Understanding Your FSA Monthly TA Report

To All FSA Account Holders:

It’s important to review reports upon receiving them, so that any suspected error on your account can be caught timely and corrected.

The FSA Business Office issues a report to Account Holders after each month end closing and reconciliation against bank statements. Reports show all reconciled deposits as well as all reconciled disbursements/transfer transactions, where "reconciled" means verified against the actual bank account statements from banks. Bank statements are received within a week of each month end, which FSA then reconciles against the transactions that have been entered into the accounting system, making any needed adjusting transactions. Once posted in all accounts, the accounting system month can be ended; Called "closing the month" and all reports can then be generated. This does result in an inherent delay in sending reports to each account holder. Account Holders can always contact the FSA Business Office to obtain a current raw transaction report (not yet fully reconciled) and the account’s balance on any given day.

Sample report below: FIRST page shows "Fiscal Year to Date Summary", followed by a "Detail Transaction Report" (see next page) of all activity processed in that period.

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FSA Trust and Agency Accounts
Account #: TAZZZ ← where "ZZZ" = Your TA Account #
Acct Title: TA ACCOUNT PROGRAM NAME

Summary: Fiscal Year to Date 6/1/18 to 11/30/18 (6 months)

Cash balance, June 1, 2018 $3,000.00 ← OPENING BALANCE CARRIED FORWARD FROM PRIOR FISCAL YEAR

Cash receipts
Inflows $825.00 ← FUNDS RECEIVED DURING FISCAL YEAR (ADDITIONS)

Total cash receipts $825.00 ← TOTAL INFLOWS DURING CURRENT FISCAL YEAR (ADDITIONS)

Cash disbursements
Outflows 1 $300.00
Outflows 2 $70.00
Outflows 3 $250.00 ← FUNDS SPENT DURING FISCAL YEAR (SUBTRACTIONS)
Outflows 4 $0.00
Outflows 5 $0.00
Outflows 6 $0.00

Total cash disbursements $620.00 ← TOTAL OUTFLOWS DURING CURRENT FISCAL YEAR (ADDITIONS)

Cash balance, end of period (11/30/2018)

$3,205.00 ← IN THIS EXAMPLE THIS TA ACCOUNT STARTED WITH AN OPENING BALANCE OF $3,000, HAD $825 IN ADDITIONS (INFLOWS) AND HAD $620 IN SUBTRACTIONS (OUTFLOWS) LEAVING AN ENDING BALANCE AVAILABLE TO SPEND OF $3,205.

See following page(s) for supporting detail transactions processed.

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Questions? Call FSA Business Office 718-270-3187 or eMail to: FSABusinessOffice@downstate.edu

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UNDERSTANDING YOUR FSA TRANSACTION DETAIL REPORT

FSA Trust and Agency Accounts
Account #: TA ZZ Z where "ZZ Z" = Your TA Account #
Acct Title: TA ACCOUNT PROGRAM NAME where "ZZ Z" = Your TA Account #

Detail Transactions Fiscal Year to Date 6/1/18 to 11/30/18 (6 months)

<table>
<thead>
<tr>
<th>Date/Entry</th>
<th>Description</th>
<th>In /Out</th>
<th>Total</th>
<th>Inflows 1</th>
<th>Outflows 2</th>
<th>Outflows 3</th>
<th>Outflows 4</th>
<th>Outflows 5</th>
<th>Outflows 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/01/17</td>
<td>Beginning balance</td>
<td></td>
<td>3,000.00</td>
<td>3,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/07/17</td>
<td>VENDOR 1</td>
<td>Accounts Payable</td>
<td>(300.00)</td>
<td>2,700.00</td>
<td>(300.00)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/22/17</td>
<td>VENDOR 2</td>
<td>Accounts Payable</td>
<td>(70.00)</td>
<td>2,630.00</td>
<td>(70.00)</td>
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</tr>
<tr>
<td>10/11/17</td>
<td>VENDOR 3</td>
<td>Journal Entry</td>
<td>(250.00)</td>
<td>2,380.00</td>
<td>(250.00)</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>11/16/17</td>
<td>DONOR 1</td>
<td>Cash Receipts</td>
<td>200.00</td>
<td>2,580.00</td>
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<td>200.00</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>11/20/17</td>
<td>DONOR 2</td>
<td>Journal Entry</td>
<td>625.00</td>
<td>3,205.00</td>
<td>625.00</td>
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<tr>
<td></td>
<td></td>
<td>Net activity</td>
<td>205.00</td>
<td>825.00</td>
<td>(300.00)</td>
<td>(70.00)</td>
<td>(250.00)</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>825.00</td>
<td>(620.00)</td>
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</tbody>
</table>

NET ACTIVITY REFERS TO THE SUM OF RECEIPTS & DISBURSEMENTS DURING THE FISCAL YEAR (JUNE THROUGH MAY ACTIVITY)

IN THIS EXAMPLE THIS TA ACCOUNT STARTED WITH AN OPENING BALANCE OF $3,000, HAD $825 IN ADDITIONS (INFLOWS) AND HAD $620 IN SUBTRACTIONS (OUTFLOWS) LEAVING AN ENDING BALANCE AVAILABLE TO SPEND OF $3,205. THIS COLUMN KEEPS A RUNNING BALANCE OF FUNDS AVAILABLE TO SPEND.

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