



Draft & Final Reconciliation Reports

The main purpose of the Reconciliation Report is:

- To inform the owner/agent of the amount of subsidy approved for payment.
- To inform the owner/agent of the discrepancies in the amount of subsidy requested versus the certifications submitted.

The Reconciliation Report is a multi-section report that mirrors every section of the voucher but will **only** detail discrepancy items in the Regular Assistance and Retro Adjustment sections.

- The 1st section of the RR gives the site an overview of the basic information regarding the voucher including:
 - **Voucher Summary** - Amount CA is paying, OA requested, and variance, if any.
 - **Voucher Balance Summary** - Previous & current balance items, write offs, and any outstanding discrepancies.
 - **Reconciliation Notes** – important notes related to your voucher, relayed by the voucher processor and specific month to month
- The 2nd section of the RR gives additional details regarding the voucher:
 - **Voucher Detail** – Breakdown of all discrepancies in the Regular Assistance, Retro Adjustment, Special Claim Payments, Repayments.
 - **CA Accounting Adjustment Detail** – Breakdown of all write offs, if any.
- The 3rd section of the RR gives a breakdown of the outstanding discrepancies by unit number.
 - **Outstanding Discrepancy Amount** – List of all outstanding balance items by unit number, tenant name, voucher section and month the discrepancy occurred.
- The 4th section of the RR provides a list of annual certifications that are due or expired.
 - **Past Due Certifications by Current Voucher Month** – Lists all tenants that are due to expire and shows whether the unit has been suspended for payment. If tenant has not complied with Recertification process, a Termination should be submitted per HUD guidelines.

Discrepancy items noted on the Reconciliation Report should be addressed within 3 business days of receipt. Please notify your voucher processor when you have submitted the items requested by replying ALL to the draft report email. If you have any questions regarding what is requested on a reconciliation report, please reach out to your voucher processor so they can assist.

Questions and documents related to voucher processing should also be sent to our incoming mailbox at nydocuments@cgifederal.com



How to Read and Interpret the Reconciliation Report

Contract # - Displays the property's contract number.

Property Name - Displays the property's name.
Prepared By: The name of the voucher processor that the voucher has been assigned to.

Voucher Month - Displays the month/year of the voucher being processed.
Status: Shows which reconciliation is being viewed. The 2 options are: Draft Reconciliation or Final Reconciliation.

Voucher Reconciliation Report

Contract #: NY

Property:

Voucher Month: June 2025

Prepared by:

Status: Final

VOUCHER SUMMARY

	CA Amount	Site Amount	Variance
Total Regular Payment:	\$43,140	\$43,140	\$0
Total Adjustment Payment:	\$1,025	(\$1,171)	(\$2,196)
Total Manual Adjustment Payment:	\$0	\$0	\$0
Total Special Claim Payment:	\$0	\$0	\$0
Total Repayments:	\$0	\$0	\$0
Total Voucher Payment:	\$44,165	\$41,969	(\$2,196)

VOUCHER BALANCE SUMMARY

	AMOUNT
Total Prior Month Outstanding Balance:	\$0
Total Current Month Voucher Variance:	(\$2,196)
Total Current Month CA Accounting Adjustment:	\$0
Total Current Month Payment Resolutions:	\$0
Outstanding Discrepancy Amount:	(\$2,196)

Reconciliation Notes:

Voucher Summary - Displays MAT 30 totals listed on the 52670 for both the CA and Site. The Variance amount is also listed to better explain how the property balance accumulates.

Voucher Balance Summary - Displays the components and amounts that contribute to the property's balance.

- **Total Prior Month Outstanding Balance** – Displays the overall balance prior to the current voucher.
- **Total Current Month Voucher Variance** - Displays the sum of the property's variance for the current voucher.
- **Total Current Month CA Accounting Adjustment** – Displays the sum of the amount written off on the current voucher if applicable.
- **Total Current Month Payment Resolution** – Displays the sum of the balance that has been resolved on the current voucher
- **Outstanding Discrepancy Amount** – Displays the total remaining balance of the property.
 - See the Outstanding Discrepancy section of the report for specific details

Regular Assistance - Displays the tenants/units which we have a discrepancy with the site. We complete the CA **Remarks** section for any units with a discrepancy and note the resolution needed to resolve the issue. The Site should review and submit what is requested in the Remarks section.

