

## **Board of Trustees Agenda Item**

**Board Meeting Date:** 2/1/10

**Title of Item:**

Resolution Authorizing Separate Bank Accounts

**Background and Analysis:**

In compliance with the California Community Colleges Budget and Accounting Manual, the Board is presented with a list of existing bank accounts for review and confirmation. The list of bank accounts includes the position titles of those individuals authorized as signers on these accounts.

Resolution #2009-20 authorizing separate bank accounts and the signers of these accounts, by position, was presented to the Board and adopted on December 7, 2009. After further review of the "Foothill-De Anza Community Colleges Foundation Account No. 14999-23684," the "County of Santa Clara, County Controller's Office Account No. 87654-16703," the "County of Santa Clara, County Controller's Office Account No. 14998-24467," and the "County of Santa Clara, County Controller's Office Account No. Fund 5711," the staff recommend the following changes:

1. That the authorized signers of the Foothill-De Anza Community Colleges Foundation Account No. 14999-23684 be revised to include only the President of the Board of Trustees and the Chancellor for purposes of check disbursements and that the Vice Chancellor of Business Services and the Controller be added as authorized signers for purposes of wire transfers.
2. That the County of Santa Clara, County Controller's Office Account No. 87654-16703 and Account No. 14998-24467 be expanded to include the Vice Chancellor of Business Services and the Controller as authorized signers for purposes of wire transfers.
3. That the Payroll Supervisor be added as an authorized signer to the County of Santa Clara, County Controller's Office Account No. Fund 5711.

Resolution No. 2010-01 Authorizing Separate Bank Accounts is presented to the Board for adoption. Changes made to the previous Resolution No. 2009-20 are identified and tracked in Resolution No. 2010-01.

**Recommendation:** (specify if information only)

Vice Chancellor of Business Services Andy Dunn recommends that the Board adopt Resolution No. 2010-01 Authorizing Separate Bank Accounts.

Submitted by:	Andy Dunn
Additional contact names:	Hector Quinonez
Is backup provided?	Yes

## FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

### Resolution#~~2010-01~~ Authorizing Separate Bank Accounts

**WHEREAS**, the governing board of any community college district may, for purposes of expediting business service transactions and in accordance with sound business practices, establish separate bank accounts for functions or revenue-producing activities or operations not directly associated with, but complementary to the regular instructional and non-instructional functions of the district and colleges, and

**WHEREAS**, the California Community College Budget and Accounting Manual provides that all authorized separate bank accounts are to be presented to the governing board for its review and confirmation of continuing need,

**NOW, THEREFORE**, the Board does find and resolve that each of the bank accounts presented herein are confirmed to be accounts of which Foothill-De Anza Community College District has a continuing need, and

**BE IT FURTHER RESOLVED** that the District officers in the following positions are authorized to act as responsible custodians and signatories on the specified bank accounts:

Bank: Bank of America  
Account Name: County of Santa Clara, County Controller's Office  
Account No.: 87654-16703  
Purpose: For District vendor warrant disbursements and wire transfers. The daily paid warrants and wire transfers are covered by the County 5711 Fund.  
Officers: President, Board of Trustees \_\_\_\_\_ - Warrant Disbursements  
Chancellor \_\_\_\_\_ - Warrant Disbursements  
Vice Chancellor, Business Services - Wire Transfers  
Controller \_\_\_\_\_ - Wire Transfers

Bank: Bank of America  
Account Name: County of Santa Clara, County Controller's Office  
Account No.: 14998-24467  
Purpose: For District payroll warrant disbursements and related wire transfers. The daily paid warrants and wire transfers are covered by the County 5711 Fund.  
Officers: President, Board of Trustees \_\_\_\_\_ - Warrant Disbursements  
Chancellor \_\_\_\_\_ - Warrant Disbursements  
Vice Chancellor, Business Services - Wire Transfers  
Controller \_\_\_\_\_ - Wire Transfers

