

**REVISION HISTORY:
DIRECTIVE #11– CASH ACCOUNTABILITY AND CONTROL**

Release	Summary of Changes
01/10/17	<ul style="list-style-type: none"> • Provides specific rules for the reconciliation of Revenue Collection Accounts. • Underscores possible risks associated with the safeguarding of assets when adopting new electronic banking services. • Describes new banking services approved by the Department of Finance.
03/18/11	<ul style="list-style-type: none"> • Expands rules on segregation of duty controls. • Adds an electronic banking policy. • Adds controls for vendor payment assignments. • Revises the procedure for opening new bank accounts. • Adds rules and controls on the use of private bank accounts. • Clarifies primary responsibility for performing bank reconciliations. • Increases threshold for stops to be put on checks. • Adds new section on accountability reporting.
03/10/03 (CM #03-01)	<ul style="list-style-type: none"> • Modifies the requirement for control over the use of signature plates.
11/12/92 (CM #92-12)	<ul style="list-style-type: none"> • Clarifies special situations in which agencies may advance funds to City employees for deposit in personal bank accounts for official business purposes.
02/24/86	<ul style="list-style-type: none"> • Adds new procedures for electronic fund transfer payments. • Requires that checks over \$10,000 must be microfilmed or photocopied. • Changes the requirement for stop payment orders for checks outstanding over six months (to in excess of \$25.00). • Changes format for check endorsement stamps.
Initial Release	<ul style="list-style-type: none"> • Establishes the internal controls and accountability requirements for creating bank accounts, recording receipts and disbursements, and reconciling all cash or cash equivalents, including currency, checks, money orders, credit cards, and electronic fund transfers.