

DEPARTMENT OF HEALTH AND MENTAL HYGIENE  
CENTRAL OFFICE  
YEAR-END CLOSING CERTIFICATION  
FOR THE FISCAL YEAR ENDING JUNE 30, 20\_\_\_\_\_

1. All budgetary accounts receivable and accrued revenue transactions have been recorded in accordance with the state policy on accounts receivable and accrued revenues. For federal and reimbursable funds, revenues have been recognized in the same accounting period as the expenditures.
2. All accounts receivable and accrued revenue transactions not recorded in accordance with the state policy on accounts receivable and accrued revenues have been identified for GAAP reporting purposes.
3. All budgetary accounts payable, accrued expenditure and encumbrance transactions have been recorded in accordance with the state policy on accounts payable, accrued expenditures and encumbrances. For federal and reimbursable funds, expenditures have been recognized in the same accounting period as the revenues.
4. All accounts payable, accrued expenditure and encumbrance transactions not recorded in accordance with the state policy on accounts payable, accrued expenditures and encumbrances have been identified for GAAP reporting purposes.
5. All fund balances carried over to the next fiscal year are in accordance with state statute, regulation or policy. All fund balances not carried over have been transferred to another fund as provided by state statute, regulation or policy or have been transferred to the general fund.
6. Appropriation balances remaining at the end of the fiscal year are available to be reverted.
7. The information requested and supplied for conversion of State records from statutory to GAAP basis is complete and accurate.
8. I have contacted the Division of Central Services and have been assured that all capital leases and any single equipment item over \$50,000, for my agency, have been entered in the R\*STARS equipment subsystem.
9. I have reviewed the DAFR9040 report and have confirmed that all prior appropriation year cash balances for Special, Non-budgeted and Reimbursable funds are zero, except in cases where funds are needed to cover encumbrances.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Chief Financial Officer

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Telephone #

\_\_\_\_\_  
APPN Number(s)

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DHMH Agency