



THE CITY OF NEW YORK
OFFICE OF THE COMPTROLLER
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SCOTT M. STRINGER
COMPTROLLER

COMPTROLLER'S MEMORANDUM

#14-03

To: Agency Heads/Fiscal Officers

From: Michele Mark Levine *Michele Mark Levine*
Deputy Comptroller for Accountancy / Chief Accountant

Date: March 11, 2014

Subject: Reissuance of Comptroller's Memoranda and Directives with updated contact information

The Office of the Comptroller of The City of New York, through the Bureau of Accountancy, issues the Comptroller's Internal Control and Accountancy Directives and Comptroller's Memoranda (CMs). The purposes of the Directives and Memoranda are to establish (1) policy, procedures and standards for the accountability and control of the City of New York's financial operations, policies and transactions and (2) a uniform system of accounting and reporting, based on generally accepted accounting principles, for all City agencies. The Comptroller is authorized to establish these policies, procedures and standards, with which all City agencies must comply, pursuant to Chapter 5, Section 93 of the New York City Charter, in particular Sections 93(h) and 93(m).

All Directives and Memoranda in effect prior to today have been updated only with regard to certain contact information, appendices and references to documents, offices and Internet sites. No changes to the substance of the guidance provided have been made at this time.

These updated versions are effective immediately as the governing Directives and CMs for all City agencies.

Additionally, the Bureau has established a formal process for City agencies to request from the Comptroller's Office waivers of Directive requirements. The Comptroller's Office will evaluate waiver requests based on the circumstances presented and whether a waiver would be in the best interest of the City.

The Bureau of Accountancy, in consultation with representatives of relevant City agencies, is currently undertaking a comprehensive review and update of all Directives. Shaded language in current Directives indicates portions already identified as requiring update, which will be high priority for review.

All questions or comments regarding these Directives, our review of all Directives or the waiver process should be directed to: Directives@comptroller.nyc.gov, by contacting the Directives Policy Unit within the Comptroller's Office Bureau of Accountancy at:

(212) 669-3675
or
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