

Board of Trustees Agenda Item

Board Meeting Date: 12/10/12

Title of Item:

Resolution No. 2012-45 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.

A resolution to authorize separate bank accounts and to authorize the signers of these accounts, by position, is presented to the Board for adoption.

Recommendation: (specify if information only)

Vice Chancellor of Business Services Kevin McElroy recommends that the Board adopt Resolution No. 2012-45 Authorizing Separate Bank Accounts.

Submitted by:	Kevin McElroy x6201
Additional contact names:	Hector Quinonez
Is backup provided?	Yes

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Resolution #2012-45 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 - Vendor Warrant Disbursements
Chancellor - Vendor Warrant Disbursements
Vice Chancellor, Business Services - Wire Transfers
Controller - Wire Transfers
Assistant 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 payroll related wire transfers are covered by the County 5711 Fund.
Officers: President, Board of Trustees - Payroll Warrant Disbursements
Chancellor - Payroll Warrant Disbursements
Vice Chancellor, Business Services - Wire Transfers
Controller - Wire Transfers

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
Assistant Controller
Accounts Payable Supervisor (Wire Transfers Only)

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
Assistant Controller

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
Assistant Controller

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
Assistant Controller

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 - Vendor Check Disbursements
Chancellor - Vendor Check Disbursements
Vice Chancellor, Business Services - Wire Transfers
Controller - Wire Transfers
Assistant Controller - Wire Transfers

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
Assistant Controller

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

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

Bank: Heritage Bank of Commerce
Account Name: Foothill DeAnza Community College District-Flint Center
Account No.: 401008749
Purpose: Business Certificate
Officers: Vice Chancellor, Business Services
Controller
General Manager, Domus Management Company

Bank: Heritage Bank of Commerce
Account Name: Foothill DeAnza Community College District-Flint Center
Account No.: 401009781
Purpose: Business Certificate
Officers: Vice Chancellor, Business Services
Controller
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

Other Bank Account

Agent: Sedgwick CMS
Bank: Comerica Bank
Account Name: Foothill-DeAnza Community College District c/o Octagon Risk Services
Account No.: 1893046308 Checking
Purpose: To receive wire payments for Workers' Comp from FHDA's depository
Account
Officers: Vice President, Sedgwick CMS
Financial Reporting Manager, Sedgwick CMS
Vice Chancellor, Business Services, Foothill-De Anza CCD

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

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
Assistant Controller

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
Assistant Controller

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
Assistant Controller

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
Assistant Controller

Agent: County of Santa Clara, County Controller's Office
Account Name: Measure "C" Project Fund, Series C
Account No.: Fund 5715
Purpose: Depository of bond proceeds and disbursements for Measure C, Series C Projects
Officers: Vice Chancellor, Business Services
Controller
Assistant Controller

AYES _____
NOES _____
ABSENT _____

Passed and adopted by the Governing Board of the Foothill-De Anza Community College District at a meeting held on December 3rd, 2012.

Linda Thor
Secretary to the Board