

**REQUEST FOR PROPOSAL (RFP)
#20-016-04**

**FOR:
BANKING SERVICES**

**POSTING DATE:
SEPTEMBER 2, 2020**



**RESPONSE DEADLINE:
SEPTEMBER 30, 2020
4:00 P.M. CENTRAL STANDARD TIME (CST)**

**TO:
BEV NOFFKE, TREASURER
MARINETTE COUNTY TREASURER DEPARTMENT
1926 HALL AVENUE
MARINETTE, WISCONSIN 54143**

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I. BACKGROUND

Marinette County is requesting proposals from qualified banking institutions to provide banking services as described in the attached specifications. Written proposals using the form provided herein must be received no later than 4:00 p.m. (central time) on September 30, 2020, in the Treasurer’s office, 1926 Hall Avenue, Marinette, Wisconsin 54143.

Notwithstanding any other provisions of the RFP, Marinette County reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or a combination of items when doing so would be to the advantage of Marinette County or its taxpayers.

It is further within the right of Marinette County to reject proposals that do not contain all elements and information requested in this document.

Marinette County shall not be liable for any losses incurred by the vendor making the proposal throughout this process. The cost of preparing a response to this RFP is not reimbursable in part or in whole to the vendor. Any proposal received will become the property of Marinette County and a matter of public record. Any proprietary material or information should be marked and submitted as a supplement to the proposal to allow the County to protect the information as warranted.

II. TENTATIVE PROJECT TIMELINE

RFP posted by 4:30 p.m.	9/2/20
RFP questions due by 2:00 p.m.	9/11/20
RFP questions answered by 4:30 p.m.	9/18/20
RFP responses due from potential vendors by 4:00 p.m.	9/30/20

III. RFP DUE DATE

Proposals shall be submitted to the Marinette County Treasurer by no later than **4:00 p.m. central time on September 30, 2020**. Proposals shall be clearly labeled **RFP #20-016-04 - Banking Services** and submitted to the location/address listed below. Faxed proposals will not be accepted.

Delivery Address for Hand Delivery, USPS, UPS, DHL, Fed X:

Bev Noffke, Treasurer
Marinette County Treasurer Department
RFP #20-016-04 - Banking Services
1926 Hall Avenue
Marinette, Wisconsin 54143

Each proposal must be received by the due date and time set for this RFP. A proposal received after the established deadline will not be considered.

IV. RFP QUESTIONS

All questions related to this RFP must be submitted not later than 2:00 p.m. CST, September 11, 2020, via e-mail to bnoffke@marinettecounty.com. Clearly mark the e-mail – “**Questions for RFP #20-016-04 - Banking Services**”. Phone call or faxed questions will not be accepted.

Answers to questions will be posted in the form of an addendum to the RFP and placed on the Marinette County website <http://www.marinettecounty.com> on September 18, 2020, not later than 4:30 p.m. CST. It is the responsibility of all interested vendors to access the website for this information. Calls for assistance with the website may be made to (715) 732-7423. All responses shall contain the Addendum Sheet, Attachment E if an addendum is posted.

V. RFP SUBMISSION REQUIREMENTS

The proposal shall be sealed and labeled with the following information:

- Name of Vendor
- Address
- Contact Person
- Telephone and Facsimile Number
- E-mail Address

One original response and three copies are required to be submitted. The proposal must include the following Attachments.

- Attachment A, Bid Tabulation Worksheet
- Attachment C, Interest Earnings
- Attachment D Statement of Understanding
- Attachment E, Addendum Sheet, if applicable

Upon award of the contract, the selected Consultant will be required to submit a federal W-9 Form and payment address to Marinette County. Consultants previously established with the county may have this requirement waived.

The proposal shall be prepared with a straightforward, concise delineation of the Consultant’s capabilities to satisfy the requirements of this RFP.

A vendor may withdraw or modify its proposal prior to the proposal due date. Any changes or withdrawals must be made in writing prior to the proposal due date.

VI. MINIMUM REQUIRED BANKING QUALIFICATIONS

In order to qualify as a provider and to maintain the depository agreement in good standing, the depository institutions must:

- a. Be a qualified public depository as described by Wisconsin State Statutes 34.01(5) and 34.09. Institutions must meet or exceed the requirements outlined therein.

- b. Be insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Share Insurance Fund (NCUSIF).
- c. Be a full service financial institution capable of providing at a minimum the required banking and investment services identified in this Request for Proposal.
- d. The proposed banking institution shall adhere to the Marinette County Investment Policy (Attachment G). All investments must adhere to Wisconsin State Statute 66.0603. Marinette County reserves the right to amend its investment policy at any time.
- e. The County at its discretion may require that funds be fully collateralized for all County deposits exceeding FDIC or NCUSIF insurance limits. Collateral should be in the form of a perfected security interest in pledged securities meeting Marinette County's investment policy requirements. The provider may be responsible for providing evidence of collateralization annually as of December 31 and/or at the request of the County Treasurer. (See Attachment C, Proposed Interest Earnings Section).

VII. PARTNERSHIPS

It is recognized that partnerships can exist between institutions to provide services to its customer base. Proposers engaged in a partnership relationship shall clearly define those partnership relationships. Such definition shall identify the entity in the partnership relationship deemed the Primary financial institution. It is expected that any item in the proposal response guidelines that relates to an individual financial institution's capabilities shall be responded to for each business in the partnership relationship.

VIII. FINANCIAL VERIFICATION

Vendor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means prior to contract award. Marinette County reserves the right to reject proposals based on information obtained through these background checks.

IX. CONTRACT TERMS

The selected institution shall be designated as the County's depository for a three-year term commencing January 1, 2021, and terminating on December 31, 2023, with the option to renew for an additional three-year term, as agreed upon by the County and the Institution. Banking service fees and interest earnings for the optional renewal period(s) will be based on fees and interest rates proposed, plus an increase (or decrease) agreed upon by both parties prior to the beginning of the optional renewal period.

