



District Business & Advisory Services

Kolvira Chheng, Director - DBAS: 408-453-6599

Bulletin: 16-007

Date: July 30, 2015

To: District Chief Business Officers
District Fiscal Directors

From: Kolvira Chheng, Director - DBAS

Re: New Operational Bank – Wells Fargo Bank

The purpose of this bulletin is to inform districts that the County Controller-Treasury office has selected Wells Fargo bank as a finalist vendor for banking operation to replace Bank of America pending approval from the Board of Supervisors.

In the near future, Santa Clara County Office of Education (SCCOE) staff will be working closely with County Controller-Treasury staff and Wells Fargo staff to being the implementation process. While we realize that making such a change in banking institutions would likely causes some measure of concern, we want to assure you that ensuring a smooth transition is our highest priority for implementation.

To facilitate with the implementation process, we are requesting districts to the complete the section(s) applicable for your district in the attached questionnaire. We would sincerely appreciate if you could return the completed questionnaire no later than Friday, July 31, 2015. We apologies for short turnaround time; however, we are operating within other agencies' timelines.

We will continue to provide updates as new information become available.

Thank you for your time and cooperation.

Please distribute this information within your District as deemed appropriate.

**Wells Fargo Implementation Questionnaire
for County of Santa Clara
Departments and Special Districts**

Department/District Name:

Date:

PHASE 1 – Transition of Current Service Only

Fiscal/Operational Contact (Primary):

Name, Title, Phone and email

Fiscal/Operational Contact (Secondary):

Name, Title, Phone and email

IT Contact (if necessary to implement)

Name, Title, Phone and email

Bank of America Account Number:

Account Title:

Primary purpose of the account

Deposits

What methods are used to make deposits? Branch, remote, armored car? If remote, how many scanners?

What are primary deposit types and volumes? Cash, Coin, checks online payments, credit cards, debit cards and incoming ACH?

Check Payments

Do you use Positive Pay? Is the Payee name part of the information sent to the bank?

How often do you send an issue file?

Reconciliation – Do you reconcile using a bank statement? Or do you receive a paid check file?

If account reconciliation is automated, do you use Full or Partial reconciliation? What type of reporting do you receive? Does the bank give you information about outstanding checks? If so how often?

ACH

Do you initiate ACH payments? If so, do you send a file or make the payments online?

What is the maximum dollar amount of a file that you will send during the year? What is the average size of the file? How often do you send ACH payment files?

What payments do you make through ACH? Payroll, vendor, other?

How do you reconcile the items that you send?

How do you confirm that the Bank got the file and that it is correct?

How do you deleted or reversed ACH items that have been sent to the bank?

Wells Fargo Implementation Questionnaire

How are ACH returns reviewed? What information do you need? Do you redeposit ACH items that are eligible for redeposit?

Do you get an ACH Received items report and how do you reconcile received items?

Are you notified on the day an ACH item is received or do you look for ACH items on a next day basis? How do you post these items to your receivables system?

Wires

Do you send and/or receive wires? Do you need to know the day the wire hits your account or is next day notification satisfactory?

Miscellaneous

How are Stop Payments placed and for how long?

Reporting

Do people in your department have access to online Bank reporting and other functions?

What information do you need from your balance reporting service? Do you need same-day as well as next day information?

Who provides the Admin function for setting up and managing online users?

Supplies

Please indicate which supplies are needed? Do you need additional supplies that are not listed?

Scanners

Endorsement stamps

Checks

Deposit slips

Deposit Bags

PHASE 2 – Future Desired Service Enhancements

Please describe below any desired service enhancement to be considered for implementation after initial transition of current services to Wells Fargo. Service enhancements are indeed anticipated, but will be considered with regard to fiscal and contract limitations.