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BUREAU OF ACCOUNTANCY

June 9, 2016

TO: All Agency Heads/Fiscal Officers

FROM: Michele Mark Levine

SUBJECT: Fiscal Year End Closing Instructions for June 30, 2016

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Once again it is that time of the year when we need to start planning for the fiscal year end Comprehensive Annual Financial Report (CAFR) preparation and audit. First, I would like to extend my sincere appreciation to all of you whose hard work enabled us to produce The City of New York's Fiscal Year 2015 Comprehensive Annual Financial Report (CAFR) on time and in accordance with our traditional high standard for fiscal accountability and transparency. Thanks to your diligence, for the 36th consecutive year, The City of New York was awarded the prestigious Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association (GFOA). The Certificate signifies that the City's financial reporting meets the highest standards of governmental financial reporting.

Attached are the Fiscal Year End Closing Instructions for the year ending June 30, 2016. Please distribute these instructions to all of the responsible members of your staff and ask that they promptly familiarize themselves with the contents. (Please note that the instructions are also available on the Comptroller's Website: <http://comptroller.nyc.gov/general-information/fiscal-year-end-closing-instructions>).

On March 18, 2016 the Bureau of Accountancy (BOA) requested that you submit the Annual Agency Assignment Schedule, which includes the names, titles, and contact information for the individuals in your Agency responsible for completing each of the assignments. It is critically important that all required information be kept current, so please be certain that this office has received a completed form and that we receive any necessary updates timely. In addition, all appropriate staff members in your Agency need to be available to answer questions from BOA and the independent auditors regarding the Agencies transactions and submissions. Please take these needs into consideration when approving vacations and other absences so that we can be certain of the availability of all key personnel during the close and audit period.

Thank you in advance for your Agencies attention and efforts in support of this critical effort.