In the event that the Bank to whom the services are awarded does not execute a contract within 30 days after the award of the bid, the County may award the contract

to the next most qualified Bank or call for new proposals. The County shall assume no cost by the Banks in preparation of new proposals.

The depository contract shall provide that the County reserves the right to cancel any agreement at any time upon one hundred twenty (120) days prior written notice of its intent to terminate any agreement. The designated depository shall provide the County at least one hundred twenty (120) days prior written notice of its intent to terminate any agreement. If the designated depository exercises the right to terminate the contract early, they may not submit proposals for a period of 6 years.

**X. DESCRIPTION OF CURRENT SYSTEM
OVERVIEW**

The County desires to maximize its cash availability through the use of master accounts, zero balance accounts, operating checking accounts, and overnight investment accounts. This account structure is currently comprised of a Master Account (MA) for the Treasurer. Currently, seven (7) zero balance accounts are tied to the Treasurer's Master Account, (Payroll, General Checking, Tax Collection, Parks & Forestry, Non-Interest Bearing Account, ACH Account, and MAROCO) and one interest bearing account for CCOP Risk Reserve. The County reserves the right to open additional zero balance, operating checking and additional accounts during the contract period at the price shown in the proposal.

TREASURER'S MASTER ACCOUNT

The Master Account (MA) is the County's general operating account, and receives most County deposits. Most all of the County's incoming and outgoing wire transfers, automated clearing house (ACH) and/or electronic fund transfers (EFT) debits and credits, and funding of zero balance accounts are processed through this MA. At the end of the business day, the zero balance accounts will be debited or credited for all checks or deposits, and balances transferred to the MA.

In December, January and February of each year, the Treasurer's office processes real estate tax collections on a daily basis for a number of area municipalities located within Marinette County. Currently the office provides this service for 20 local municipalities. These collections are deposited into the MA, and then transferred to the Tax Refund Account. They are then transferred by online ACH to the municipalities' accounts on the next business day.

ZERO BALANCE ACCOUNTS

We require a block to prevent unauthorized ACH debits on the zero balance accounts. These accounts will operate automatically, without initiation from the County.

ADDITIONAL ACCOUNTS

As needed, the bank will establish additional accounts that will be tied to the Treasurer's MA. The County shall reserve the right to add additional accounts as needed. These accounts will be maintained until the County requests the account be closed.

Governmental payments are made by ACH into the ACH Account. The County may initiate ACH transfers from the Local Government Investment Pool (LGIP) account and other Financial Institutions.

XI. REQUIRED SERVICES

RESOURCE PERSONNEL

The selected bank shall provide a management level business contact and an alternate to be available to address problems and concerns. Additionally, the selected bank shall identify personnel in its operations department, by function, who are available to answer questions pertaining to transactions which require more detailed explanations. The County shall be notified of personnel changes within 10 days.

ACCOUNT REVIEW

The selected bank shall have appropriate review of all of the County's accounts at least annually and shall communicate any observations or trends to the Treasurer. In addition, the bank will keep the Treasurer informed of any new banking industry services.

AUDITOR REQUESTS

The selected bank shall comply with all requests from designated County auditors for information, records and reports relating to any and all County transactions and accounts.

SWEEP ACCOUNTS

Marinette County requires an automated service that allows for the daily accommodation of zero balances in the accounts and a sweep or other vehicle for investment of excess funds. Please describe your capability including policy and processes and compensating balance.

DEPOSIT PROCESSING

List the branch closest to the offices of Marinette County located in Marinette WI including hours of operation and deposit cut-off times. Describe the recommended deposit method (merchant window, night drop, remote electronic deposit, etc).

Marinette County would like to utilize deposit pick-up. Describe if deposit pick-up at Marinette County location is available and the associated cost. Include information on the institution's processing of returned / re-cleared items in this section. Attach a copy of the bank's availability schedule. Explain when on-line bank statements are available.

REMOTE DEPOSIT CAPTURE

If needed, the bank will provide remote deposit capture equipment, including software, installation, training, maintenance, and support for the County. This will allow the County to electronically transmit and process checks for deposit and collection.

ACCOUNT RECONCILEMENT

Marinette County currently initiates an electronic CSV listing of cleared checks for accounts payable reconciliation. Describe the bank's ability to provide these services, including the method and format of issue file input and report / file output.

Describe the bank's check truncation services, on-line image access capabilities and any estimated costs if used.

Describe levels of reconciliation service. The firm should also provide sample reports and fully describe full, partial, deposit and serial sort reconciliation services, including:

- File transmission deadlines
- File layout requirements
- Imaging capabilities and availability
- Reporting capabilities – (e.g. paper, electronic)
- System requirements for interface

Marinette County would like to utilize electronic cash management balance reporting. The specifications for the BAI file format are listed within Attachment H, BAI Format. If the BAI file is not utilized, the bank will provide online capability to download cleared items by check number, date and amount for reconciliation and research, as well as for deposit and miscellaneous debits and credits by date and amount.

WIRE TRANSFER SERVICES

Describe the Wire Transfer service. Please include policies on daylight overdrafts, including aggregation of accounts and wire deadlines. This description should include:

- Ability of Marinette County to initiate and monitor wire transfers online
- Ability to create and store recurring/repetitive wire instructions/templates
- Ability to create and store future-dated wire instructions
- Security measures for wire initiation and approval
- List if the firm is a member of the Federal Reserve Bank wire system or list the correspondent financial institution
- Describe incoming and outgoing wire transfer services. Include safeguards, security measures, and notification options offered. Internet initiation is preferred.
- Explain if wire transfers can be processed the same day that checks are deposited
- Marinette County requires the following – please provide the ability to accommodate:
 - Same day before 2:00 PM CST
 - Sign off of a wire by 2 people

ACH SERVICES

Please describe your services, including:

- Method by which Marinette County can submit ACH files or initiate ACH via bank software
- Describe process of automation through the County's ERP system (Tyler Munis)
- ACH Positive Pay/ACH Filtering

- Describe process of automation through the County's ERP system (Tyler Munis)
- ACH Positive Pay/ACH Filtering
- Pre-notification policy
- Re-presentment of checks (RCK) through ACH on a targeted date
- Security measures for ACH initiation/origination and ACH reception (ACH filters and blocks)
- Incoming ACH Services
- Outgoing ACH Services
- Direct Deposit for Vendors

AVAILABILITY OF FUNDS

- Describe if your availability policies differ from Federal Reserve Bank availability schedule.
- Provide the bank's policy on receiving same day credit for deposits. Provide stand on same day credit for US obligation security maturities and coupon flow, on-us checks, and wires.
- Provide the bank's stand on expedited availability. Does the bank offer this?

