



The **DIVISION OF FINANCIAL OPERATIONS**
Has Published the Following Article
Which Appears in the
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Edition of the Principal's Weekly Newsletter



Online School Bank Account Survey

Please report your school's June 30, 2010 reconciled bank account balances no later than **COB September 22, 2010** through the online recording system. This date ensures compliance with the Department's responsibility to record these balances on its FY 2010 Annual Financial Statements and complies with [General School Funds](#) SOP (5.3.2)

To record the reconciled balance for each account maintained by the school treasurer, please use the following link: <https://dfoforms.nycenet.edu/bank>.

To enter bank account data at the above link, the school account must be on file in the FAMIS system. If your school account information is not on file in the FAMIS system, please complete the information requested by clicking on the link on the bottom of the Bank Account Survey, "Account Not Registered". Registration and accounting for all bank accounts maintained by a school or office within the Department of Education, using the City's Tax Identification Number, whether Cafeteria or not, is mandatory and must be reported for Financial Statement disclosure.

When account balances are successfully entered as described above, an e-mail will be sent to the enterer as well as to the school's Principal confirming such action. **Please do not respond to the e-mail.**

Schools are reminded that balances maintained over \$250,000 at any one bank (all branches combined) for one school or location are not FDIC insured. An exception is made for funds maintained in both a demand deposit account (checking account) and another type of account, where each will be separately insured up to \$250,000. Go to http://www.fdic.gov/deposit/deposits/dis/print/dis_english.pdf for more details on FDIC coverage.

All bank accounts with non-designated banks need to be closed and new accounts need to be opened with [designated banks](#). Instructions on opening and closing bank account with designated banks can be found in the SOP chapter on [General School Funds](#) – section 5.3.

If you require any additional assistance, please call Financial Management and Reporting, Banking Unit at (718) 935-2654 and ask for Rashid Dehbi.