



STATE OF NEW YORK
UNIFIED COURT SYSTEM
OFFICE OF COURT ADMINISTRATION
DIVISION OF FINANCIAL MANAGEMENT
AGENCY BLDG. 4 - 19TH FLOOR
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Chief Administrative Judge

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Assistant Deputy Chief
Administrator

TO: All Holders of the Financial Planning and Control Manual

NEW ACCOUNTING PROCEDURES

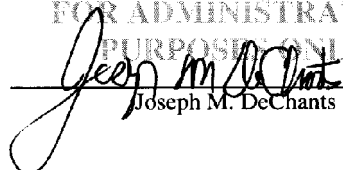
BULLETIN NUMBER: 281	July 2, 2001
SUBJECT: New State General Checking Account	

Attached for your information and review is OSC Accounting Bulletin A-487, dated July 2, 2001. As indicated therein, the State's Joint-Custody General Checking Account business is being transferred from Key Bank to Fleet Bank, effective July 16, 2001.

The primary impact that this change will have on UCS district/administrative offices (other than control agencies such as the Division of Financial Management which are responsible for executing draw downs of Federal or other grant funds) relates to procedures for requesting replacement checks. After July 16, 2001, stop payment orders will be issued on all checks which are reported as lost. **Once identified as lost, Fleet Bank checks may no longer be presented for payment and must be reissued.**

Please distribute this bulletin to all personnel within your respective jurisdictions who may be responsible for the processing of, lost check/replacement check affidavits through the Department of Taxation and Finance, Division of the Treasury.

NYS UNIFIED COURT SYSTEM
FOR ADMINISTRATIVE
PURPOSES ONLY


Joseph M. DeChants



ACCOUNTING BULLETIN

Subject:	Bulletin No:	Date:
NEW GENERAL CHECKING ACCOUNT	A-487	07/02/01

PURPOSE

To advise agencies of the changes resulting from moving New York State's General Checking Account from Key Bank to Fleet Bank effective July 16, 2001.

The General Checking Account is jointly administered by the Office of the State Comptroller and the Department of Taxation and Finance.

Electronic Funds Transfers

When wiring funds into the State's Joint-Custody General Checking Account on or after July 16, 2001 agencies must use the following instructions for Fleet Bank:

- Account Number: 9428403100
- ABA Number: 021 300019
- Account Name: New York State General Checking Account
- Addendum: Agency Code, Description (include fund/subfund) and Phone Number (include Area Code)

All funds of New York State must be accounted for in a timely and accurate manner. To facilitate this process, an agency phone number (including Area Code) must be included in the addendum record.

To facilitate the timely recording of electronic transfers, it is essential that a Report of Moneys Received (AC909) be prepared immediately after the transfer request is made. The AC909 should clearly indicate that the remittance is being sent by wire transfer and should include the originating bank and amount for each wire. The AC909 should be delivered or faxed on or before the effective date of the transfer to both OSC's Revenue Processing Section (474-6836) and the Division of the Treasury (486-9828).

Replacing a Lost Check

Checks issued before July 16, 2001 will be from the Key Bank Account. The **REPLACEMENT OF CHECKS** – Joint Custody Bank Account (see the New York State Accounting System User Procedure Manual, Volume XI Controls and Special Procedures, Section 7.0100, dated 10/31/95) procedure remains in effect for checks issued from the Key Bank account.

Replacing a Lost Check

Checks issued on or after July 16, 2001 will be from the Fleet Bank



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account. The procedure will not change for replacing checks issued from the new Fleet Bank account, but the effect of reporting a check as lost has changed.

When the Department of Taxation and Finance, Division of the Treasury receives notification from an agency of a lost check, that check will be deleted from Fleet Bank's outstanding (payable) system and a new check will be prepared.

Deletion from Fleet Bank's outstanding system is final and cannot be reversed. Therefore, if the original check is subsequently found, the check cannot be presented for payment.

- All payees requesting reissued checks should be advised that deletion of the original issue check cannot be reversed and they must wait for the reissued check.
- This information is especially important for employees requesting that payment be stopped on payroll checks.
- Agencies should encourage payees to participate in the electronic payment options offered by OSC. These direct payments to a recipient's bank account are timely and reliable; they eliminate the adverse impact of a lost check.
 - v Under separate cover, agency Payroll Offices are receiving information and OSC's request to encourage employees to sign up for Payroll Direct Deposit.
 - v Vendors and other non-employee payees should be directed to the Comptroller's web site www.osc.state.ny.us/epay for information about OSC's Electronic Payments program.

Federal Grant Draw Requirements

State agencies processing their own draw down of Federal funds via wire transfer will be required to complete appropriate bank account



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forms to be filed with each Federal agency from which Federal funds are drawn so that payments from the US Treasury can be directed to our new account. If you are not sure what forms to file, contact Jill Losi at (518) 486-1240 or Tammi Coburn at (518) 474-5507.

Since the US Treasury requires the joint custodians of the General Checking Account to also sign these forms, all forms must be delivered to Jill Losi, Office of the State Comptroller, AESOB, General Ledger Section, 4th Floor, Albany, NY 12236 as soon as possible. OSC will coordinate having the signatures of the State Comptroller and the Commissioner of Taxation and Finance affixed to the forms and forward the forms to Fleet Bank to be completed. Do not send any forms directly to Federal agencies.

QUESTIONS?

Electronic Funds Transfers

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Replacing a Lost Check

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Federal Grant Draw Requirements

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General Questions

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