

MEMORANDUM
OFFICE OF THE
AUDITOR-CONTROLLER
COUNTY OF PLACER

To: Honorable Board of Supervisors

From: Andrew C. Sisk, Auditor-Controller *ACS*

Date: March 8, 2016

Subject: Adopt a Resolution to open a new outside checking account for Child Support Services.

Action Requested/Recommendation

Adopt a resolution to open a new outside Checking Account for Child Support Services, for the purpose of transferring cash payments received by the Department, to the State Department of Child Support Services (DCSS) State Disbursement Unit (SDU). The new account will be opened and utilized for the foreseeable future at Umpqua Bank. Umpqua Bank has agreed to waive the monthly service fees for this account.

Background

Child Support Services (CSS) is requesting authority to establish a new outside checking account with Umpqua Bank. CSS has a long-standing account with Bank of America that has been used to deposit child support payments and then issue a check to the State Department of Child Support Services (DCSS) State Disbursement Unit (SDU). Recently, Bank of America added new deposit fees, in addition to the current monthly service charge, and are reluctant to negotiate. CSS will close this account once the new account has been established and all deposits and checks have cleared.

The purpose of the account is to deposit cash payments accepted at the Rocklin and Carnelian Bay Offices and then write a check to the DCSS SDU. The custodian of the fund will be Troy Held, Director of Child Support Services. The physical custodian of the account will be Jeff Thompson, Senior Administrative Services Officer. Depository records will be maintained and all statements and correspondence will be sent to the Rocklin office, located at 1000 Sunset Blvd., Suite 200, Rocklin, CA 95765. Check stock will be stored at the Auditor-Controller's Office pursuant to the Accounting Manual for Cash. The new account will be opened and utilized for the foreseeable future at Umpqua Bank 6061 Stanford Ranch Rd., Suite 100, Rocklin, CA 95765.

Fiscal Impact

Umpqua Bank has agreed to waive the monthly service fees for this account. There will be no fiscal impact to the County.

Attachments: Resolution
Memo from Child Support Services
Treasurer's Approval to Open Account

Before the Board of Supervisors County of Placer, State of California

In the matter of: A Resolution to approve the opening of an outside checking account for Child Support Services.

Resolution No.: _____

The following Resolution was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chair, Board of Supervisors

Attest:

Clerk of said Board

WHEREAS, with this Resolution, the Placer County Board of Supervisors desires to open an outside checking account for Child Support Services, for the purpose of transferring cash payments received by the department to the State Department of Child Support Services (DCSS) State Disbursement Unit (SDU).

BE IT RESOLVED, by the Board of Supervisors, County of Placer, State of California, by the Board of Supervisors of the County of Placer, State of California, to approve the opening of an outside checking account for Child Support Services.

MEMORANDUM

DATE: February 10, 2016
TO: Andrew Sisk, Auditor - Controller
Jenine Windeshausen, Treasurer - Tax Collector
FROM: Jeff Thompson, Sr. ASO, Child Support Services
SUBJECT: Establish a New Bank Account

Child Support Services (CSS) is requesting authority to establish a new bank account. CSS has worked with Bank of America for many years utilizing their services to deposit child support cash payments and send a check to the State Department of Child Support Services (DCSS) State Disbursement Unit (SDU) to disburse to families. Recently, Bank of America added new deposit fees in addition to the current monthly service charge, and they are reluctant to negotiate. CSS will close Bank of America account number ending in -0106 once deposits and checks have cleared, and a new account has been established. Staff has verified with DCSS SDU that there are no requirements for changing banks.

The purpose of this fund is to deposit cash payments accepted in the Rocklin and Carnelian Bay offices and then write a check to the DCSS SDU. The custodian of this fund is Troy Held, Director of CSS and the physical custodian is Jeff Thompson, CSS Senior Administrative Services Officer. The depository records will be maintained and all statements and correspondence will be sent to the Rocklin office located at 1000 Sunset Boulevard Suite 200, Rocklin, California 95765. The new fund will be opened and utilized for the foreseeable future at Umpqua Bank located at 6061 Stanford Ranch Road Suite 100, Rocklin, California 95765.

Umpqua Bank is a local, community-oriented financial institution willing to deliver great customer service and waive the monthly service fees (\$180 annually) knowing the essential work that CSS does for the community and Placer County.

Barbi Miller

From: D'Arcey Ruffner
Sent: Thursday, February 11, 2016 10:05 AM
To: Andrew Sisk
Cc: Barbi Miller
Subject: FW: CSS New Bank Account Memo
Attachments: Memo CSS New Bank Account 2016.pdf

Hello,

Per the email below Treasurer approves the new Bank Account request.

Let me know if you have any questions.

Thanks,
D'Arcey

From: Kimberly Hawley
Sent: Wednesday, February 10, 2016 3:48 PM
To: D'Arcey Ruffner
Cc: Troy Held; Jeff Thompson
Subject: RE: CSS New Bank Account Memo

Hi D'Arcey,
The Treasurer is good with this change. Please proceed with preparing the Board item assuming the Auditor agrees.

Thanks,
Kimberly

From: Thompson, Jeff@PLDCSS [<mailto:Jeff.Thompson@PLDCSS.ca.gov>]
Sent: Wednesday, February 10, 2016 2:44 PM
To: Kimberly Hawley; D'Arcey Ruffner
Cc: Troy Held
Subject: CSS New Bank Account Memo

Please find the updated version of the memo to open a new bank account.

Thank you both for your assistance!

Jeff Thompson
Senior Administrative Services Officer
Placer County Department of Child Support Services
Phone: 916.435.5760



Please take a moment to provide feedback on the service you received today, whether it was by phone, written correspondence, or office visit.

This message is for the designated recipient only and MAY CONTAIN PRIVILEGED OR CONFIDENTIAL INFORMATION. If you have received this message in error, please notify the sender immediately and delete the original. Any other use of this E-mail is prohibited.

From: Kimberly Hawley [<mailto:KHawley@placer.ca.gov>]
Sent: Wednesday, February 10, 2016 2:13 PM
To: Thompson, Jeff@PLDCSS
Cc: D'Arcey Ruffner
Subject: Contact Information

Hi Jeff,
This is my contact information. Please include me in the distribution of the new letter.

Let me know if you have any other questions.

Kimberly
Kimberly Hawley, CPA
Chief Deputy Treasurer
mPOWER Placer /Placer County Treasurer-Tax Collector
2976 Richardson Dr | Auburn, CA 95603
khawley@placer.ca.gov | T 530 889 4146 | F 530 889 4100



