



CITY OF NEW YORK  
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BUREAU OF ACCOUNTANCY

May 11, 2020

TO: All Agency Heads/Fiscal Officers

FROM: Jacqueline Thompson *JT*

SUBJECT: Fiscal Year End Closing Instructions for June 30, 2020

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I hope that this letter finds you, your teams and respective families well during this pandemic. While our fiscal and legal responsibility to issue the City's Comprehensive Annual Financial Report (CAFR) four months after the close of the fiscal year remain the same, please rest assured that the Bureau of Accountancy is available to answer all of your questions and provide whatever guidance is needed to aid you in meeting the fiscal year end deadlines mentioned within this booklet. Unfortunately, we're not able to gather this year and provide the highlights of each section, but we look forward to doing so again in the future.

Attached are the Fiscal Year End Closing Instructions for the year ending June 30, 2020. Please forward these instructions to all appropriate members of your staff and ask that they familiarize themselves with the contents. Please note that the instructions and all referenced forms can be found on the Comptroller's Website: <http://comptroller.nyc.gov/general-information/fiscal-year-end-closing-instructions>.

In addition to the deadlines throughout these instructions, completion of the Citywide audit is equally as important. Therefore, your cooperation with the City's independent certified public accountant firm Grant Thornton, LLP, would be greatly appreciated. At this moment, it is still unknown whether telecommuting will still be required during the fall season when audit testing intensifies, so I ask that you keep this in mind. If offices begin to reopen during this time, please consider plans to make files accessible remotely or if on-site access is required, please implement social distancing and other safety protocols, so that supporting documentation is furnished to the auditors immediately upon request. As done in prior years, supporting documentation in electronic format is acceptable; however, if you experience difficulties contact our office for assistance.

Please note that we understand these are difficult times, but as previously stated our fiscal responsibility remains unchanged. If you or your staff require any assistance or would like guidance or perhaps an alternative approach to meeting the deadlines, please don't hesitate to contact us for support. The contact information for the Bureau of Accountancy fiscal year end instructions team members can be found immediately after this letter.

Thank you in advance for your Agency's attention and efforts in support of this critical effort.