Regular Assistance

No.	Origin	Head Last Name	Head First Name	Head MI	Unit Number	Cert Code	Effective Date	CA Amount	OA Amount	Variance	Remarks
1	CA	Kurmin	Igor		02K	AR	5/1/2015	\$1,239	\$0	\$(1,239)	Please submit MO effective 7/8/15 for tenant Igor Kurmin in order to process MI 7/30/15 received for tenant Amparo Gomez.
2	OA	Gomez	Amparo		02K	MI	7/30/2015	\$0	\$1,166	\$1,166	Please submit MO effective 7/8/15 for tenant Igor Kurmin in order to process MI 7/30/15 received for tenant Amparo Gomez.
3	OA	Kurmin	Igor		02K	MO	7/8/2015	\$0	\$0	\$0	Please submit MO effective 7/8/15 for tenant Igor Kurmin in order to process MI 7/30/15 received for tenant Amparo Gomez.
4	CA	Slarryfield	Leonid	I	03J	AR	6/1/2015	\$1,239	\$0	\$(1,239)	Please submit MO effective 7/13/15.
5	OA	Slarryfield	Leonid	I	03J	MO	7/13/2015	\$0	\$0	\$0	Please submit MO effective 7/13/15.
6	CA	Sum	Jean-Tah		08A	GR	1/10/2015	\$1,307	\$0	\$(1,307)	Please submit MO effective 7/31/15.
7	OA	Sum	Jean-Tah		08A	MO	7/31/2015	\$0	\$0	\$0	Please submit MO effective 7/31/15.
8	CA	Shats	Lev		120	GR	1/10/2015	\$1,243	\$0	\$(1,243)	Please submit MO effective 7/9/15.
9	OA	Shats	Lev		120	MO	7/9/2015	\$0	\$0	\$0	Please submit MO effective 7/9/15.
Total Regular Payment Assistance Discrepancies								\$5,028	\$1,166	\$(3,862)	



Adjustment Payments - Displays the tenants which we have a discrepancy with the site. We complete the CA **Remarks** section for any units with a discrepancy and note the resolution needed to resolve the issue **if required**. The Site should review and submit what is requested in the Remarks section. If a correction is not requested, the remarks will explain the payment and the reason for the discrepancy.

Adjustment Payments															
No.	Origin	Head Last Name	Head First Name	Head MI	Unit Number	Prior/ New	New Cert	Cert Code	Effective Date	Start Date	End Date	CA Amount	OA Amount	Variance	Remarks
1	CA	HERNANDEZ	EMINEE		0213	Prior		GR	1/1/2015	5/1/2015	7/31/2015	\$(3,654)	\$0	\$3,654	Recapturing for GR effective 01/01/2015 for \$1218 due to receipt of *MO effective 06/01/2015. \$1218*3= \$(3654).
2	CA	HERNANDEZ	EMINEE		0213	New		GR	1/1/2015	5/1/2015	5/29/2015	\$1,139	\$0	\$(1,139)	Adjustment due to receipt of GR effective 01/01/2015 for \$1218. \$1218/31*29=\$1139.
Total Adjustment Discrepancies:												\$(2,515)	\$0	\$2,515	

Miscellaneous adjustment Payments - Displays the miscellaneous adjustments made by both CGI and the site. This information is also displayed on the 52670 under Misc. Request. **Please note, items in this section are rare and should never be added in an attempt to correct other sections of the voucher.**

Manual Adjustment Payments									
No.	Origin	Type	Head Last Name	Head First Name	Unit Number	CA Amount	OA Amount	Variance	Remarks
1	OA	UUTL				\$80	\$80	\$0	Unit 0224 Wu \$-80 Unclaimed UR checks 1/1/14-12/31
2	OA	UUTL				\$10	\$10	\$0	Unit 0107 Bakunov \$-10 Unclaimed UR checks 1/1/14-
Total Manual Adjustment Discrepancies:						\$90	\$90	\$0	

Special Claim Payments – Displays the Claim ID number, type and requested amount for a Special Claim applied to the voucher. Please always be sure to use the correct full Claim ID and full amount per claim type from your Special Claim approval letter. **An incorrect Claim ID number or amount requested prevents the claim from being paid and can lead to delays in processing as a voucher cannot be approved with an invalid claim ID**

Special Claim Payments							
No.	Origin	Claim ID	Type	CA Amount	OA Amount	Variance	Remarks
1	OA	NY800000015654	Regular Vacancy	\$0	\$125	\$125	Denied SC #15654 as claim was approved on 3/4/2015 and requested amount of \$125 is over the 90 timeframe in which the claim can be requested.
Total Special Claim Payment:				\$0	\$125	\$125	

Repayments – Displays tenant details regarding new repayment agreements as well as agreement payments. We complete the CA **Remarks** section for any units with a discrepancy and note the resolution needed **if required**. For valid repayment agreements, the Remarks will state the details of the approved agreement. **Please note, the signed repayment agreement and timeframe of unreported income should always be sent to us when transmitting the voucher as it is required for us to approve the new**

