



The Following Article
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Online School Bank Account Survey

Principals are required to report their June 30, 2007 reconciled bank account balances no later than **COB September 7th, 2007**, through the on-line recording system. This date ensures compliance with the Department's responsibility to record these balances on its 2007 Annual Financial Statements.

If the **reconciled** June 2007 balance is not readily available, report each account's June 30th balance as reported on its June 2007 bank statement. However, if your June bank statements are not available, we will allow schools to input an amount using the May **reconciled** balance.

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. Registration and accounting for all bank accounts maintained by a school or office within the Department of Education, whether Cafeteria or not, is mandatory for Financial Statement disclosure. **Note:** For on-line instructions click on the Bank Account Survey's "Help" icon.

Schools are reminded that balances maintained over \$100,000 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 \$100,000.

Go to www.fdic.gov/deposit/deposits/insured/yid.pdf for more details on FDIC coverage.

If you require any additional assistance, please call Financial Management and Reporting; Banking Unit at (718) 935-3544 and ask for Seghid Tewelde or Alex Tajong.