

SCHEDULE AND DESCRIPTION OF REQUIRED REPORTS

BANK REPORTS REQUIRED

NYS Department of Taxation and Finance:

Required Daily

1. Information Reporting
2. Prior Day Balance and Transaction– summary and detail.
3. Balance and transaction activity, current ledger and collected balances, beginning and ending balances.
4. Controlled Disbursement Clearings
5. Debit and credit detail
6. Current Day Balance and Transaction – Summary and Detail
7. Voided Check Detail

Required Monthly in PDF and Excel Format

1. End of month bank statement.
2. List of paid checks.
3. List of outstanding checks.
4. ARP Reports including a Full Reconciliation Statement, a Recap of Posted Items Report, and an Outstanding Settlement Report.

NYS Department of Labor

Required Daily

1. Cardholder Status Activity Report – provides details of end of day card status updates over a selected date range.
2. Daily Transaction Report – provides details of demographic updates performed within a selected date range.

Monthly

ETA 8413 Income-Expense Analysis – A monthly analysis of daily transactions in a State benefit payment account from the books of the bank on which benefit checks or warrants are issued. The ETA 8413 report provides information on bank charges, account balances, and bank compensation.

Due Date - This report will be submitted electronically and is due to Labor the 20th day of the month after the month reported. For example, January reports are due the 20th of February.

Item-by-Item Instructions:

Account Number - Last 5 digits of the account number.

Row Definitions:

1. **Beginning Balance**- Balance existing on the last day of the preceding month.
2. **Total Deposits**- Total dollar amount of deposits made to the benefit payment account(s) during the month reported.
3. **Total Withdrawals** - Total dollar amount of withdrawals from the benefit payment account(s) during the month reported.
4. **Ending balance** - (Item 1 + Item 2) minus Item 3.

Rows 5-11 Income Analysis - Calculations for each of the items in the Income Analysis Section are to be performed in accordance with current banking procedure, reserve requirements, etc., and reported to the State on the monthly Account Analysis.

11. The percentage entered to determine Earnings Value should approximate or exceed the average of the current 3-month interest rate allowed by the U.S. Treasury Department on short-term investments.

Rows 12-20 Expense Analysis –

12. **Checks Deposited** - The number of checks deposited, the rate per check, and the extended total.
13. -15. **Checks on Account** - The number of checks; the rate per check, and the extended total in each block used.
16. -18. **Other Costs** - Identify and extend the cost for each additional service provided for which there is a charge (i.e., armored car service, check stock, reconciliation, etc.).
19. **Total Cost** - The total of all expenses itemized above.
20. **Net Profit/Loss** - the result of subtracting “Total Cost” from “Earnings Value.”

Report Format

REPORT FOR PERIOD ENDING:

Bank Name:	Bank City:
Account Number Commingled/Separate:	
1.Beginning Balance	
2.Total Deposits	
3.Total Withdrawals	
4.Ending Balance	
INCOME ANALYSIS	
5.Total Daily Ledger Balance	
6.Average Daily Ledger Balance	
7.Average Daily Float	
8.Average Daily Collected Balance (Line 6 -Line 7)	
9.Reserves at %	
10.Average Daily Loanable Balance (Line 6 -Line 9)	
11.Earning Value at %	
EXPENSE ANALYSIS	
12.Checks Deposited: No.	at
13.Checks on Account: No.	at
14.Checks on Account: No.	at
15.Checks on Account: No.	at
16.Other Costs	
17.Other Costs	
18.Other Costs	
19.Total Costs (Line 13 through Line 18)	
20.NET PROFIT/LOSS	

NYS Office of the State Comptroller

Monthly

Account Analysis Report in '822' format - either a hard copy or an on-line version of the monthly analysis may also be requested. Bidders must describe how the Account Analysis report will be delivered to the State.