



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N. Y. 10013
CHARLES M. SMITH, Jr., R.A., Commissioner

TERRY KEELY McCLAIN
Assistant Commissioner
Administration
(212) 312-8055

Issuance # 158

Administration
Policy and Procedure Notice #3/89

TO: Distribution

DATE: February 15, 1989

SUBJECT: Cashiering of LL58/88 Penalties

This memorandum clarifies and expands the cashier procedures outlined in OPPN 1/89, dated January 18, 1989.

As indicated, applicants who are filing for permits to either (1) legalize completed work or (2) cure ECB violations received after January 1, 1989 for work without a permit are subject to a civil penalty.

Pursuant to OPPN 1/89, the civil penalty should be collected at the time of initial filing when the application is to legalize completed work. The civil penalty should be collected at the time the permit is requested on filings to cure work without a permit violations.

In either case, the penalty shall be computed by the borough fee estimator. Payment of the fee and payment of the penalty shall be rung up as separate transactions.

The cashier will accept and record the filing or permit fee payment in the standard manner i.e., as a NB, BN or ALT.

The civil penalty payment should be entered on the miscellaneous revenue key. A manual notation of the civil penalty transactions must also be maintained. When the ACRAF 400 is prepared, penalty payments must be recorded separately from other miscellaneous revenue. Revenue Source 0600 with the description "Fines" shall be used to record civil penalty revenue. A sample ACRAF 400 is attached as a guide.

Questions with respect to the cashiering and recording of LL58/88 revenues should be addressed to Fiscal Division.


Terry Keely McClain

Attachments:

- OPPN 1/89
- Sample ACRAF 400

Distribution:

- Deputy Commissioners
- Assistant Commissioners
- Executive Office Directors
- Borough Superintendents
- Deputy Borough Superintendents
- Borough Managers
- Fee Estimators
- Cashiers
- Fiscal Division

INTEGRATED FINANCIAL MANAGEMENT SYSTEM
CASH RECEIPT

3-5 CRE	7-9 810	Department of Buildings (The Borough)	11-17 BUDGET NO 222	19-24 FISCAL DATE 222	Mo. Dy. Yr.
30-31 2	222				26-28 FUND 001

FOR REVENUE OR REFUND			FOR REVENUE ONLY					For Refund Only		For Balance Sheet Only	DESCRIPTION	AMOUNT	
Responsible Organization		Reporting Category	Revenue Source	Reference			Expense Accounting		Balance Sheet Acct				
Agency Code	Budget Code			Trans. Code	Orig Agency Code	Document Number	Spec. Type	Object		Sub. Obj.			
4-6	7-10	20-25	13-17	28-30	32-34	35-41	56	2	4-6	7-8	11-13	16-45	48-60
810	5111	-	00600									Fines	?

33-45
TOTAL AMOUNT \$

I CERTIFY THAT THE COLLECTIONS MADE BY ME OR UNDER MY JURISDICTION ON THE ABOVE DATE FOR THE CORPORATION OF THE CITY OF NEW YORK ARE AS SUMMARIZED ON THIS SHEET.

Prepared by: _____ Title: _____ Phone No.: _____ Date: _____

Approved by: _____ Title: _____ Phone No.: _____ Date: _____

— NOTE —
THIS FORM IS TO BE USED ONLY FOR DEPOSITS MADE INTO CITY TREASURY BANK ACCOUNTS.

1 - OFFICE OF THE COMPTROLLER