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Bank: Bank of America  
Account Name: De Anza Campus Center  
Account No.: 14999-23641  
Purpose: For De Anza Bookstore and Dining Services daily deposits and disbursements. This is a zero balance account. The bank balance is transferred daily to the Concentration Account.  
Officers: Vice Chancellor, Business Services  
President, De Anza College

Bank: Bank of America  
Account Name: De Anza Student Account  
Account No.: 14999-23646  
Purpose: For De Anza Student Body daily deposits and disbursements. This is a zero balance account. The bank balance is transferred daily to the Concentration Account.  
Officers: Vice Chancellor, Business Services  
President, De Anza College  
VP-Finance & College Services, De Anza College  
VP-Student Services, De Anza College

Bank: Bank of America  
Account Name: Foothill Student Account  
Account No.: 14999-23665  
Purpose: For Foothill Associated Student Body daily deposits and disbursements. This is a zero balance account. The bank balance is transferred daily to the Concentration Account.  
Officers: Vice Chancellor, Business Services  
President, Foothill College  
Dean, Student Affairs & Activities, Foothill College

Bank: Bank of America  
Account Name: Depository Account  
Account No.: 14999-23603  
Purpose: For daily deposits of the Cashier's Office and Campus Security at both Colleges, Celebrity Forum, and Foothill College Box Office. This is a zero balance account. The bank balance is transferred daily to the Concentration Account.  
Officers: Vice Chancellor, Business Services  
Controller  
Chief Accountant

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Bank: Bank of America  
Account Name: Concentration Account  
Account No.: 14999-23608  
Purpose: Serves as a temporary accumulation account. The excess cash is transferred to the County Funds 5711 and 5712  
Officers: Vice Chancellor, Business Services  
Controller  
Chief Accountant

Bank: Bank of America  
Account Name: Foothill Campus Center  
Account No.: 14999-23660  
Purpose: For Foothill College Bookstore daily deposits and disbursements. This is a zero balance account. The bank balance is transferred daily to the Concentration Account.  
Officers: Vice Chancellor, Business Services  
President, Foothill College

Bank: Bank of America  
Account Name: Revolving Account  
Account No.: 14999-23622  
Purpose: Serves as a "Petty Cash" pool account  
Officers: Vice Chancellor, Business Services  
Controller  
Chief Accountant

Bank: Bank of America  
Account Name: College District Medical Plan  
Account No.: 14999-23627  
Purpose: To process the District medical plan disbursements. The weekly disbursements are covered by the Depository Account.  
Officers: Vice Chancellor, Business Services  
Controller  
Chief Accountant

Bank: Bank of America  
Account Name: Foothill-De Anza Community Colleges Foundation  
Account No.: 14999-23684  
Purpose: For Foothill-De Anza Community Colleges Foundation daily deposits, vendor check, disbursements, and wire transfers. This is a zero balance account. The bank balance is transferred daily to the Concentration Account.  
Officers: President, Board of Trustees - Check Disbursements  
Chancellor - Check Disbursements  
Vice Chancellor, Business Services - Wire Transfers  
Controller - Wire Transfers

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Bank: Bank of America  
Account Name: California History Center Foundation  
Account No.: 14999-23740  
Purpose: For California History Center Foundation deposits and disbursements.  
This is a zero balance account. The bank balance is transferred daily to  
the Concentration Account.  
Officers: Board Member, CA History Center Foundation  
Board Member, CA History Center Foundation  
Director, CA History Center Foundation  
Vice Chancellor, Business Services

Bank: Bank of America  
Account Name: Flint Center For The Performing Arts  
Account No.: 14999-23689  
Purpose: Operational Account. This is a zero balance account. The bank balance  
is transferred daily to the Concentration Account.  
Officers: Vice Chancellor, Business Services  
Controller  
Chief Accountant

Bank: Wells Fargo Bank  
Account Name: Flint Center For The Performing Arts  
Account No.: 001126504  
Purpose: For Flint Center For The Performing Arts daily deposits and  
disbursements  
Officers: Vice Chancellor, Business Services  
Controller  
General Manager, Domus Management Company  
Assistant General Manager, Domus Management Company

