



Category:  
Community Colleges  
Financial

Responsible Office:  
[University Budget](#)

**Procedure Title:**  
Annual Report for Community Colleges

Document Number:  
7001

Effective Date:  
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This procedure item applies to:  
Community Colleges

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## Summary

Pursuant to NYS General Municipal Law §30, the annual financial report of State University of New York (University) Community Colleges shall be certified by the chief fiscal officer of the campus and shall be filed with the state comptroller within sixty (60) days after the close of the college fiscal year.

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## Process

Pursuant to NYS General Municipal Law §30, the annual financial report of State University of New York (University) Community Colleges shall be certified by the chief fiscal officer of the campus and shall be filed with the state comptroller within sixty (60) days after the close of the college fiscal year.

The University system administration, which shall receive one original and four (4) copies of the annual financial report, shall also review the annual financial report for the purpose of the initial determination of the state liability.

In addition to the annual report form, campuses are required to file a copy of their financial statements with the independent auditor's report within one hundred and twenty (120) days after the close of the college fiscal year.

The completed original annual report form, 4 copies and the auditor's report shall be sent to:

Office of the University Controller  
Financial Reporting Unit  
State University of New York  
University Plaza  
Albany, New York 12246.

One copy of the annual report form and the auditor's report shall be sent to:

Office of the State Comptroller  
Data Management Unit  
110 State Street  
Albany, New York 12236.

One copy of the auditor's report shall be sent to:

Office of the University Auditor

State University of New York  
University Plaza  
Albany, New York 12246.

In support of this procedure, the following definitions are included:

**Chief fiscal officer** - college treasurer for purposes of this certification.

See also Appendix B - Community College Guidelines for Financial Reporting and Budgeting for additional definitions.

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## Forms

[Annual report form](#)

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## Related Procedures

[Operating Budget for Community Colleges](#)

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## Other Related Information

[Local Government Services and Economic Development](#)

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## Authority

The following links to FindLaw's [New York State Laws](#) are provided for users' convenience; it is not the official site for the State of New York laws.

[NYS General Municipal Law §30](#) (Reports.)

[NYS Education Law § 6304](#) (Financing of community colleges.)

In case of questions, readers are advised to refer to the New York State Legislature site for the menu of [New York State Consolidated](#).

[Community College Rules - College Operating Fund \(8 NYCRR Part 602\)](#)

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## History

There is no history relevant to this procedure.

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## Appendices

[Appendix A](#) - Instructions for Preparing the Community College Annual Report

[Appendix B](#) - Community College Guidelines for Financial Reporting and Budgeting

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