DISPUTE RESOLUTION PROCESS

Please describe your process for:

- Positive Pay
- Paper checks
- Payments and Deposits
- Others

COLLECTION AND DEPOSIT SERVICES

Please describe your service, including:

- Cutoff times and requirements by location (vault, teller, bank center, branch)
- Bank policy on strapped/rolled and pricing basis for currency and coins.
- Credit advice processing (online or mailed)
- Discrepancy and write off policies
- Stop payment policies
- Type of deposit bag used/required
- Change order processing
- Standard return and re-clear processing
- Deposit locations
- Deposit reconciliation services availability
- Daily deposit confirmation

CASH TRANSPORTATION

Marinette County does not currently require pickup. The pickup location is the Treasurer's Office, located on the first floor of the Marinette County Courthouse, 1926 Hall Avenue, Marinette WI 54143.

Please describe your service, (if available) including:

- Pick-up schedule options
- Options for itinerary changes or special pick-ups
- Insurance in delivery
- Time expectation of deposit transaction
- Options for missed pickups or special pickups
- Costs associated with pickups and / or special pickups
- Maximum cash liability per stop is estimated at \$20,000 (with the exception of tax collection time).

REMOTE DESPOSIT SERVICES

Marinette County does not currently utilize remote deposit of checks, but may require this moving forward.

Please describe your service, including:

- Scanning equipment, software, transfer procedures, batching, and security.
- The bank providing check scanners at no cost to the County. Initially, two scanners will be sufficient.
- Portal entry or stand-alone service.
- Deadlines for same day credit of deposits
- Options for missed deadlines
- Document retention policy for checks converted to ACH or processed via remote deposit capture and online availability
- Liability for fraudulent deposit items.

COLLATERALIZATION OF DEPOSITS

- Please confirm agreement to the Marinette County's conditions (Cannot reduce amounts held in collateral without Marinette County's approval).
- Please provide name of custodian to be used.
- Please provide information on any pooled services being utilized.

POSITIVE PAY

The County does not currently use Positive Pay, however may consider this option in the future. The banking institution should indicate what format(s) are acceptable for positive pay files. Please provide sample reports and describe your service, including:

- Positive pay services and verification items
- Teller data update schedules
- Data transmission methods and time windows
- Control options – notification default
- Internet/online access (including technical capabilities and system requirements)

ACH FRAUD FILTER

A fraud filter for ACH transactions should be established for accounts. This filter will limit the ability of outside parties to execute ACH debits against these accounts unless the County grants specific permission for them to do so.

DIRECT DEPOSIT OF EMPLOYEE PAYROLL CHECKS

The County operates on a bi-weekly payroll schedule for approximately 400 employees and mandates direct deposit. Payroll software creates bi-weekly files. Explain your ability, and at what cost, to provide the direct deposit service.

ONLINE BANKING

The selected bank will provide daily, on-line secure, real-time access to all accounts. This access should offer the capability to view account balances, transaction summaries and transaction detail including debits, credits, wires, rate of interest paid and amount of interest earned, and provide historical data including search options for specific transactions.

The selected bank will provide secure on-line wire transfer, ACH origination, on-line account transfers, on-line ability to generate front and back images of all checks, the ability to process positive pay files tied to disbursing accounts, on-line stop payments and void check services. If additional technical requirements are necessary on the part of the County to accomplish this, please provide specifications. Necessary software shall be provided by selected bank. Security features must be offered and a full description of these features must be included with your proposal.

- Describe if software installation will be required.
- Marinette County utilizes Tyler Technologies Munis financial system. Please indicate if your institution has ever interfaced with the system.
- Please describe your service, including:
 - When reports are available and how are they made available (e.g., online).
 - How long report images are maintained online.
 - What are the images (e.g., front and back of all checks)
- The County will also need the ability to make electronic transfers between accounts. Please describe the method used to make intra-bank transfers.
- How will training be provided for on-line services? List when training would be provided.
- Please provide a detailed description of your online services and a list of all capabilities, including your ability to provide the following basic services:

Reporting:

- Daily balance reporting – summary
- Daily balance reporting – detail (with check detail and images)
- Daily ACH and wire with full addenda information
- Current day reporting
- Intra-day reporting (real time or delayed), optional
- All reports can be converted to Excel.

Execution of Transactions:

- Transfers between accounts
- Initiation of wire transfers

- Initiation of stop payment orders
- Positive pay actions including time requirements
- Initiation of ACH transactions; recurring/repetitive/future ACH debit (collection) or credit (direct deposit) transactions
- Maintenance of wire transfer templates
- Stale-dating of checks
- Other services such as EDI, remote collection, controlled disbursement
- Confirmations availability and format
- ACH Positive Pay

Internal Controls:

- Online cleared check information/images
- Multi-level security administration requirements (self-administration preferred)
- Positive pay reports (including imaging of exception items).
- Training of Marinette County’s system administrator for managing access.

DEPOSIT SLIPS

The banking institution will provide deposit slips for all depository accounts.

DEPOSIT BAGS

The banking institution will provide zippered deposit bags to the County.

