



Gladys Carrión
Commissioner

MEMORANDUM

Susan Nuccio
Deputy Commissioner/
Chief Financial Officer
Financial Services

DATE: October 15, 2015
TO: Executive Directors and Fiscal Officers
Discretionary Contract Providers
FROM: Marcia Gilmore
Assistant Commissioner
Finance / Audit and Banking
RE: **Fiscal Year 2015 Financial Audit**
Discretionary Contract Audit Instruction

150 William Street
10th Floor
New York, NY 10038

Email Address:
susan.nuccio@acs.nyc.gov

The Fiscal Year 2015 Discretionary Audit Instructions attached in this memorandum have been simplified to provide specific instructions needed to comply with the audit requirements. This communication is a reminder to all Discretionary providers who are required to submit a Financial audit of the following:

1. A-133 audit is not required for City Council funded Discretionary contracts.
2. ACS will send you the FY15 cash confirmation.
3. Fiscal Year 2015 closeouts will be based on allowable expenditures;
4. All Discretionary related expenses must be properly supported and cost allocated;
5. Three (3) supplemental schedules are required. Completion of the schedules is necessary to provide accurate information for completion of the final closeout process for the fiscal year.

Please share this memorandum with the CPA conducting the audit. The CPA's work will be guided by this memorandum and the Audit instructions. The auditor is to be instructed to complete all the ACS required schedules. Please ensure that the CPA firm contracted to perform the audit report receives all appropriate documentation.

Reports are due by March 31, 2016

Please submit 1 copy of the audit report to:

Marcia Gilliard, Assistant Commissioner
Finance / Audit and Banking
150 William Street Rm 10-Q3
New York, NY 10038

And a PDF copy to denise.borak@acs.nyc.gov

Please review the attached material. If you have any questions, please call Denise Borak at 212-676-8880.

Thank you for your cooperation.

Enclosures: Discretionary Contract Audit Instruction

cc: D. Brandwein

D. Borak

P. Desrosiers