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## **Reminder - Report School Bank Account Balances**

Principals are required to report their school's June 30 reconciled bank account balances by **September 7** through the online recording system at <https://dfoforms.nycenet.edu/bank>. The DOE must include this information on its 2007 annual financial statements.

To enter bank account data into the system, the school account must be on file in the FAMIS system. If your school account information is not on file in FAMIS, please complete the information requested by clicking on the link on the bottom of the bank account survey. You must register all bank accounts maintained by your school (cafeteria or not). Please note that for the security of your bank account information, some changes were made to the online recording system.

Schools that have already reported all their balances do not have to re-enter this information, unless changes require you to do so.

For additional information, call (718) 935-3544 and ask for Seghid Tewelde or Alex Tajong.