

Introduction to Bureau of State Accounting Operations Cash Management Unit



NYS COMPTROLLER

THOMAS P. DiNAPOLI

2022 Fall Conference

Office of Operations

Terri Crowley, Executive Deputy Comptroller

Division of Payroll, Accounting & Revenue Services

Suzette Baker, Deputy Comptroller

Melody Goetz, Director, Bureau of State Accounting Operations

Melissa Clayton, Assistant Director, Bureau of State Accounting Operations



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Agenda

- Daily Operations/Cash Position
- Reducing Banking Services Costs/Fees
- Requesting Online Banking Access
- Cash Advance Accounts
- Q&As – Open Discussion



Daily Management of New York State Monies

– Incoming

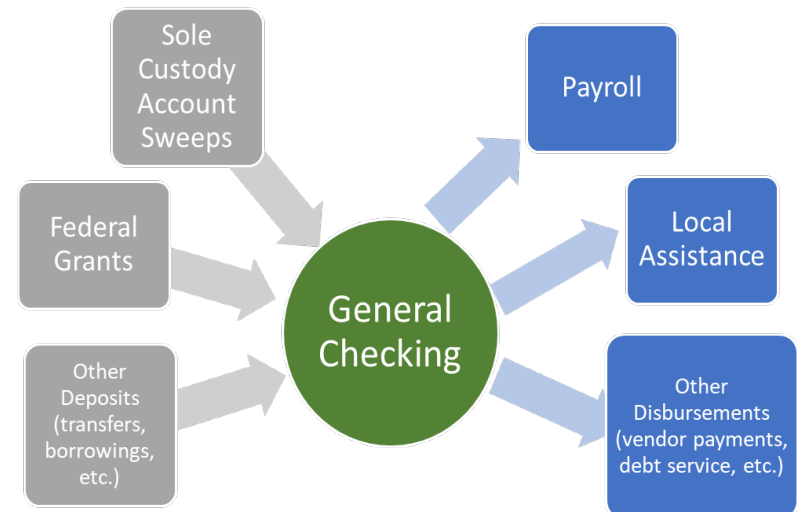
- Sole Custody Bank Account Sweeps
- Federal Grant Deposits
- Other transfers

– Outgoing

- SFS Disbursements (vendor payments, debt services, etc.)
- Payroll
- Local Assistance

– Short-Term Investment Pool - STIP

- Investments and Maturities



Management of New York State Monies (continued)

- State Finance Law §98-a authorizes the Comptroller to invest any monies held in any fund that is not needed for payments.
- Daily, CMU staff monitor balances in agency sole custody accounts, Federal funds drawn into the State, and large revenues expected.
- Receipts are compared to payments expected for that night.
- Any residual monies are reported to OSC's Pension Investment and Cash Management Unit who then purchase securities with the idle monies.
- These investments make up the Short-Term Investment Pool and monies earned are distributed on a monthly basis to eligible funds.



Management of New York State Monies (continued)

Send emails to: CashManagement@osc.ny.gov

Specifically-

- Large deposits and dates of deposits
- Unexpected payments and disbursements
- Same day funding requests – by 9:30 am

This will allow CMU to better manage the State's cash and investments



Reducing Banking Services Costs/Fees

- OSC assists in managing over 2,000+ agency bank accounts, within 60+ different banks, for NYS agencies across New York State.
- We started an initiative in 2015 to save NYS money by reducing banking costs.
- Some of the cost savings measures include:
 - reducing the number of bank accounts
 - using a drop box instead of a bank teller, which is more expensive and higher risk
 - eliminating paper reports
 - streamlining NYS agencies processes



Requesting Online Banking Access

Send emails to BankingServices@osc.ny.gov

The following information is required to add a user to online access:

- Employee's Name, Email Address, Phone Number
- Type of access the user needs (Bank Statements, Previous Day Reporting, etc.)
- The bank(s) and account(s) for which access is being requested
- If applicable:
 - The name of a current online user after whom the new user may be cloned
 - The name(s) of current online user(s) who no longer require access and can be removed from online banking



Cash Advance Accounts Overview

- Authorized by Section 115 of the State Finance Law
- Established from money appropriated to the agency
- Special Use Vendor ID required (requested through the Vendor Management Unit)
- Operated on the imprest basis, i.e. the fund is replenished for the exact amount of the expenditures reported



Cash Advance Account Transactions and Helpful Queries

Increase / Decrease Advance Transactions

- Special Cash Advance expenditure accounts used **ONLY** to increase/reduce advance amount (59001-59005) or to reduce advances charged against a lapsed appropriation (32209-32213)
- NY_AP_CASHADV_AUTHORIZED_LIMIT public query in the SFS

Advance Replenishment Transactions

- Non-Personal Service account codes should be used on all replenishment vouchers
- NY_AP_CASHADV_REPLENISHMENT public query in the SFS