Bank: Wells Fargo Bank  
Account Name: Flint Center For The Performing Arts  
Account No.: 001126784  
Purpose: Box Office Account  
Officers: Vice Chancellor, Business Services  
Controller  
General Manager, Domus Management Company  
Assistant General Manager, Domus Management Company

Bank: Wells Fargo Bank  
Account Name: Flint Center For The Performing Arts  
Account No.: 1001700023  
Purpose: Business Certificate  
Officers: Vice Chancellor, Business Services  
Controller  
General Manager, Domus Management Company  
Assistant General Manager, Domus Management Company

Bank: Wells Fargo Bank  
Account Name: Flint Center For The Performing Arts  
Account No.: 1001700759  
Purpose: Business Certificate  
Officers: Vice Chancellor, Business Services  
Controller  
General Manager, Domus Management Company  
Assistant General Manager, Domus Management Company

Bank: Heritage Bank of Commerce  
Account Name: Foothill DeAnza Community College District – Flint Center  
Account No.: 401005425  
Purpose: Business Certificate  
Officers: Vice Chancellor, Business Services  
Controller  
General Manager, Domus Management Company

Bank: Wells Fargo Bank  
Account Name: Foothill-De Anza Community College District payable to the City of Palo Alto  
Account No.: 1001116828  
Purpose: Security deposit for facility lease at Middlefield campus  
Officers: Vice Chancellor, Business Services  
Controller

Bank: City National Bank  
Account Name: Federal Title II, De Anza College Student Loan Fund  
Account No.: 014-225-498  
Purpose: Depository Account for De Anza College Perkins Loan Program  
Officers: Vice Chancellor, Business Services  
Controller  
Budget Officer

Bank: City National Bank  
Account Name: Federal Title II, Foothill College Student Loan Fund  
Account No.: 014-225-501  
Purpose: Depository Account for Foothill College Perkins Loan Program  
Officers: Vice Chancellor, Business Services  
Controller  
Budget Officer

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Agent: County of Santa Clara, County Controller's Office  
Account Name: District General Operating Fund  
Account No.: Fund 5711  
Purpose: For deposits of apportionment, property tax and other state revenues, payments of payroll taxes and deductions, warrants, and direct deposit disbursements.  
Officers: Vice Chancellor, Business Services  
Controller  
[Payroll Supervisor](#)

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Agent: County of Santa Clara, County Controller's Office  
Account Name: Measure "E" Project Fund  
Account No.: Fund 5710  
Purpose: Depository of bond proceeds and disbursements for Measure E Projects  
Officers: Vice Chancellor, Business Services  
Controller  
Chief Accountant

Agent: County of Santa Clara, County Controller's Office  
Account Name: Auxiliary Fund  
Account No.: Fund 5712  
Purpose: Investment pool for the auxiliary accounts. The auxiliary accounts include bookstores, dining services, associated student bodies for both Colleges, Foothill-De Anza Community Colleges Foundation, California History Foundation and Flint Center.  
Officers: Vice Chancellor, Business Services  
Controller  
Chief Accountant

Agent: County of Santa Clara, County Controller's Office  
Account Name: Measure "C" Project Fund, Series A  
Account No.: Fund 5713  
Purpose: Depository of bond proceeds and disbursements for Measure C, Series A Projects  
Officers: Vice Chancellor, Business Services  
Controller  
Chief Accountant

Agent: County of Santa Clara, County Controller's Office  
Account Name: Measure "C" Project Fund, Series B  
Account No.: Fund 5714  
Purpose: Depository of bond proceeds and disbursements for Measure C, Series B Projects  
Officers: Vice Chancellor, Business Services  
Controller  
Chief Accountant

AYES \_\_\_\_\_  
NOES \_\_\_\_\_  
ABSENT \_\_\_\_\_

Passed and adopted by the Governing Board of the Foothill-De Anza Community  
College District at a meeting held on [February 1, 2010](#).

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Mike Brandy  
Secretary to the Board

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