

I. ESTIMATED DISALLOWANCES OF FEDERAL, STATE and OTHER AID

Berta Lara

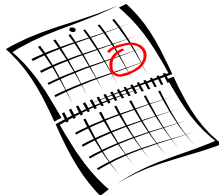
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Room 827

Critical Date



- **July 10, 2009** – Last date to submit grant data

To assist the Comptroller's Office in determining the provision for disallowances of Federal, State and other aid for Fiscal Year 2009, and to review the adequacy of the estimated reserve for disallowances as of June 30, 2009, agencies are required to submit by July 10, 2009, the following information concerning completed audits and those in progress by grantors:

- The name of grant or program.
- The funding source (Federal, State or other).
- FMS budget structure (agency number, budget code, and revenue source).
- Period being audited. Indicate each fiscal year.
- Status of audit:
 - A = definite disallowance
 - B = finalized or under appeal
 - C = in progress or in draft
- Amount of disallowance per audit. (For audits in progress, please provide an estimate. All other disallowances should come from the Audit Report. Please, enclose a copy of the audit report if not previously submitted).
- Prior years' disallowances that are still valid
- The name and affiliation of the auditor, (e.g., the auditor may be from a State or Federal program, or agency; the State Comptroller; the City Comptroller; or an independent auditor).

Additionally, prepare and submit a schedule listing all grant programs in your agency beginning with Fiscal Year 2000. Your listing should reflect two classifications: Grants Never Audited and All Other. Indicate the last audited year for each grant in the latter category.

NOTE:

- These Schedules can be downloaded from the Comptroller's Website, completed and returned **electronically** to the Comptroller's Office by E-mail or on a CD. This will permit you to retain a copy for your records to facilitate updating this record next year. (See the instructions for downloading from the Comptroller's Website in Appendix 4).



Additional information, which comes to your attention subsequent to July 10, 2009, should be submitted immediately to the Comptroller's Office.

- Please refer to Comptroller's Memo 92-01 (Estimated disallowances of Federal, State and other Aid) issued to City agencies on December 16, 1991. This memo requires City agencies to submit this information quarterly.

