported. A sole custody account cannot be closed if the ending balance is not zero. If you did not click “Close this report after the reporting year” when finalizing the prior year’s report, it will remain open, and you must file a sole custody report.



We Don't Bite 😊

The Bureau of Financial Reporting and Oil Spill Remediation is here to help!

- To contact us by email:
 - Bureau of Financial Reporting – FinRep@osc.ny.gov
 - Jonathan Golden – jgolden@osc.ny.gov
 - Khushbu Chechani – kchechani@osc.ny.gov



Thank you for your time!