CURRENCY AND COIN FEES

On a daily basis, Marinette County deposits unstrapped currency and unrolled coin. Currency varies due to property tax collection and parks collections. Parks collections are deposited from May through November each year and have substantial strapped and unstrapped currency and unrolled coin.

ELECTRONIC STORAGE OF DOCUMENTS

Provide information on electronic document storage options (e.g., online and retention periods)

OVERDRAFT PROCESSING

Notwithstanding the Sweep services, please describe your service, including:

- Whether accounts are aggregated for calculation/fee purposes
- Rate basis for overdrafts
- Rate basis and definition of “daylight overdrafts”

STOP PAYMENT SERVICE

Please describe your service, including:

- Online stop payment services (initiation and renewal)
- Confirmation requirements

COLLECTED BALANCES

- Describe your recommendation for paying for bank service charges and / or interest earning balances.

- At a minimum, include earnings credit rates, interest bearing checking, sweep, and money market.
- Include the historical average monthly rates for the past six (6) months for each of the options.

XII. REQUIRED ACCOUNT MAINTENANCE

DAILY SERVICES

Marinette County Treasurer’s office shall be notified in writing if encoding errors and corrections occur as well as any deposit corrections. Returned checks, errors and corrections of significant amounts also require prompt notification.

MONTHLY SERVICES, REPORTS, AND ANALYSIS

The bank will provide online bank account statements and account analysis for all accounts on a calendar month basis after activity for the last business day of the month is posted and no later than five business days after the month-end.

Gaps in cleared check numbers will be clearly identified on the statements.

XIII. COMPENSATION

It is the County's intent to minimize service fees to the greatest extent possible. As such, we are requesting that the proposal contain a detailed service fee schedule illustrating proposed costs, (Attachment A). It is expected that fees incurred will be directly debited to the MA. The Proposer is reminded that the County will be a high volume customer generating a significant number of checks for payment, deposits for processing and an expanded deposit base for the Bank. The Proposer is encouraged to recognize these facts when establishing both service fees and interest rates.

XIV. INTEREST EARNINGS

The Proposer is required to specify a rate of interest payable on all invested funds for the following options. The County shall select the option deemed in its best interest over the contract period. Whichever rate option is chosen, it will be that option for the entire contract period.

All items in Section XIII (a) and XIII (b) must be completed as indicated in Attachment C.

- a. Fixed rate on all invested balances.
- b. Variable rate to be adjusted on the first day of each month on all invested balances based on weekly Federal Funds Rate as published in the *Wall Street Journal* plus or minus a designated basis point spread. Vendor may add a floor and/or ceiling to the variable rate.

XV. FUTURE BANKING SERVICES

The County desires better ways to serve the tax payers of Marinette County. With this in mind, the County would like to ensure the selected bank is able to work with the County to achieve this goal. Please list any other services your bank offers that may be of interest

to the County, but are not included in the Request for Proposal such as property tax payments.

XVI. EVALUATION CRITERIA

Criteria	Description	Maximum Score
Charges for Services*	This criterion considers the proposed charges and interest rates on balances, or the compensating balance required and the services it will cover.	30 points
Service Enhancements	This criterion considers the bank’s efforts to understand Marinette County’s banking needs and goals, and the creativity the bank shows in introducing new technologies and efficiencies to improve current practices and procedures.	30 points
Strength and Stability	This criterion considers the bank’s financial standing amongst its peers and the associated credit quality ratings	15 points
Comprehensiveness of Service Provided	This criterion considers the overall capabilities of the bank to meet the service levels described in this RFP.	15 points
Other Factors / References	This criterion considers any other factors (including references) that would be in the best interest of the County to consider which were not specifically described above.	10 points

*This criterion considers the price of the services solicited by this RFP. Proposers will be evaluated on their pricing scheme as well as on their price in comparison to the other proposers.

XVII. SUBMITTAL RESPONSE FORMAT

General Instructions

The following table contains the organization guidelines for proposal responses.

Proposal Tab No.	Proposal Section
Tab 1	Transmittal Letter and Executive Summary
Tab 2	Approach and Banking Services Solution
Tab 3	Implementation Methodology
Tab 4	Company Background and History
Tab 5	Contract Samples
Tab 6	Account Analysis
Tab 7	Conversion Plan
Tab 8	Service Enhancements
Tab 9	References
Tab 10	Price Proposal
Tab 11	Required Attachments
Tab 12	Sample Reports

Tab 1: Transmittal Letter and Executive Summary

The first tab of the proposal should contain the Transmittal Letter and Executive Summary. The Transmittal Letter shall be signed by an authorized representative of the

Tab 1: Transmittal Letter and Executive Summary

The first tab of the proposal should contain the Transmittal Letter and Executive Summary. The Transmittal Letter shall be signed by an authorized representative of the Banking Institution such as the owner, the President, Vice President, or other corporate officer(s).

The Transmittal Letter must provide the proposer's primary contact information, including the following; the branch closest to Marinette County shall also be listed:

- a. Name of the proposer representative
- b. Title
- c. Name of company
- d. Address
- e. Telephone number
- f. E-mail address; and
- g. Signature of authorized officer of the firm

The Executive Summary should provide a brief summary of the proposal contents, emphasizing any unique aspects or strengths of the proposal. The Executive Summary may be incorporated as part of the Transmittal Letter.

Tab 2: Approach and Banking Services Solution

The second tab of the proposal should include a description of the proposed approach for providing the services described in Required Services and Required Account Maintenance. Please provide a response in the order presented in the RFP, listing each section as numbered and responses. The narrative should be written for an audience of the end-user community. Descriptions should be included for any products proposed. Marketing materials should not be submitted on the proposed services solution. Proposers shall describe any assumptions made in proposals in detail. These should include any assumptions related to the current County banking practices, technical environment, staffing, approach, and County resources available during conversion.

Tab 3: Implementation Methodology

The third tab of the proposal should include a comprehensive description of the proposed implementation methodology. The description should include how the proposer has developed this methodology to both incorporate lessons learned from past experiences as well as to meet the needs described above. As part of the third tab of the proposal response, proposers shall include a proposed schedule. Proposers should also include a sample Project Plan as part of the third tab.

