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TO: All Department Heads/Fiscal Officers
FROM: Maria Tavares
SUBJECT: Fiscal Year End Closing Instructions for June 30, 2013

Attached are the Fiscal Year End Closing Instructions for the fiscal year ending June 30, 2013; these instructions should be distributed to the responsible staff so that they may be familiar with the contents.

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

It is each Department's responsibility to submit all required information to this office both accurately and timely. In addition, Department staff should be available to answer questions from the staff of the Bureau of Accountancy and the independent auditors regarding the Department'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 Department staff who worked so hard to help us produce the Fiscal Year 2012 Comprehensive Annual Financial Report of the Comptroller (CAFR) on time. Thanks to your diligence, for the 33rd 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.