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COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

October 14, 2016

Erie County Legislature
92 Franklin Street – 4th Floor
Buffalo, New York 14202

RE: Closure of Department of Environment and Planning Petty Cash Accounts

Honorable Members:

Enclosed please find an accompanying memorandum and proposed resolution from the Department of Environment and Planning pertaining to closure of the Petty Cash Accounts.

Should your Honorable Body require further information, I encourage you to contact Joseph L. Fiegl, Deputy Commissioner, in the Division of Sewerage Management. Thank you for your consideration on this matter.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Mark Poloncarz", written in a cursive style.

Mark C. Poloncarz, Esq.
Erie County Executive

MCP:ST:bp
Enclosure

cc: Joseph L. Fiegl, Deputy Commissioner of Sewerage Management

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Department of Environment and Planning
Re: Closure of Department of Environment and Planning
Petty Cash Accounts
Date: October 14, 2016

SUMMARY

The Department of Environment and Planning (DEP) is requesting authorization to close the following petty cash accounts at the Bank of America because there is no longer has a need for these accounts:

1. DEP - Division of Sewerage Management Petty Cash Fund – Acct# 01000009606076
2. Erie County Sewer District No. 6 Petty Cash Fund – Acct # 01000004882369
3. DEP CDBG Petty Cash Fund - Acct # 0100938691

FISCAL IMPLICATIONS

Positive, monthly fees will be eliminated.

REASON FOR RECOMMENDATIONS

Closure of the accounts will allow the department to save the cost of bank fees and eliminate the need to maintain the accounts.

BACKGROUND INFORMATION

The Department of Environment and Planning has evaluated its needs and has determined these petty cash accounts are no longer needed.

CONSEQUENCES OF NEGATIVE ACTION

The County will incur bank fees and spend unnecessary time maintaining accounts that are no longer needed.

STEPS FOLLOWING APPROVAL

The accounts will be closed in accordance with procedures prescribed by the Erie County Comptroller.

A RESOLUTION SUBMITTED BY:
DEPARTMENT OF ENVIRONMENT & PLANNING

RE: Closure of Department of Environment and Planning
Petty Cash Accounts

WHEREAS, the Department of Environment and Planning (DEP) no longer has a need for the following Bank of America petty cash accounts:

1. DEP - Division of Sewerage Management Petty Cash Fund – Acct# 01000009606076
2. Erie County Sewer District No. 6 Petty Cash Fund – Acct # 01000004882369
3. DEP CDBG Petty Cash Fund - Acct # 0100938691.

NOW, THEREFORE, BE IT

RESOLVED, the Erie County Comptroller and the Department of Environment and Planning are authorized to close the above referenced petty cash accounts; and

RESOLVED, that the Clerk of the Legislature be directed to send one certified copy each of this resolution to the County Executive, the County Comptroller, Kristen Walder, Assistant County Attorney, the Commissioner of Environment and Planning, and Joseph L. Fiegl, P.E., Department of Environment and Planning, Rath Building, 10th Floor.



BANK OF AMERICA, N.A.
 P.O. BOX 15284
 WILMINGTON DE 19850

ERIE COUTNY CDBG PETTY CASH
 95 FRANKLIN ST RM 1058
 BUFFALO NY 14202-3928

ANALYSIS STATEMENT

Member FDIC

FULL ANALYSIS BUSINESS CKG 01 0093 8691 9263
 BANK AND COST CENTER NUMBER 487 0028071

DATE PREPARED 09-06-16

MONTH ENDING 08-31-16
 MONTHLY SETTLEMENT 08-31-16
 SETTLEMENT & ACCOUNT TYPE GROUPED 507
 OFFICER NUMBER XTKWR
 PAGE 21 OF 29

BALANCE SUMMARY

AVG POSITIVE LEDGER BALANCE	\$	100.00
<hr/>		
AVG LEDGER BALANCE		100.00
LESS AVG FLOAT		.00
<hr/>		
AVG COLLECTED BALANCE		100.00
AVG NEGATIVE COLL BALANCE		.00
<hr/>		
AVG POSITIVE COLL BALANCE		100.00
LESS RESERVES 00%		.00
<hr/>		
AVAIL BAL FOR EARNINGS CREDIT		100.00
AVAILABLE BALANCE REQUIRED		20,844.06
<hr/>		
NET AVAILABLE BALANCE		20,744.06
REQ RESERVES ON NET AVAIL BAL		.00
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DEFICIT COLLECTED BALANCE		20,744.06

EARNINGS CREDIT SUMMARY

AVAIL BAL FOR EARNINGS CREDIT	\$	100.00
EARNINGS ON AVAILABLE BALANCE		.02
LESS TOTAL SERVICE CHARGES		5.01
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DEFICIT		4.99
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PERIOD TO DATE DEFICIT		4.99
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CURRENT MONTH'S EARNINGS CREDIT RATE = 0.28%		CURRENT MONTH'S MULTIPLE = \$4,205.07		
SERVICE	NUMBER OF UNITS	UNIT PRICE	SERVICE CHARGE	BALANCE REQUIRED
BALANCE RELATED SERVICES DEPOSIT BANK ASSESSMENT	100		.01	41.60
DEPOSITORY SERVICES ACCOUNT MAINTENANCE	1	5.0000	5.00	20,802.46
DEPOSIT ACCOUNT STATEMENTS	1	.0000	.00	0.00
TOTAL SERVICE CHARGES			5.01	20,844.06

THIS ACCOUNT IS ANALYZED AT THE GROUP LEVEL.
 GROUP NUMBER IS 487 0048 3447 5276.



