



Howard S. Weitzman
Comptroller

Jane R. Levine
Chief Deputy Comptroller

Randolph Ghisone
Deputy Comptroller
for Accounting

Manuel Mosquera
Deputy Comptroller
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MEMORANDUM

TO: All Department Heads & Fiscal Personnel
FROM: Jane Levine
DATE: June 24, 2004
RE: Control Directive No. 3: Cash Receipts

Attached is "Control Directive 3: Cash Receipts" issued by Comptroller Howard S. Weitzman. This directive provides procedures and guidelines with respect to cash receipts collections, processing and reporting. Departments must follow the procedures set forth in Control Directive 3, and are subject to audit for compliance with this Directive. Please distribute to your fiscal personnel responsible for this function.

If you have any questions, please e-mail or call Ana Sousa, Financial Analyst, at 1-2851.

Thank you.

Cc: Thomas Suozzi, County Executive
Howard Weitzman, Comptroller
Anthony Cancellieri, Deputy County Executive
Arthur Gianelli, Deputy County Executive
Michael Klein, Deputy County Executive
Helena Williams, Deputy County Executive
Lorna Goodman, County Attorney
Randolph Ghisone, Deputy Comptroller
Manuel Mosquera, Deputy Comptroller
Susan Wagner, Deputy Comptroller
Ana Sousa, Financial Analyst
Joshua Fensterstock, Counsel to the Comptroller

Attachment