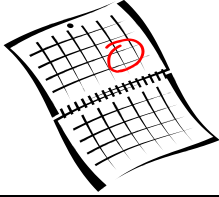


H. CAPITAL PROJECTS EXPENDITURE ACCRUALS

Grace Cheng, Unit Chief - Capital

E-mail: capital@comptroller.nyc.gov



Critical Date

- **August 30, 2024** – Last date to submit Capital Payment Requests with service dates on or before June 30, 2024

The Capital Projects Expenditure Accruals for Fiscal Year 2024 will be captured during the automated accrual process for the Capital Fund that occurs in FMS Accounting.

The last date to enter Fiscal Year 2024 expenditure payment requests with Period 12 is July 5, 2024.

Beginning July 8, 2024 all Fiscal Year 2024 Payment Requests processed in FMS Accounting with a service period on or before June 30, 2024 will generate an automated accrual and clearing document. August 30, 2024 is the last date to enter Capital Fund payment requests with service from and to dates between July 1, 2023 and June 30, 2024.

All Payment Requests must contain accurate service from and to dates. This is extremely important during July 8, 2024 – August 30, 2024, as the service dates are what generates the Fiscal Year 2024 automated accrual documents in FMS Accounting during this timeframe.

Agencies must ensure all supporting documentation is readily available for examination upon request by internal or external auditors.



NOTE:

An adjustment to a Capital expenditure accrual could have an impact on the Capital revenue receivable (**See Section C**).