



STATE OF NEW YORK
UNIFIED COURT SYSTEM
OFFICE OF COURT ADMINISTRATION
DIVISION OF FINANCIAL MANAGEMENT
AGENCY BLDG. 4 - 19TH FLOOR
4 ESP, SUITE 2001
EMPIRE STATE PLAZA
ALBANY, NEW YORK 12223-1450
(518) 474-4971

JONATHAN LIPPMAN
Chief Administrative Judge

ANN T. PFAU
Deputy Chief Administrative Judge

JOSEPH M. DECHANTS
Assistant Deputy Chief
Administrator

TO: All Holders of the Financial Planning and Control Manual

NEW ACCOUNTING PROCEDURES

BULLETIN NUMBER: 283	September 24, 2001
SUBJECT: World Trade Center Recovery Expense	

Attached is OSC Accounting Bulletin A-490, issued 09/18/01, and directing identification of costs associated with the September 11, 2001 World Trade Center attack. In that these costs may be eligible for eventual recoupment from federal or state emergency appropriations, it is imperative that all related costs be easily identified. As stated in the bulletin, **effective immediately, a “W” must be entered in both the ‘Indicator-Statewide’ and ‘Accumulator- Statewide’ fields in the CAS voucher entry screen, for any expenditures associated with the World Trade Center attack and recovery effort.**

Indicator - Statewide

Enter a “W” in the ‘Indicator-Statewide’ field. This is the field that is normally utilized for “discretionary” purchase flagging (a “D”). Note that the field allows up to five characters; please utilize the first character for the “W”, and note that you can combine to include the “D”, i.e. “WD”, for World Trade Center related, discretionary vendor.

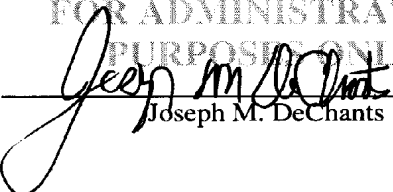
Accumulator - Statewide

Enter a “W” in the ‘Accumulator-Statewide’ field. This is the **second** accumulator field in CAS’ expenditure charge line section, and contains three positions. Utilize the 1st position for this purpose. It is important to utilize the **‘Statewide Accumulator’, not the ‘Departmental Accumulator’**. Please make sure that all voucher preparers, auditors, data entry personnel, and certifiers clearly understand the distinction between departmental and statewide accumulators.

Other Bulletin Provisions

- To **expedite standard voucher** payments related to this disaster, batch separately and utilize batch type “VWT”.
- Any future Journal Vouchers related to WTC should also contain the Statewide Accumulator “W”.
- Any contracts related to the WTC recovery efforts should be so identified for expedited handling.

Please distribute this bulletin to all personnel within your respective jurisdictions who may be responsible for any aspect of voucher preparation, audit, approval, processing and/or certification, and the monitoring of internal controls related thereto.

NYS UNIFIED COURT SYSTEM
FOR ADMINISTRATIVE
PURPOSES ONLY


Joseph M. DeChants



Office of the State Comptroller

ACCOUNTING BULLETIN

Subject	Bulletin No.	Date
WORLD TRADE CENTER DISASTER (Re-issued)	A-490	09/18/01

(This re-issued bulletin contains a corrected telephone number for Dawn Warriner in State Expenditures.)

*****FOR IMMEDIATE ACTION*****

PURPOSE

To explain the procedures to be followed for voucher payments and journal transfers resulting from the September 11, 2001 attack on the New York City World Trade Center (WTC).

NOTE: Identification of these payments will be critical for seeking federal reimbursements and providing necessary reporting of costs associated with the WTC recovery efforts.

APPROPRIATIONS

On 9/13/01, Chapter 296, 2001 was passed and signed into law to provide \$5 billion in federal appropriation authority and \$500 million in state funds authority. These appropriations are available for allocation by the Budget Director to any state department or agency, providing assistance in the recovery from the WTC tragedy.

Other agency appropriations are available and provide authority for goods and services procured as a result of the disaster.

DOCUMENT PROCESSING

Budget Certificates

Budget certificates for appropriations and segregations that are enacted specifically for payments resulting from the disaster must use 'WTC program' in positions one through nine of the program code fields.

Vouchers

Prepare vouchers (Standard, Special Charge, Travel, Contract Payment Requests) for payments related to the WTC disaster as follows:

- o Indicator-Statewide — Enter 'W', as shown on Exhibit A, for each payment on the voucher related to the disaster. (This will facilitate identifying payees receiving these payments.)
- o Accumulator-Statewide — Prepare separate expenditure charge lines for charges related to the WTC disaster and enter 'W', as shown on Exhibit A, in the Accumulator-Statewide field. (This will be used to identify amounts for future reimbursement and reporting.)

NOTE: Both of these fields can contain more than one code; Indicator-Statewide contains five positions and Accumulator-Statewide



Office of the State Comptroller

ACCOUNTING BULLETIN

Subject	Bulletin No.	Date
<i>WORLD TRADE CENTER DISASTER (Re-issued)</i>	<i>A-490</i>	<i>09/18/01</i>

contains three positions. So, for example, if you enter a 'D' (discretionary purchase) in Indicator-Statewide, enter 'DW' to also indicate a WTC payment.

Voucher Transmittals

A separate Batch Type 'WTC' has been established and is available for use if a payment needs to be expedited. To expedite WTC related payments, batch vouchers separately and enter Batch Type 'WTC'. These payments will occur within two days after they are received at the State Comptroller's Office. (Normal payments are made within four days after they are received in the Comptroller's Office.)

NOTE: *Quick Pay vouchers, cash advance reimbursements and travel advance reimbursements must continue to use existing batch types.*

Journal Vouchers For WTC voucher adjustments, process journal transfers entering "W" in the Accumulator-Statewide field on appropriate charge lines.

Contracts To expedite processing, we ask that you write "WTC Emergency" in red ink across the top of all contracts and purchase orders so that we may immediately identify them as such.

Jerry Lipfeld can be reached at (518) 402-2969. His email address is jlipfeld@osc.state.ny.us. If Jerry is not immediately available, please call the Director's Office at (518) 474-4622.

Payroll Agencies should be aware that at some future time, they may need to identify personal service costs associated with the WTC disaster for reimbursement and/or reporting purposes. Please plan accordingly.

Questions ??? Direct questions on this bulletin to:

Accounting Operations		
– Administration	Mary Ann Rossi	(518) 474-8387
– Budget Certificates	Bill McCormick	(518) 474-4023
– Cash Advances	John Browne II	(518) 486-1222
Accounting Systems	Anne Mosher	(518) 473-0598
Contracts	Jerry Lipfeld	(518) 402-2969
State Expenditures	Dawn Warriner	(518) 474-4868

