



NYC Administration for Children's Services

Administrative Advisory

Financial Reporting and Recordkeeping

Personal Protective Equipment (PPE) Received from ACS

Effective July 1, 2019

TABLE OF CONTENTS

Personal Protective Equipment (PPE) Assistance from ACS.....	3
ACS Distribution of Personal Protective Equipment (PPE)	3
Inventory and Tracking	4
Accounting for ACS No-Cost PPE	4
Appendix I: Sample Tracking Document	5

Personal Protective Equipment (PPE) Assistance from ACS

ACS Distribution of Personal Protective Equipment (PPE)

During the COVID 19 pandemic the NYC Administration for Children's Services (ACS) has and will continue to issue at no cost Personal Protective Equipment (PPE) to contract providers in need. The purpose of this advisory is to provide guidance on the accounting and record keeping practices for contract providers receive and have received PPE in this category. PPE distributed by ACS to contractors included but is not limited to:

Gloves

Hand Sanitizer (8 oz.)

N-95 Masks

Cloth Masks

Child Sized Masks

Non-Medical Grade Masks

Surgical/Disposable Masks

Coveralls

Isolation Suits

Sanitizing Desk/Surface Wipes

Surgical Gowns

Alcohol

Thermometers

Ziploc

All PPE received from ACS should be recorded and reflected in the agency financial statements and inventory should be tracked as it is distributed for usage.

ACS Administrative Advisory for Financial Recording and Recordkeeping of Personal Protective Equipment Received from ACS

Inventory and Tracking

Upon receipt of the PPE Providers should implement appropriate administrative and physical control over the items as is done with office supplies. An inventory list should be maintained showing the following for each category of PPE received (see attachment I sample tracking sheet).

1. Description of item(s)
2. Date received
3. Quantity Received
4. Issuance
5. Recipient Name and Title
6. Acknowledgement of receipt

At the end of the fiscal year the Provider shall issue a Certification signed by the Executive Director and/or CFO stating:

1. The amount of PPE received at the value recorded
2. The amount of any unused or unissued PPE at the end of the period
3. The PPE was used for the intended purpose
4. They have established appropriate administrative and physical control over the items

Accounting for ACS No-Cost PPE

All no-cost PPE received from ACS should be recorded as revenue and classified as “emergency assistance received – COVID19”. If ACS provided information as to the cost of the items received this cost should be used. Otherwise the PPE should be recorded at the fair market value with the following guidelines:

1. PPE revenue received should be classified as “Emergency Assistance Received – COVID19”
2. At the same time the revenue is recognized an equal amount of expense (Classified as Emergency Assistance Expense - COVID19) should be recorded, regardless of whether the PPE were consumed or not
3. The revenue and expenses should be shown as separate line items in the financial reports.

The recording and reporting of the ACS no-cost PPE revenue and expenses should be reflected in the Financial Statements in the Fiscal Year in which they were received. If the books were closed prior to the recording of the PPE revenues and expenses the required information must be included as a supplemental report in the following year’s books. This report should indicate the PPE inventory as of the end of the prior and current fiscal years.