BANK OF AMERICA, N.A.
 P.O. BOX 15284
 WILMINGTON DE 19850

ERIE CNTY DEP-DIV OF SEWERAGE
 MGMT - PETTY CASH FUND
 95 FRANKLIN ST FL 11
 BUFFALO NY 14202-3925

ANALYSIS STATEMENT

Member FDIC

FULL ANALYSIS BUSINESS CKG 01 0000 0960 6076
 BANK AND COST CENTER NUMBER 487 0028071

DATE PREPARED 09-06-16

MONTH ENDING 08-31-16
 MONTHLY SETTLEMENT 08-31-16
 SETTLEMENT & ACCOUNT TYPE GROUPED 507
 OFFICER NUMBER XTKWR
 PAGE 17 OF 29

BALANCE SUMMARY

AVG POSITIVE LEDGER BALANCE	\$	100.00
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AVG LEDGER BALANCE		100.00
LESS AVG FLDAT		.00
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AVG COLLECTED BALANCE		100.00
AVG NEGATIVE COLL BALANCE		.00
<hr/>		
AVG POSITIVE COLL BALANCE		100.00
LESS RESERVES 00%		.00
<hr/>		
AVAIL BAL FOR EARNINGS CREDIT		100.00
AVAILABLE BALANCE REQUIRED		20,844.06
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NET AVAILABLE BALANCE		20,744.06
REQ RESERVES ON NET AVAIL BAL		.00
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DEFICIT COLLECTED BALANCE		20,744.06

EARNINGS CREDIT SUMMARY

AVAIL BAL FOR EARNINGS CREDIT	\$	100.00
EARNINGS ON AVAILABLE BALANCE		.02
LESS TOTAL SERVICE CHARGES		5.01
<hr/>		
DEFICIT		4.99
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PERIOD TO DATE DEFICIT		4.99
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CURRENT MONTH'S EARNINGS CREDIT RATE = 0.28%		CURRENT MONTH'S MULTIPLE = \$4,205.07		
SERVICE	NUMBER OF UNITS	UNIT PRICE	SERVICE CHARGE	BALANCE REQUIRED
BALANCE RELATED SERVICES DEPOSIT BANK ASSESSMENT	100		.01	41.60
DEPOSITORY SERVICES ACCOUNT MAINTENANCE	1	5.0000	5.00	20,802.46
DEPOSIT ACCOUNT STATEMENTS	1	.0000	.00	0.00
			<hr/>	<hr/>
TOTAL SERVICE CHARGES			5.01	20,844.06

THIS ACCOUNT IS ANALYZED AT THE GROUP LEVEL.
 GROUP NUMBER IS 487 0048 3447 5276.



BANK OF AMERICA, N.A.
 P.O. BOX 15284
 WILMINGTON DE 19850

ERIE COUNTY SEWER DISTRICT #6
 95 FRANKLIN ST FL 11
 BUFFALO NY 14202-3925

ANALYSIS STATEMENT

Member FDIC

FULL ANALYSIS BUSINESS CKG 01 0000 0488 2369
 BANK AND COST CENTER NUMBER 487 0028071

DATE PREPARED 09-06-16

MONTH ENDING 08-31-16
 MONTHLY SETTLEMENT 08-31-16
 SETTLEMENT & ACCOUNT TYPE GROUPED 507
 OFFICER NUMBER XTKWR
 PAGE 15 OF 29

BALANCE SUMMARY

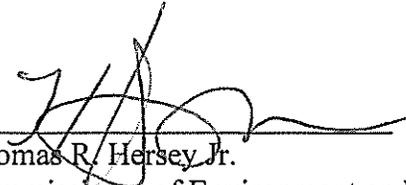
AVG POSITIVE LEDGER BALANCE	\$	200.00
<hr/>		
AVG LEDGER BALANCE		200.00
LESS AVG FLOAT		.00
<hr/>		
AVG COLLECTED BALANCE		200.00
AVG NEGATIVE COLL BALANCE		.00
<hr/>		
AVG POSITIVE COLL BALANCE		200.00
LESS RESERVES 00%		.00
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AVAIL BAL FOR EARNINGS CREDIT		200.00
AVAILABLE BALANCE REQUIRED		20,885.67
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NET AVAILABLE BALANCE		20,685.67-
REQ RESERVES ON NET AVAIL BAL		.00
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DEFICIT COLLECTED BALANCE		20,685.67

EARNINGS CREDIT SUMMARY

AVAIL BAL FOR EARNINGS CREDIT	\$	200.00
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EARNINGS ON AVAILABLE BALANCE		.04
LESS TOTAL SERVICE CHARGES		5.02
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DEFICIT		4.98
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PERIOD TO DATE DEFICIT		4.98
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CURRENT MONTH'S EARNINGS CREDIT RATE = 0.28%		CURRENT MONTH'S MULTIPLE = \$4,205.07		
SERVICE	NUMBER OF UNITS	UNIT PRICE	SERVICE CHARGE	BALANCE REQUIRED
BALANCE RELATED SERVICES DEPOSIT BANK ASSESSMENT	200		.02	83.21
DEPOSITORY SERVICES ACCOUNT MAINTENANCE	1	5.0000	5.00	20,802.46
DEPOSIT ACCOUNT STATEMENTS	1	.0000	.00	0.00
TOTAL SERVICE CHARGES			5.02	20,885.67

THIS ACCOUNT IS ANALYZED AT THE GROUP LEVEL.
 GROUP NUMBER IS 487 0048 3447 5276.

jk 
Thomas R. Hersey Jr.
Commissioner of Environment and Planning