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June 11, 2009
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TO: All Agency Heads/Fiscal Officers

FROM: Patrick Toner, Chief
Bureau of Accountancy

SUBJECT: Fiscal Year End Closing Instructions for June 30, 2009

Attached are the Fiscal Year End Closing Instructions for the fiscal year ending June 30, 2009; these instructions should be distributed to the responsible staff so that they may be familiar with the contents.

The Agency Assignment Schedule, which includes the names, titles, addresses, E-mail addresses and phone numbers of the individuals in your agency responsible for completing each of the assignments, was requested in March of this year.

It is each Agency's responsibility to submit all required information to this office both accurately and timely. In addition, Agency staff should be available to answer questions from the staff of the Bureau of Accountancy and the independent auditors regarding the agency's transactions and submissions.

The Fiscal Year End Closing Instructions are accessible and downloadable from the Comptroller's Website (www.comptroller.nyc.gov).

I would like to thank all Agency staff who worked so hard to help us produce the Fiscal Year 2008 Comprehensive Annual Financial Report of the Comptroller (CAFR) on time.

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