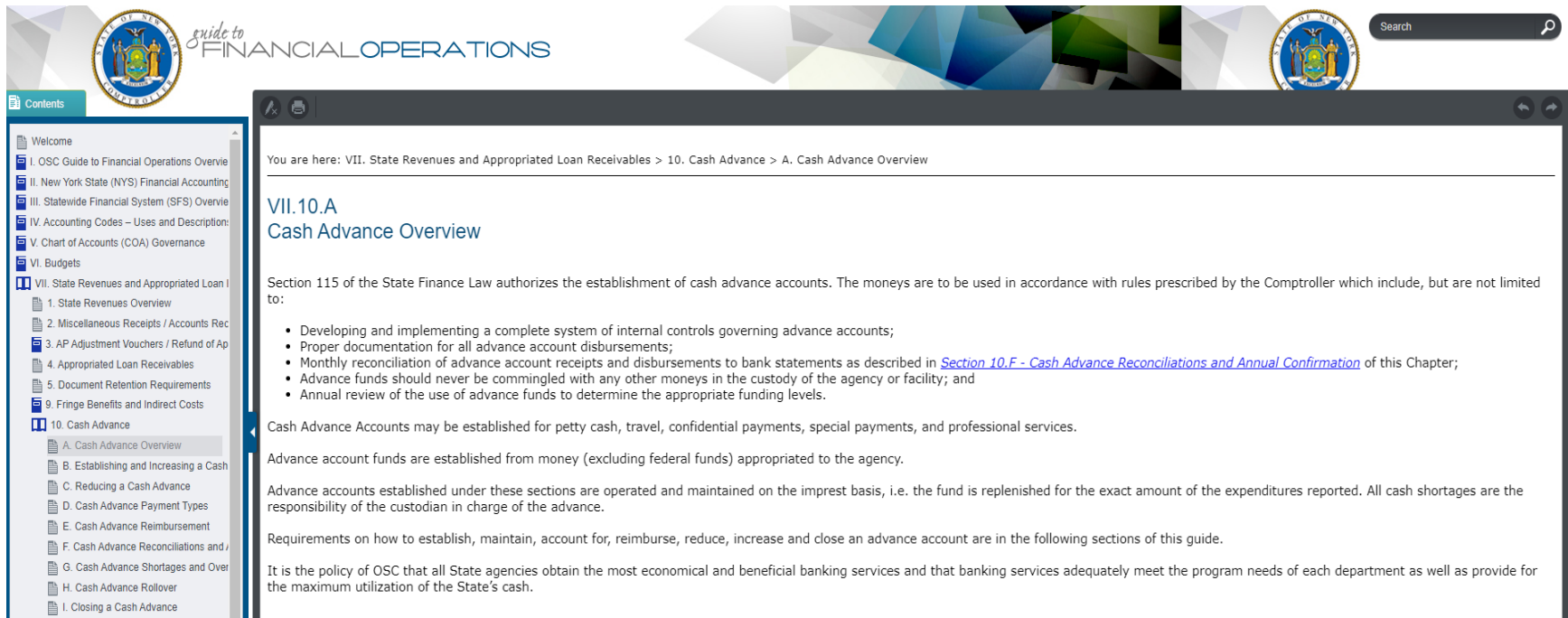
Reporting Cash Advance Accounts

- State Finance Law Section 107 - Advance accounts must be reconciled monthly.
- All Cash Advances should be maintained in a consolidated bank account, in the name of the Agency, titled “Agency Advance Account”.
- Annual confirmation and reconciliation request sent to agencies in April and must be returned promptly with requested backup.
- Any cash shortages are the responsibility of the custodian in charge of the advance and must be reported to OSC immediately.



Cash Advance

OSC Guide to Financial Operations



The screenshot displays the OSC Guide to Financial Operations website. The page title is "VII.10.A Cash Advance Overview". The breadcrumb trail reads: "You are here: VII. State Revenues and Appropriated Loan Receivables > 10. Cash Advance > A. Cash Advance Overview". The main content area includes a paragraph about Section 115 of the State Finance Law, a bulleted list of requirements, and a paragraph stating that Cash Advance Accounts may be established for petty cash, travel, confidential payments, special payments, and professional services. A sidebar on the left contains a table of contents with "10. Cash Advance" selected, and sub-items A through I. The top of the page features the State of New York seal, the text "guide to FINANCIAL OPERATIONS", and a search bar.

guide to FINANCIAL OPERATIONS

Search

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You are here: VII. State Revenues and Appropriated Loan Receivables > 10. Cash Advance > A. Cash Advance Overview

VII.10.A Cash Advance Overview

Section 115 of the State Finance Law authorizes the establishment of cash advance accounts. The moneys are to be used in accordance with rules prescribed by the Comptroller which include, but are not limited to:

- Developing and implementing a complete system of internal controls governing advance accounts;
- Proper documentation for all advance account disbursements;
- Monthly reconciliation of advance account receipts and disbursements to bank statements as described in [Section 10.F - Cash Advance Reconciliations and Annual Confirmation](#) of this Chapter;
- Advance funds should never be commingled with any other moneys in the custody of the agency or facility; and
- Annual review of the use of advance funds to determine the appropriate funding levels.

Cash Advance Accounts may be established for petty cash, travel, confidential payments, special payments, and professional services.

Advance account funds are established from money (excluding federal funds) appropriated to the agency.

Advance accounts established under these sections are operated and maintained on the imprest basis, i.e. the fund is replenished for the exact amount of the expenditures reported. All cash shortages are the responsibility of the custodian in charge of the advance.

Requirements on how to establish, maintain, account for, reimburse, reduce, increase and close an advance account are in the following sections of this guide.

It is the policy of OSC that all State agencies obtain the most economical and beneficial banking services and that banking services adequately meet the program needs of each department as well as provide for the maximum utilization of the State's cash.



Contact Information

- Cash Management Unit
 - cashmanagement@osc.ny.gov
- Chris Smith, Manager
 - Phone (518) 486-6761
crsmith@osc.ny.gov
- David Richter, Assistant Manager
 - Phone (518) 486-1222
drichter@osc.ny.gov
- Amanda Zibella, Supervising Accountant
 - Phone (518) 474-7117
azibella@osc.ny.gov
- Michael Donadio, Supervisor
 - Phone (518) 473-0583
mdonadio@osc.ny.gov



cashmanagement@osc.ny.gov



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