



The **DIVISION OF FINANCIAL OPERATIONS**  
Has Published the Following Article  
Which Appears in the  
**June 9, 2009**  
Edition of the Principal's Weekly Newsletter



## Online School Bank Account Survey

Principals are required to report their June 30, 2009 reconciled bank account balances no later than **COB September 22, 2009**, through the on-line recording system. This date ensures compliance with the Department's responsibility to record these balances on its 2009 Annual Financial Statements.

Schools reporting in June 2009 can use their May 31<sup>st</sup> Reconciled balance, but after 6/30/09 all schools must report only the June 30<sup>th</sup>, 2009 reconciled balances.

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.

When account balances are successfully entered as described above, an e-mail will be sent to the person doing the entries as well as to the school Principal confirming such action, and **please do not respond to this 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 [www.fdic.gov/deposit/deposits/insured/yid.pdf](http://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) 935-2654 and ask for Seghid Tewelde or Rashid Dehbi.