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REVISIONS TO SOP CHAPTER ON GENERAL SCHOOL FUNDS AND CASH TRANSACTIONS

In Standard Operating Procedures Memorandum Number 1-08 dated February 5, 2008 ([click here](#)), the Division of Financial Operations (DFO) advised of changes, required by NYC, to Sections 5.3- Procedures for Bank Accounts and 5.6-How to Close a Bank Account of the Standard Operating Procedures (SOP) chapter on "***General School Funds and Cash Transactions***".

These changes are to the following topics:

- How to Open a Bank Account
- How to Report the Annual Reconciled Balance of all Bank Accounts
- How to Change Signatories to Bank Accounts
- How to Close Bank Accounts

You may access the entire chapter (including the above changes) on line by clicking here: [General School Funds and Cash Transactions](#)

Please direct any questions regarding these changes to:

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