



The Following Article
Published by:
The Division of Financial Operations



Appeared in the
MAY 18, 2010
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 28, 2010 in order for them to be reported against FY10 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 Rashid 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>