



CITY OF NEW YORK
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BUREAU OF ACCOUNTANCY

June 1, 2021

TO: All Agency Heads/Fiscal Officers

FROM: Jacqueline Thompson *JT*

SUBJECT: Fiscal Year End Closing Instructions for June 30, 2021

I hope that this letter finds you, your teams and respective families well as we continue to push through this pandemic. While our fiscal and legal responsibility to issue the City's Annual Comprehensive Financial Report (ACFR) 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, although our City has begun to reopen, we're still unable to gather this year and provide the highlights of each section in person, but we look forward to doing so again in the near future.

Thanks to your cooperation, hard work and diligence meeting the deadlines last year, The City has once again for the 41st consecutive year, received the Government Finance Officers Association Achievement for Excellence in Financial Reporting. Receiving this award is always a great accomplishment, but receiving it for issuing the ACFR during a global-wide pandemic makes it an extraordinary achievement that we should all be proud of as a City. We look forward to receiving it again for this year's ACFR.

Therefore, attached are the Fiscal Year End Closing Instructions for the year ending June 30, 2021. Please forward these instructions to all appropriate members of your staff and ask that they familiarize themselves with the contents. Also 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 Financial Audit and Single Audit are equally as important. Therefore, your cooperation with the City's independent certified public accountant firm Grant Thornton, LLP, would be greatly appreciated. When audit testing intensifies during the fall season, we're asking everyone to make files accessible both remotely and on-site to ensure that the auditors are provided with supporting documentation 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.

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.