




**OFFICE OF THE
NEW YORK CITY
COMPTROLLER**

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DEPUTY COMPTROLLER
BUREAU OF ACCOUNTANCY

TO: All Agency Heads/Fiscal Officers

FROM: Jacqueline Thompson 

SUBJECT: Fiscal Year End Closing Instructions for June 30, 2026

As we begin preparations for the upcoming fiscal year-end close, we once again ask for your partnership in ensuring a smooth and timely process. Thanks to your continued cooperation and diligence in meeting last year's deadlines, the City received the Government Finance Officers Association's Award for Excellence in Financial Reporting for the 46th consecutive year for the Annual Comprehensive Financial Report ending June 30, 2025

Attached are the Fiscal Year End Closing Instructions for the year ending June 30, 2026. Please share this information with the appropriate members of your staff and ensure they review the material thoroughly. These instructions, along with all referenced forms, are also available on the Comptroller's website at: <http://comptroller.nyc.gov/general-information/fiscal-year-end-closing-instructions>. As always, the Bureau of Accountancy remains ready to answer any questions and provide guidance to help your team meet the deadlines outlined in this booklet.

In addition to the deadlines outlined throughout the instructions, the timely completion of both the Citywide Financial Audit and the Single Audit remain essential. We appreciate your continued cooperation with the City's independent certified public accounting firm, Grant Thornton LLP. As audit activity increases in the fall, we ask for your prompt attention and timely responses to all audit requests. As in prior years, electronic supporting documentation is acceptable; however, please contact our office if you encounter any difficulties.

If you or your staff need assistance, clarification, or wish to discuss alternative approaches to meeting the deadlines, please do not hesitate to contact us. The contact information for the Bureau of Accountancy's Fiscal Year End Instructions team members is provided immediately following this letter.

Thank you in advance for your agency's cooperation and commitment to this important effort