



Gladys Carrión
Commissioner

Susan Nuccio
Deputy Commissioner/
Chief Financial Officer
Financial Services

David Brandwein
Chief Operating Officer

150 William Street
10th Floor
New York, NY 10038

Tel: 212-676-9124
Fax: 212-676-8870

Email Address:
David.Brandwein@acs.nyc.gov

TO: Executive Directors and Fiscal Officers
Discretionary Child Care Contract Agencies

FROM: Marcia Gilliard, Assistant Commissioner, Division of
Financial Services, Audit and Banking

DATE: September 20, 2016

SUBJECT: Fiscal Year 2016 Discretionary Contract Audit Instructions

This communication is a reminder to all Discretionary providers who are required to submit a Financial audit of the following:

- 1. Discretionary contracts are not subject to the requirements of Uniform Guidance and are therefore not required to submit a Single Audit.**
- 2. Audits arriving after March 31, 2017 and incomplete audits are considered late.**
- 3. Late submissions may affect agency's Fiscal VENDEX score.**
- 4. All Discretionary related expenses must be properly supported and cost allocated.**

ACS requires the completion of 3 supplemental schedules for all Discretionary programs administered by ACS for Fiscal Year 2016. Templates for the schedules are provided in the enclosed package along with the Audit instructions.

Contractors must advise the Certified Public Accounting (CPA) firm that is engaged to perform the Audit to use the format included in these instructions. Completion of the schedules will serve to provide accurate information to complete a final closeout for the fiscal year. Schedules are also due to ACS by March 31, 2017.

Please note that the payment confirmations will continue to be sent to Discretionary agencies instead of CPA firms. Please ensure that the CPA firm engaged to perform the Audit receives all appropriate documentation including payment confirmation.

Please submit one (1) copy of the audit report to:

Administration for Children's Services
Division of Financial Services, Audit and Banking
150 William Street, 10thFl.
New York, NY 10038
Attn: Marcia Gilliard, Assistant Commissioner

and a PDF 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.

CC: D. Brandwein, D. Borak, P. Desrosiers, Audit Liaisons