Tab 4: Company Background and History

The fourth tab of the proposal should include a comprehensive narrative history of the firm, including the development of its experience in providing services similar to those described above. The following points should be addressed in the fourth tab of the proposal.

- a. Total number of employees
- b. Office locations

- c. Total number of active clients
- d. Total number of active clients in Wisconsin;
- e. Total years offering banking services;

If a partnership with third-party companies is a part of a proposal, the company background and history shall be provided for all third-party companies. It is expected that all of the points above shall be addressed for each company involved in a proposal, prime or third-party.

Tab 5: Contract Samples

The fifth tab of the proposal should include contracts or agreement samples for the banking services that are specific to the services represented in this RFP.

Tab 6: Account Analysis

The sixth tab of the proposal should include a sample of your account analysis statement.

Tab 7: Conversion Plan

The seventh tab of the proposal should include a conversion plan. Describe the overall plan to coordinate and ensure a smooth transition from the current provider. The institution must also provide training to all personnel at Marinette County for the operation and the use of the services and automated systems for all areas of service.

Tab 8: Service Enhancements

The eighth tab of the proposal should include the proposed service enhancements. Based upon information presented in the RFP and the responder's knowledge of the public sector, describe any enhancements that Marinette County should consider to improve operational or cash management efficiencies. Describe any other information not previously mentioned that the bank believes should be given consideration.

Tab 9: References

The ninth tab of the proposal should identify the proposer's references for the project. Proposers shall provide at least three (3) clients with whom the proposer has worked during the past three (3) years that are of similar size and complexity to Marinette County. References shall be rated higher if they include Public Sector clients.

Tab 10: Price Proposal

The tenth tab of the proposal is the full price proposal. Proposers shall include all required services as well as any optional services as outlined under Future Services. Detail is very important. This section must contain Attachment A, Bid Tabulation Worksheet and Attachment C, Interest Earnings.

Tab 11: Required Attachments

The eleventh tab of the proposals shall include the following attachments.
Statement of Understanding
Addendum Sheet, if applicable

Tab 12: Sample Reports

The twelfth tab of the proposal shall include sample reports.

XVIII. OTHER

All work shall conform to all applicable industry standards, federal, state and local laws, codes, and ordinances.

No vendor will be provided with financial and/or competitive vendor information on this proposal until after the award of contract has been made. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law. Marinette County shall not be held liable for any claims arising from disclosure required under the Wisconsin Open Records Law.

Marinette County and its departments are exempt from payment of all federal, state and local taxes on its purchases except Wisconsin excise taxes.

Any contract between vendor and Marinette County shall be subject to the laws of the State of Wisconsin. In connection with the performance of work under such contract, the vendor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin.

By responding to this proposal, prospective vendors acknowledge and accept the attachments, including insurance requirements and service template contract sample attached.

XIX. ATTACHMENTS

- Attachment A, Bid Tabulation Worksheet
- Attachment B, Monthly Volume
- Attachment C, Interest Earnings
- Attachment D, Statement of Understanding of Proposal
- Attachment E, Addendum Sheet
- Attachment F, Sample Agreement
- Attachment G, Marinette County Investment Policy
- Attachment H, BAI Format

**ATTACHMENT A
RFP #20-016-04
BANKING SERVICES
BID TABULATION WORKSHEET**

Instructions

1. All lines on this form must be completed.
2. If the Proposer cannot meet a service, then the term "No Proposal" should be entered on the line item representing that service.
3. If the Proposer will not charge for a service, then the term "No Cost" should be entered on the line item representing that service.
4. If there is no per item cost to a particular service, but a monthly or annual fee, then the term "Monthly" or "Annual" should be written next to the amount.
5. The proposal must be signed and dated by an official authorized to bind the banking institution in legal matters.

Service	Annual Volume 08/2019 - 07/2020	Unit Price	Estimated Monthly Cost	Estimated Annual Cost
Monthly Maintenance				
Check	4,067			
Positive Pay	4,067			
Transit Item	42,774			
Uncollected Funds Interest Adjustment	-			
Stop Payment	10			
Return Item	26			
Wire Transfer - Outgoing	10			
Wire Transfer - Incoming	15			
Wire Transfer - Foreign Outgoing	-			
ACH Services				
Monthly Access Fee	-			
Transmission File	210			
ACH Item	13,028			
BAI File (provided weekly)	52			
Deposit Pickup (Daily)	250			
Safekeeping Services				
Account Maintenance	-			
Security Safekeeping				
Fed (Federal Reserve) per Cusip #	224			
DTC (Depository Trust) per Cusip #	502			
Security Activity				
Maturity/Call	19			
Interest Payment	221			
Principal and Interest Payment	203			
Security Transfers				
Fed - Receiving or Delivery	11			
DTC - Receiving or Delivery	1			
Other - Receiving or Delivery	-			
Check Sorting	-			

Additional fees to be listed on company letterhead and include description, unit price, and frequency.

Positive Pay

List formats available.

Direct Deposit

Explain ability and costs to provide direct deposit.

Submitted By:

Banking Institution _____

**ATTACHMENT C
RFP #20-016-04
BANKING SERVICES
INTEREST EARNINGS**

**Proposed Interest Earnings
Average Daily Balance**

	Interest Rate	Interest Rate Collateralize
A. Fixed Rate Option	_____ %	_____
B. Variable Rate Options	_____ %	_____
Federal Funds	Assumed _____ %	_____
Spread	_____ % (+/-)	_____
Week of _____	_____	_____

Proposals will be evaluated based on the best return for Marinette County. Proposers should list any additional information or fees on their company letterhead.

Please propose both collateralized and uncollateralized rates for deposits exceeding FDIC and NCUSIF insurance limits.

