

RFP - Depository Questions

Q1 In lieu of USB flash drive, can we submit the digital PDF copy of our proposal via email to a District contact? Our internal security team has determined CD/flash drive document submissions to be a security risk and, therefore, prohibited. So we want to be sure the district is willing to accept a safer option of our response.

A1 Yes that is acceptable

Q2 What is the volume of ACH Debits for the online portal? We could not delineate the difference of ACH volume for the Online Portal in item #22. Please provide this for the 5 separate areas, as follows: Nutrition Services, Student Activities, Insurance Premiums, Tuition Payments, the Gerner Family Early Education Center, and the Community Education

A2 Nutrition services = 1 deposit per week
 Insurance = 1 deposit per month
 Student Activities (includes Gerner) = average 2 deposits each banking day
 Community Ed (includes tuition) = average 2 deposits each banking day

Q3 RFP Page 21, Item "2) Accept deposits in bulk - We average 3,500 checks deposited along with monthly coin." What is the monthly volume of coin and monthly volume of currency?

A3 Further breakdown was not available

	ACTIVITY	NUTRITION	GENERAL	
Date	Coin and Cash	Coin and Cash	Coin and Cash	Total/Month
3/24	\$ 40,300.00	\$ 26,200.00	\$ 3,300.00	\$ 69,800.00
2/24	\$ 34,500.00	\$ 29,000.00	\$ 14,000.00	\$ 77,500.00
1/24	\$ 14,100.00	\$ 22,800.00	\$ 1,700.00	\$ 38,600.00
12/23	\$ 43,300.00	\$ 27,000.00	\$ 5,300.00	\$ 75,600.00
11/23	\$ 33,700.00	\$ 35,300.00	\$ 6,800.00	\$ 75,800.00
10/23	\$ 73,000.00	\$ 38,400.00	\$ 2,100.00	\$ 113,500.00
9/23	\$ 133,300.00	\$ 35,900.00	\$ 1,200.00	\$ 170,400.00
8/23	\$ 20,600.00	\$ 20,200.00	\$ 7,300.00	\$ 48,100.00
7/23	\$ 26,600.00	\$ 900.00	\$ 3,700.00	\$ 31,200.00
6/23	\$ 42,500.00	\$ 11,200.00	\$ 5,600.00	\$ 59,300.00
5/23	\$ 57,600.00	\$ 31,900.00	\$ 9,600.00	\$ 99,100.00
4/23	\$ 70,200.00	\$ 38,300.00	\$ 2,200.00	\$ 110,700.00
Total/Account	\$ 589,700.00	\$ 317,100.00	\$ 62,800.00	\$ 969,600.00

Q4 How many returned deposited items does the District have per month?

A4 Average 2 per month

Q5 How many accounts does the District originate ACH files from each month? For example, General Account, Payroll and Benefits, etc.

A5 3 - general, payroll and benefits

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Q6 Regarding Petty Cash, what is the total amount needed in a typical July month?

A6 \$18,520

Q7 Additionally, what is the total of any remaining amount needed throughout the year?

A7 We receive about 50 additional requests amounting to \$5,000 to replenish petty cash

Q8 What is the monthly volume or number of ACH vendor payments in a month?

A8 Average 40 ACH vendor transactions per month

Q9 Which accounts use ACH fraud prevention?

A9 Payroll

Q10 Which accounts use positive pay?

A10 General and payroll

Q11 What is the monthly average collected balance in all accounts individually or combined?

A11

GEN	\$	7,982,188
ACT	\$	172,018
FNS	\$	154,392
BENE	\$	727,051
CAMPUS	\$	80,570
DS	\$	727,316
MM	\$	1,101,145
PR	\$	762,840
TECH	\$	48,672

Q12 Please provide the peak and valley of the District's total balances at the bank.

A12

	BANK BAL	
Jan-23	\$	34,510,117
Feb-23	\$	28,726,367
Mar-23	\$	26,951,654
Apr-23	\$	22,603,932
May-23	\$	23,694,145
Jun-23	\$	18,326,883
Jul-23	\$	24,319,459
Aug-23	\$	28,579,700
Sep-23	\$	27,902,723
Oct-23	\$	21,763,241
Nov-23	\$	13,064,198
Dec-23	\$	16,707,151
Jan-24	\$	35,104,521
Feb-24	\$	35,943,162
Mar-24	\$	36,029,030

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Q13 Does the District currently accept in-person credit card payments from patrons using a Point of Sale Device? If yes, what devices are currently in use?

A13 No

Q14 Does the District's current credit card acceptance processor integrate with the District's financial accounting software alio/LINQ?

A14 N/A

Q15 As the District considers credit card processors, how important is the need for integration in choosing a credit card processor?

A15 Low importance

Q16 Does the District have a purchasing card program today?

A16 Yes

Q17 If so, how many cards does the program have, and what is the annual volume that is spent with the program?

A17 39 cards, 2023 spending \$11,024,424

Q18 Does the District have a virtual (Accounts Payable) card/ePayables program for supplier payments today? If so, what is the volume for that program?

A18 No