



# Monterey County Office of Education

Dr. Nancy Kotowski  
County Superintendent of Schools

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## District Advisory Services

Finance and Business Services

Bulletin No. 15-017

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Date: April 13, 2015  
To: Monterey County Charter Schools  
From: Karen Hennessy, Director, District Advisory Services  
Re: **New ACH Process**

Effective March 2, 2015, the County Treasurer's Office transitioned to a new bank, Wells Fargo, for disbursement services. Bank of America will continue to serve as the depository bank. This change enables the County to have additional banking services available, with minimal disruption to work flows, if there ever is an urgent need to switch banks.

See the attached memo from the County Treasurer – Tax Collector.

We are happy to announce that beginning April 20, 2015 MCOE will automate the ACH process for our charter schools. An ACH payment, clearing out cash balances each month, will be processed on the 20<sup>th</sup> or the previous banking day if the 20<sup>th</sup> is a holiday or a weekend.

Please review the attached information for your charter school, as this is the current banking information we have on file which will be used. It is imperative that MCOE receives your reply confirming correct banking information or updated information if necessary by April 15, 2015.

Please continue to contact our department using the [DAS-Audit@monterey.k12.ca.us](mailto:DAS-Audit@monterey.k12.ca.us) address to reach us by email. Thank you for your continued cooperation and we look forward to continuing to look for ways to best serve our schools.

If you have any questions regarding this upgraded process, please do not hesitate to contact either me at 831-755-0376 or Lisa Dill at 831-755-6462.

KH / vt

# MONTEREY COUNTY

**MARY A. ZEEB**

**Treasurer – Tax Collector**

168 W. Alisal Street – 1<sup>st</sup> Floor

Salinas, CA 93901

Telephone (831) 755-5015



February 23, 2015

To All Monterey County Finance Partners:

As the Treasurer-Tax Collector for the County of Monterey, it is my duty to safely keep all monies for the County of Monterey, the Schools and most Special Districts in the county. I also bear the fiduciary responsibility to ensure that we receive the best possible banking services for the lowest costs available. To make certain this is the case, I decided in 2013 to issue a Request for Proposal for Banking and Payment Services for the County of Monterey.

For as long as anyone can remember, and some think for the last 100 years, the County has received banking and payment services from Bank of America. While we have always received excellent service from BofA, I felt it was incumbent upon me to explore other opportunities to make sure current banking products and costs were reflective of the market. With the help of a highly regarded consultant, our office issued a comprehensive RFP and a team consisting of individuals from the Treasury, Auditor and CAO's office were assembled to evaluate the responses. After lengthy interviews and intense negotiations, Wells Fargo was selected to stand alongside of Bank of America to provide additional value and services to the Treasury.

This serves to accomplish several goals. First, the Treasury will have active financial transactions with two major banks. Bank of America will continue to serve as the depository bank for the County and Wells Fargo will take on a new role as our disbursement bank. Second, this will enable the County to have redundant banking services available, with minimal disruption to work flows, if there ever is a need to rapidly switch banks. Third, both banks have service areas of expertise. By utilizing two banks, we are leveraging the top products and services at each institution. Finally, the County and its banking partners will realize cost savings by moving to this new relationship.

The implementation team, consisting of subject matter experts in departments and agencies throughout the county, has worked diligently for over a year in preparation for this transition and is ready to go live on March 2, 2015. While most of the changes are "behind the scenes" you will notice some changes in procedures, controls and payments. Frequently Asked Questions are attached to provide additional information and will be updated as necessary.

Thank you for your support during this transition and I look forward to a smooth new banking relationship benefiting the County, Schools and Special Districts.

Sincerely,

A handwritten signature in blue ink that reads "Mary A. Zeeb". The signature is fluid and cursive, with the first name "Mary" and last name "Zeeb" clearly visible.

Mary A. Zeeb  
Treasurer – Tax Collector

## Frequently Asked Questions

### How will this affect our deposits?

Deposits will continue at Bank of America. All accounts will remain in Bank of America as they exist today and will continue to be used for the deposit functionality.

### How will this affect our disbursements?

Effective March 2, 2015, all payments (vendor checks, payroll checks, wire transfers, etc.) will be disbursed through Wells Fargo.

### What accounts are being created in Wells Fargo?

New accounts have been established for payroll ACH, payroll checks, vendor ACH payments, and vendor checks. A general account will disburse checks payments for the Office of Employment Training (OET) and Special Districts. Separate accounts have also been established for Social Services ACH payments and Social Services checks.

### How will the new accounts at Wells Fargo impact our Department's processing?

- Advantage users **DO NOT** need to change the bank account codes in payment documents as they are managed in the system settings by the Auditor's Office.
- Advantage users **MUST** follow new guidelines on payee names and addresses when processing payment documents in the Advantage Financial System. Attached is a procedure document that addresses the new guidelines. Additional assistance can be obtained by emailing: [ERPHelp@co.monterey.ca.us](mailto:ERPHelp@co.monterey.ca.us) and [1110-AccountsPayable@co.monterey.ca.us](mailto:1110-AccountsPayable@co.monterey.ca.us)
- Contracts/Purchasing will apply the new payee name and address guidelines for vendor setup/changes.
- Treasury will continue to initiate wire transfers (with coordination from the Auditor's Office).

#### **Payroll Documents**

- The look of a payroll check will be slightly different. Besides the bank name changing, the font on Employee name is bigger.
- Effective March 2, 2015, Wells Fargo will be the bank that will cash employee payroll checks for non-customers.

### Why do we have to follow new guidelines on payee names and addresses?

For enhanced fraud protection, the County will be utilizing a bank feature called payee validation which will provide additional controls. Use of this feature requires payee names and addresses to be in specific formats. Please see the guidelines from the Auditor's Office.

**What is the Impact to the Auditor and to the County Treasury?** Both departments continue to work closely with each other and with the banks to insure reconciliation of the County's accounts. The new processes will also provide enhanced controls and safeguards for fraud protection and cash management.

### What changes will employees see?

If an employee receives a physical pay check, the check will be drawn on Wells Fargo instead of Bank of America. Employees who wish to cash their paychecks will be able to do so at Wells Fargo without charge.

**Will the bank number change?**

**Yes on Disbursements.** New bank numbers have been issued for Disbursement accounts. All checks and payments will now be made from Wells Fargo.

**No on Deposits.** Deposit accounts will remain at Bank of America and those numbers will not change.

**What changes will be seen on County checks?**

On accounts payable/vendor checks, the bank name and the bank account number will be changed to Wells Fargo.

**What happens to checks that are still outstanding at Bank of America?**

Those checks will be paid as normal. Checks over a year old will automatically become stale dated checks in Advantage.