Submitted By: _____
 Banking Institution _____
 Address _____
 Authorized Signature _____
 Printed Name/Title _____
 Date _____

I have full authority to make such statements and to submit this proposal as the duly recognized representative of the Proposer.

ATTACHMENT D
RFP #20-016-04
BANKING SERVICES
STATEMENT OF UNDERSTANDING OF PROPOSAL

Vendor name

Vendor's address

City State Zip code

Contact person's name & position

Vendor's Phone number

Vendor's Fax Number

We have read the County's Request for Proposal (RFP) for RFP #20-016-04 Banking Services and fully understand its intent. We certify that we have adequate personnel, equipment, and license to perform said services. We understand our ability and fitness to perform shall be judged solely by Marinette County. In addition, we certify that:

- (a) Our proposal is not made in the interest or on behalf of any person not named therein;
- (b) We have not directly or indirectly induced or solicited any person to submit a false or misleading proposal or to refrain from proposing;
- (c) We have not in any manner sought by collusion to secure an advantage over any other vendor;
- (d) We have thoroughly examined the RFP requirements, and our proposed fees cover all costs for service/equipment we have proposed; and
- (e) We acknowledge and accept all the terms and conditions included in the RFP

Signature of vendor or vendor's Representative

Date

**ATTACHMENT E
RFP #20-016-04
BANKING SERVICES
ADDENDUM SHEET**

(If Addendums exist for this project, please sign, date, and submit with Proposal.)

The undersigned acknowledges receipt of the following addenda:

Addendum #1 _____ Initials _____

Addendum #2 _____ Initials _____

Addendum #3 _____ Initials _____

Addendum #4 _____ Initials _____

Addendum #5 _____ Initials _____

The undersigned agrees with the following statement:

I have examined and carefully prepared the response to proposal from the plans and specifications and have checked the same in detail before submitting to Marinette County.

Name _____
Signature _____

Date _____

All vendors are responsible to check for addenda, posted on the county website at www.marinettecounty.com, for this project prior to the due date. No notification will be sent if addenda are posted unless there is an addendum within three (3) business days of RFP due date.

All vendors receiving initial notification of project will be notified by Marinette County of all addenda issued within three (3) business days prior to due date. If a RFP has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. A new RFP response must be submitted by vendor if addendum affects costs.

Vendors that do not have internet access are responsible to contact Marinette County at 715-732-7423 to ensure receipt of addenda issued. RFPs that do not acknowledge addendums may be rejected.

All RFPs submitted shall be sealed. Envelopes are to be clearly marked with required information. Sealed RFPs that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

ATTACHMENT F
MARINETTE COUNTY SAMPLE AGREEMENT

THIS AGREEMENT is made by and between Marinette County, a municipality, hereinafter referred to as COUNTY, and _____, hereinafter referred to as CONSULTANT, for the purpose of _____.

The parties agree as follows:

1. Contact Persons and Contract Administrators:

COUNTY's agent and contact person is:	Name
Whose principal business address is:	Department
	Address
	Marinette WI 54143

CONSULTANT agent and contact person is:

Name:
Title:
Company:
Address:
City, State:
Telephone:

2. CONSULTANT agrees the following services, as set forth in the proposal dated _____, attached and incorporated in **Exhibit A**, shall be provided to Marinette County.
3. CONSULTANT agrees to provide service to COUNTY at the cost set forth in response to the proposal dated _____, attached and incorporated as **Exhibit A**.
4. Start/Completion dates to be determined.
5. COUNTY agrees to the following:
 - Payment Terms – COUNTY will pay the CONSULTANT within 30 days of receipt of completed and submitted plan.
6. Both parties agree that the relationship between the parties shall be that of an independent CONSULTANT and shall not be construed to be an Employer-Employee relationship; specifically the parties agree that:
 - CONSULTANT will be responsible to pay all Federal, State and social security taxes on any income received under this Agreement.
 - COUNTY will pay no fringe benefits or other compensation to CONSULTANT.

7. CONSULTANT will provide and maintain certificates of insurance with minimum limits as follows:

General liability, each occurrence	\$1,000,000
Auto liability, each occurrence	\$ 300,000
Professional liability, each occurrence	\$1,000,000
Workers Compensation	Statutory Requirements

Certificates of insurance indicating COUNTY as additional insured must be presented to COUNTY's agent with a signed copy of this agreement prior to commencing work. Additionally, all policies shall contain endorsements by respective insurance companies waiving all rights of subrogation, if any, against COUNTY and shall further provide that policies are not cancelable except upon thirty days written notice to COUNTY.

8. CONSULTANT hereby agrees to release, indemnify, defend and hold harmless Marinette County, its officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by Consultant, its officers, officials, employees, agent or assigns. Marinette County does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

9. This contract may be amended in writing by mutual agreement of both parties at any time.

10. This agreement shall be governed by the laws of the State of Wisconsin.

11. COUNTY may terminate this agreement in the event CONSULTANT breaches any of the terms of the agreement or for unsatisfactory performance by CONSULTANT. Termination shall be immediate upon written notification by the COUNTY.

CONSULTANT

Date

Kathy Brandt, County Clerk

Date

ATTACHMENT G

MARINETTE COUNTY INVESTMENT POLICY

I. Governing Authority

Legality

The investment program shall be operated in conformance with federal, state, and other legal requirements, including Wisconsin Statute §66.0603.

II. Scope

This policy applies to the investment of all funds, excluding the investment of employees' retirement funds. Proceeds from certain bond issues, as well as separate foundation or endowment assets, may be covered by a separate policy as necessary.

1. Pooling of Funds

Except for cash in certain restricted and special funds, Marinette County will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

III. General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

1. Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk

Marinette County will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Section VII of this Investment Policy
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which Marinette County will do business in accordance with Section V.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. Interest Rate Risk

Marinette County will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy (see section VIII).

2. *Liquidity*

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the short-term portion of the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools, which offer same-day liquidity for short-term funds.