Repayments									
No.	Origin	Head Last Name	Head First Name	Unit Number	Agreement ID	CA Amount	OA Amount	Variance	Remarks
1	BOTH	Luh	Hang	08K	447	\$1,168	\$1,168	\$0	Tenant signed Repayment Agreement in the amount of \$1168 due to underreported income for the time period of 1/1/15-7/31/15.
2	BOTH	Chin	Bid-Foon	09L	134	(\$128)	(\$128)	\$0	Tenant made payment towards repayment agreement. Total amount collected was \$160; less OA retained costs of \$32. Total amount refunded to HUD \$128. Ending Balance \$146.
Total Repayments:						\$1,040	\$1,040	\$0	



CA Accounting Adjustment Detail – Displays all tenants and variance amounts for which CGI is writing off from the properties overall balance. We are responsible for the **Remarks** section and listing details of transaction. Once money is written off it will no longer be paid to the site and is removed from the Outstanding balance total.

CA ACCOUNTING ADJUSTMENT DETAIL					
No.	Head of Household	Unit	Section	Amount	Remarks
1	Zhi Qian	01G	Misc	\$(141)	On Feb/15 voucher subsidy of \$1419 was recaptured for Jan/15 and subsidy of \$1290 was paid for Jan/15 due to receipt of GR 1/10/15 for subsidy \$1237. On the June/15 voucher subsidy of \$1419 was recaptured for Jan/15 when the correct subsidy paid for this month was \$1290 on Feb/15 voucher. \$1290-(\$1419)=\$129 Subsidy of \$1221 was paid for Jan/15 when correct subsidy is \$1233 based on the IR 9/1/14 for subsidy \$1221 and GR 1/10/15 for subsidy \$1237. \$1233-\$1221=\$12. Manual adjustment of \$141 (\$129+\$12) to reimburse site for incorrect subsidy paid for Jan/15 on the June/15 voucher. Write off of 0-\$141=(\$141)
Total Accounting Adjustment:				\$(141)	

Outstanding Discrepancy Amount – Displays all tenants and/or items on the voucher for which issues remain unresolved. The details make up the total **YTD Outstanding Discrepancy Amount** in the Summary section of the Reconciliation Report.

Outstanding Discrepancy Amount									
No.	Unit Number	Head Last Name	Head First Name	Head MI	Voucher Section	Month	CA Amount	OA Amount	Variance
1	02K	Gomez	Amparo		Regular Payment	9/1/2015	\$0	\$1,166	\$1,166
2	02K	Kummin	Igor		Regular Payment	9/1/2015	\$1,239	\$0	\$(1,239)
3	02K	Gomez	Amparo		Retroactive Adjustments	9/1/2015	\$0	\$1,241	\$1,241
4	02K	Kummin	Igor		Retroactive Adjustments	9/1/2015	\$0	\$320	\$320
5	02K	Kummin	Igor		Retroactive Adjustments	9/1/2015	\$0	\$(2,478)	\$(2,478)
6	03J	Shrayfield	Leonid	I	Regular Payment	9/1/2015	\$1,239	\$0	\$(1,239)
7	03J	Shrayfield	Leonid	I	Retroactive Adjustments	9/1/2015	\$0	\$(2,478)	\$(2,478)
8	03J	Shrayfield	Leonid	I	Retroactive Adjustments	9/1/2015	\$0	\$520	\$520
9	08A	Sun	Jean-Teh		Regular Payment	9/1/2015	\$1,307	\$0	\$(1,307)
10	08A	Sun	Jean-Teh		Retroactive Adjustments	9/1/2015	\$0	\$(1,307)	\$(1,307)
11	12O	Shats	Lev		Regular Payment	9/1/2015	\$1,243	\$0	\$(1,243)
12	12O	Shats	Lev		Retroactive Adjustments	9/1/2015	\$0	\$(2,486)	\$(2,486)
13	12O	Shats	Lev		Retroactive Adjustments	9/1/2015	\$0	\$361	\$361
Total Outstanding Discrepancy Amount:							\$5,028	\$(5,141)	\$(10,169)

Past Due Certifications by Current Voucher Month – Displays all tenants for which the Annual Recertification is past the anniversary date and notes status as Past Due. Tenants with a status noted as Expired means they have exceeded the 15th month rule and the unit has been placed on hold (suspended) to stop payment until the proper certification(s) is received. If tenant has not recertified by 15th month, a termination should be submitted to stop subsidy and prevent TRACS compliance issues.

Past Due Certifications by Current Voucher Month				
Property Name:				Contract Number: NY
Voucher Month:	June 2025			
Unit Number	Tenant Name	Next Recert Date	Status	Household Suspended
50 5A		05/01/2025	Past Due	No
50 6B		06/01/2025	Past Due	No
50 6E		03/01/2025	Expired	Yes
50 6G		06/01/2025	Past Due	No
50 7A		05/01/2025	Past Due	No