



MEETING MINUTES

Date	02/22/2021	Time	1:00 PM
Subject	Working Session #6	Location	WebEx
Agenda Prepared by	OSC/BFR	Minutes Prepared by	OSC/ASK

QUESTIONS

Question/Answer

Question: If an agency has a reimbursement based local assistance contract with a grantee, would spending for that contract be reportable under this exercise?

Answer: For a capital asset or SBITA, look if your agency is a party to the [lease], liable for future payments, and if not then it does not need to be included. Ask yourself - Is my agency a part of the legal agreement and do I have to make sure that I provide payments?

Question: Also, would payments to an individual who is acting as an independent contractor be reportable?

Answer: Service type of arrangements don't fall under 87, 94, or 96.

Question: If we have repeating services do we count them? We have language line monthly that may have an agreement.

Answer: This depends on if it's all within one agreement. If this is a translation service where people call in and provide live translation to someone in an agency, this is considered a service and there wouldn't be a capital asset behind it so wouldn't be 87 or 94. If it was, for example, Skype, or the computer is used to call in and there is a live translation, then that wouldn't be 96 (SBITA) because the software would be incidental to the underlying agreement.

Question: We have agreements for copier maintenance. Does that get counted?

Answer: If it's maintenance to clean and service (i.e. if the copier gets jammed), it would not be included since it's a service. If the copier is provided with a copier maintenance agreement then the copier would be included.

Question: Only if it's under \$20,000 correct?

Answer: The threshold for 96 (SBITA) is \$1,000/year and for 87 is \$20,000/year. You want to aggregate contracts if there are multiple contracts with the same vendor; include if over \$20,000/year.

Question: What about service maintenance and software as one agreement?

Answer: Look at the software and see if it falls under 96 (SBITA). If that's the case, then include it and remove the service component in your reporting tool. So, if you have an agreement for service and software that's \$1,000/month you want to see if you can split out \$500 for software and \$500 for maintenance. You can contact OSC/BFR for guidance as it can get tricky.

Question: If we can't break out, report the entire amount?

Answer: if you can't break out service and software, email OSC/BFR for more guidance.



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NOTES

- Once you identify your agreements fall under 87, 94, or 96, submit the toolkit to the OSC/BFR office
- OSC/BFR will review all toolkits and may reach out with follow up questions.
 - This may take a couple weeks; you may hear from OSC/BFR with questions or confirmation.
- Please retain all work that you conducted to complete the toolkit because there is a possibility that auditors may ask for it in the future.
- Once OSC/BFR goes through the toolkits, they will work to establish a higher materiality threshold. All agreements above the new threshold will be identified and OSC/BFR will re-reach out to agencies to compile more information.
- As these next couple months go by, please track ANY new agreements that your agency enters into that are within the scope – this is an annual activity that you will need to report to OSC/BFR.

Contact Us: FinRep_GASB@osc.ny.gov