3. *Yield*

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

4. *Local Considerations*

Where possible, funds may be invested for the betterment of the local economy or that of local entities within the State. Marinette County may accept a proposal from an eligible institution, which provides for a reduced rate of interest provided that such institution documents the use of deposited funds for community development projects.

IV. Standards of Care

1. *Prudence*

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an

individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of Marinette County.

3. Delegation of Authority

Authority to manage the investment program is granted to the Finance Director and County Treasurer, hereinafter referred to as investment officers and derived from the following: Wisconsin State Statute 59.62. Responsibility for the operation of the investment program is hereby delegated to the investment officers, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officers. The investment officers shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

V. Authorized Financial Institutions, Depositories, and Broker/Dealers

1. Authorized Financial Institutions, Depositories, and Broker/Dealers

A list will be maintained of financial institutions and depositories authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation). These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
- Proof of National Association of Securities Dealers (NASD) certification (not applicable to Certificate of Deposit counterparties)
- Proof of state registration
- Completed broker/dealer questionnaire (not applicable to Certificate of Deposit counterparties)
- Certification of having read and understood and agreeing to comply with Marinette County's investment policy.
- Evidence of adequate insurance coverage.

An annual review of the financial condition and registration of all qualified financial institutions and broker/dealers will be conducted by the investment officers.

2. Minority and Community Financial Institutions

From time to time, the investment officers may choose to invest in instruments offered by minority and community financial institutions. In such situations, a waiver to certain parts of the criteria under Paragraph 1 may be granted. All terms and relationships will be fully disclosed prior to purchase and will be reported to the appropriate entity on a consistent basis and should be consistent with state or local law. The administrative committee must approve these types of investment purchases.

VI. Safekeeping and Custody

1. Delivery vs. Payment

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

2. Safekeeping

Securities will be held by a [centralized] independent third-party custodian selected by the entity as evidenced by safekeeping receipts in Marinette County's name. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

3. Internal Controls

The investment officers shall establish a system of internal controls, which shall be documented in writing. The internal controls shall be reviewed by the administrative committee and with the independent auditor. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of Marinette County.

VII. Suitable and Authorized Investments

1. Investment Types

Consistent with the GFOA Policy Statement on State and Local Laws Concerning Investment Practices, the following investments will be permitted by this policy and are those defined by state and local law where applicable:

- U.S. Treasury obligations which carry the full faith and credit guarantee of the United States government and are considered to be the most secure instruments available;
- U.S. government agency and instrumentality obligations that have a liquid market with a readily determinable market value (e.g., debt issued by the Federal National Mortgage Association, Federal Home Loan Mortgage Corp, Federal Home Loan Bank, Federal Farm Credit Bank);
- Certificates of deposit and other evidences of deposit at financial institutions,
- Commercial paper, rated in the highest tier (e.g., A-1, P-1, F-1, or D-1 or higher) by a nationally recognized rating agency;
- Corporate bonds, rated in the highest or 2nd highest rating category assigned by a nationally recognized rating agency
- Investment-grade obligations of state, provincial and local governments and public authorities;
- Repurchase agreements whose underlying purchased securities consist of the aforementioned instruments;
- Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities; and
- Local government investment pools either state-administered or developed through joint powers statutes and other intergovernmental agreement legislation.

Investment in derivatives of the above instruments shall require authorization by the Marinette County Administrative Committee.

2. Collateralization

Where allowed by state law and in accordance with the GFOA Recommended Practices on the Collateralization of Public Deposits, full collateralization may be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit.

3. Repurchase Agreements

Repurchase agreements, if used, shall be consistent with GFOA Recommended Practices on Repurchase Agreements.

VIII. Investment Parameters

1. Diversification

The following diversification limitations shall be imposed on the portfolio:

- Maturity: No more than 75 percent of the portfolio may be invested beyond 12 months.

- Liquidity risk: At least 10 percent of the portfolio shall be invested in overnight instruments or in marketable securities which can be sold to raise cash in one day's notice.

	Individual Threshold	% of Portfolio	Additional Information:
Certificate of Deposit	\$250,000	No limit	FDIC insured up to \$250,000
Commercial Paper	< 10%	< 30%	Rated in highest tier of national rate agency
Corporate Bond	< 10%	< 50%	Rated in 2 highest tiers of national rate agency
FAMCA, FFCB, FHLB, FHLMC, FNMA Bond	< 10%	No limit	US Government Agency backed
GNMA Bond	< 10%	< 30%	Mortgage backed securities by FHA
LGIP		No limit	Same as cash, FDIC insured up to \$250,000 and State of Wisconsin Public Deposit Guarantee up to additional \$400,000
Money Market	< 20%	<30%	Same as cash, FDIC insured up to \$250,000
Municipal Bond	< 10%	< 50%	State/Local Government backed
Negotiable CD	\$250,000	No limit	FDIC insured up to \$250,000
SBA	< 10%	<30%	
US Treasury	< 10%	No limit	US Government backed

2. *Maximum Maturities*

To the extent possible, Marinette County shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, Marinette County will not directly invest in securities maturing more than six (6) years from the date of purchase or in accordance with state and local statutes and ordinances. Marinette County shall adopt weighted average maturity limitations (which range from 90 days to 6 years), consistent with the investment objectives.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding six (6) years if the maturities of such investments are made to coincide as nearly as practicable with expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the legislative body.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

3. Competitive Bids

The investment officer shall obtain competitive bids from at least two brokers or financial institutions on all purchases greater than \$1,000,000 face value of investment instruments purchased on the secondary market.

The investment officer may purchase instruments from any authorized broker equal to or less than \$1,000,000 face value without competitive bid with approval of one of the following: County Administrator, County Treasurer, or County Administrative Committee Chair.

IX. Reporting

1. Methods

The finance director shall provide a monthly report listing all individual securities held at the end of each month.

