



**THE FOLLOWING ARTICLE PUBLISHED BY THE
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ONLINE SCHOOL BANK ACCOUNT SURVEY

All Principals are required to report their year-end bank account balances for the 2004-2005 school year on-line no later than **COB September 14th, 2005**. This date will be strictly enforced in order to comply with the 2005 Financial Close Calendar for the Department’s 2004-2005 Annual Financial Statements.

Please ensure that the Reconciled Balance as of June 2005 for each account maintained by the school treasurer is reported via the following link: <https://dfiforms.nycenet.edu/BANK/CONSOLE.ASPX> . If the **reconciled** June 2005 balance is not readily available, report each account’s closing June balance as reported on its June 2005 bank statement. However, to further ensure the Department’s compliance responsibility is met, we will allow schools to input their bank account balance data before schools’ closing, using the May **reconciled** balance only if your June statement is not available. Please be aware that in order to enter bank account data into the survey, the school account must be on file in the FAMIS system. Please fax information on all new bank accounts opened during the 2004-2005 school year to the Banking Unit at 718-935-5329.

For on-line instructions, click on the website’s “Help” icon. If you require any additional assistance, please call the Banking Unit at (718) 935-2654 and ask for Seghid Tewelde or Alex Tajong.