



The Division of Financial Operations  
Has Published the Following Article in the  
**May 10, 2011**  
Edition of  
The Principal's Weekly Newsletter



## Report and Recording of Cash Receipts

The New York City Comptroller's Office requires that the NYC Department of Education report and record cash receipts (monies to be deposited into School's Budget) before the end of the Fiscal Year.

In view of the above, schools are reminded that all cash receipts are due to the Division of Financial Operations (DFO), Banking Unit no later than 4:00 P.M on Friday, May 27, 2011 in order for them to be reported against FY11 accounts.

If you require any additional assistance, please call the Financial Management and Reporting; Banking Unit at (718) 935-2654 and ask for Margarita DeJesus or Rachid Dehbi.

The cash receipt form can be obtained at the following link:

<http://schools.nyc.gov/NR/rdonlyres/53EDC1FA-F9A8-4286-B1EE-40A48C968E15/0/cashreceiptshort.doc>