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BUREAU OF ACCOUNTANCY

June 4, 2025

TO: All Agency Heads/Fiscal Officers

FROM: Jacqueline Thompson *JT*

SUBJECT: Fiscal Year End Closing Instructions for June 30, 2025

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It's that time of the year again when we need your help to make the fiscal year end close, successful. Thanks to your cooperation, hard work and due diligence meeting the deadlines last year, The City has once again, for the 45<sup>th</sup> consecutive year, received the Government Finance Officers Association Achievement for Excellence in Financial Reporting for the fiscal year end June 30, 2024 ACFR.

Attached are the Fiscal Year End Closing Instructions for the fiscal year ending June 30, 2025. 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>. As always, 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.

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 for your full cooperation and immediate responses to all audit requests. 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.

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