



NEW YORK STATE
Unified Court System

LAWRENCE K. MARKS, ESQ.
ADMINISTRATIVE DIRECTOR

RONALD P. YOUNKINS, ESQ.
CHIEF OF OPERATIONS

OFFICE OF COURT ADMINISTRATION

JOSEPH M. DECHANTS
DIRECTOR, DIVISION OF BUDGET AND FINANCE

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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Revenue Manual Update - Bank Accounts

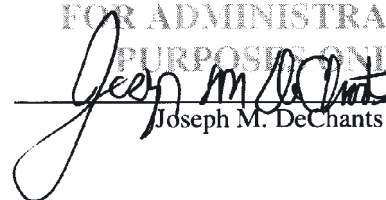
**** This supersedes the bank account administration provisions contained in Part IV / Chapter 3.060 of the UCS Financial Planning & Control Manual***

Attached is amended section 3.060 of Part VI of the Financial Planning & Control Manual. The amendments reflected herein relate to the policies and procedures which govern the establishment and administration of bank accounts used for the deposit and safeguarding of State and other public funds held by the courts and agencies of the Unified Court System.

Particular attention to be directed to section 3.060.5 of this chapter. Effective immediately, the transmittal of bank account book balance information to the Department of Taxation & Finance, as required pursuant to section 107 of the State Finance Law, is to be completed by the fifth day following the conclusion of each month via e-mail.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the management of UCS bank accounts, or the monitoring of internal controls relating thereto.

NYS UNIFIED COURT SYSTEM
FOR ADMINISTRATIVE
PURPOSES ONLY


Joseph M. DeChants