



NEW YORK STATE
Unified Court System

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DFM Bulletin

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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Tracking and Reporting Hurricane Sandy Related Costs in SFS

The Unified Court System will be submitting reports to the Division of the Budget and the Division of Homeland Security and Emergency Services in order to recover some of the costs associated with recovery from Hurricane Sandy. This bulletin provides guidance on classifying these costs. UCS courts and agencies must make every effort to maintain thorough records associated with all personal and nonpersonal service expenses associated with the hurricane and hurricane recovery. All expenses will be charged to UCS allocations in the first instance.

FEMA has designated seven (7) classifications of expenses. Each category has an associated Chartfield1 value in SFS to be used for all purchase order and voucher distribution lines; a brief category description and Chartfield1 values are detailed below. In addition, all purchase orders and vouchers should clearly identify in the comment field or by an attachment that the expense is associated to Hurricane Sandy.

Emergency Work

Category A: Debris Removal (Chartfield1 value 16118A)

Clearance of trees and woody debris; certain building wreckage; damaged/destroyed building contents; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property.

Category B: Emergency Protective Measures (Chartfield1 value 16118B)

Measures taken before, during, and after a disaster to eliminate/reduce an immediate threat to life,

public health or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures.

Permanent Work

Category C: Roads and Bridges (Chartfield1 value 16118C)

Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting, and signs.

Category D: Water Control Facilities (Chartfield1 value 16118D)

Repair of drainage channels, pumping facilities, and some irrigation facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted.

Category E: Buildings and Equipment (Chartfield1 value 16118E)

Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles.

Category F: Utilities (Chartfield1 value 16118F)

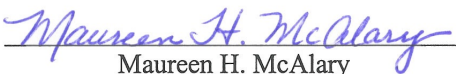
Repair of water treatment and delivery systems; power generation facilities and distribution facilities; sewage collection and treatment facilities; and communications.

Category G: Parks, Recreational Facilities, and Other Facilities (Chartfield1 value 16118G)

Repair and restoration of parks, playgrounds, pools, cemeteries, mass transit facilities, and beaches. This category is also used for work or a facility that cannot be characterized by Categories A-F.

Please ensure distribution of this bulletin to all personnel within your court/agency who may be responsible for the processing of, or the monitoring of internal controls related to expenditures. Thank you for your cooperation.

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