The finance director shall prepare a detailed investment report semi annually. The investment report will be prepared in a manner, which will allow Marinette County to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will be provided to the administrative committee. The report will include the following:

- Listing of individual securities held at the end of the reporting period.
- Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration that is not intended to be held until maturity.
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
- Listing of investment by maturity date.
- Percentage of the total portfolio, which each type of investment represents.

2. Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks shall be established against which portfolio performance shall be compared on a regular basis. The benchmarks shall be reflective of the actual securities being purchased and risks undertaken and the benchmarks shall have a similar weighted average maturity as the portfolio.

3. Marking to Market

The market value of the portfolio shall be calculated monthly as part of the monthly report. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA Recommended Practice on "Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools."

X. Policy Considerations

1. Exemption

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

2. Amendments

This policy shall be reviewed annually at the June meeting of the Administrative Committee. All changes recommended by the investment officers must be approved by the Administrative Committee and County Board.

XI. Approval of Investment Policy

The investment policy shall be formally approved and adopted by the governing body of Marinette County and reviewed as deemed appropriate.

XII. Supporting Documentation

Documents, as applicable, including but not limited to the following, will be available as supplements to the investment policy:

- Relevant investment statutes and ordinances,
- Investment Procedures and Internal Controls
- Glossary
- Broker/Dealer Questionnaire
- Credit studies for securities purchased and financial institutions used,
- Safekeeping agreements,
- Wire transfer agreements,
- Sample investment reports,
- Methodology for calculating rate of return,
- GFOA Recommended Policies.

Finance Committee Adopted: November 10, 2008

County Board Adopted: November 12, 2008

Finance Committee Reviewed: June 22, 2009

Finance Committee Reviewed and Adopted: June 21, 2010

County Board Approved: June 29, 2010

Finance Committee Reviewed and Adopted: June 18, 2012

County Board Approved: June 26, 2012

Finance Committee Reviewed and Adopted: September 14, 2017

County Board Approved: September 19, 2017

Finance Committee changed to Administrative Committee: April 24, 2018

County Board Approved: June 25, 2019

County Board Approved: March 31, 2020

ATTACHMENT H

2. BAI Format

The BAI file is text document that contains lines of bank transactions. Each line starts with a Record Code and each Record Code is followed by comma delimited data that corresponds to that record type. The end end of each transaction line is distinguished by a slash. Some fields are optional and will have consecutive commas with no data in between them. All the record codes available (01, 02, 03, 16, 88, 49, 98, 99) will need to be processed. Not all fields need to be stored for bank reconciliation.

Record Codes

- 01 – File Header
- 02 – Group Header
- 03 – Account Header
- 16 – Transaction Detail (found within an account group)
- 88 – Continuation record (additional detail for a record that does not fit on a single line)
- 49 – Account Trailer (end of an account's transactions)
- 98 – Group Trailer (end of the group)
- 99 – File Trailer (end of the file)

Record Code 01 – File Header

There is only one file header record per file and marks the beginning of the file.

Field Name	Notes	Stored For Bank Recon
Record Code	This will always be 01.	Y
Sender	Usually the bank name.	Y
Receiver	Usually the site.	Y
File Date	The date the file was created. This is not the same as the date of a bank transaction. YMMDD	Y
File Time	The time the file was created (2400).	Y
File ID #	Not needed	N
Record Length	Number of characters in a record. (Optional)	N
Block Size	Number of records in a block. (Optional)	N
Version	We are supporting version 2.	N

Sample Record

01,INFIDSCA,121000358,141227,0356,17,110,1,2/

- 01 – File Header
- INFIDSCA – Bank Name (Sender)
- 121000358 – Receiver (reference number for Marin)
- 141227 – File Date, 12/27/2014
- 0356 – File was created at 3:56 am
- 17 – Unique file Id.
- 110 – Each record in this file is up to 110 characters
- 1 – One record per block of data
- 2 – Version 2 of the BAI specification

Record Code 02 – Group Header

The group header identifies a group of accounts that come from the same originator and have the same as-of/transaction date. The end of a group is identified by record code 98 (Group Trailer). There can be multiple groups per file.

Field Name	Notes	Stored For Bank Recon
Record Code	02	Y
Final Receiver	Typically the group sender/receiver are the same and are the same as the receiver (Marin) from the file header, unless an intermediary is used. (Optional)	Y
Originator	Alphanumeric	Y
Group Status	1 – Update (accounts in this group will be data updates.) 2 – Deletion (data for these accounts will cause a delete) 3 – Correction 4 – Test	Y
As-Of-Date	YYMMDD. Transactions within the group were completed before the as-of date and time.	Y
As-Of-Time	2400	Y
Currency Code	Default is USD (Optional)	N
As-Of-Date Modifier	1 = Interim previous-day data 2 = Final previous-day data 3 = Interim same-day data 4 = Final same-day data	Y

Sample Record

02,121000358,121000358,1,141226,0356,,2/

- 02 – Group Header
- 121000358 – File Receiver
- 121000358 – Originator
- 1 - Group Status, Update
- 141226 – As of date, 12/26/14. The accounts/transactions within this group occurred before COB 12/26/2014.
- 0356 – As of time, 3:56am. This group's transactions occurred before 3:56am on 12/26/2014. Essentially these are transactions from 12/25/2014 (most likely 12/24/2014 since 12/25 was a holiday).
- Currency Code is not listed noted by the double commas (0356,,2/), Default is USD.
- 2 – Transactions apply to end of previous day. (end of 12/15).

Record Code 03 – Account Header

The account header contains the summary of an account. The account number and account totals will be found in the account header. Following the account header will be the transaction (16) records for the account. And the account trailer (49). The account header can report multiple summary values for one account. The format of the record will be:

Record Code,Account#,Currency Code,Type Code,Amount,Item Count,Funds Type,Type Code,Amount,Item Count, Funds Type, etc.

There will always be one Record Code, Account#, and Currency Code followed by one or multiple type codes.

Field Name	Notes	Stored For Bank Recon
------------	-------	-----------------------

Record Code	03	Y
Account Number	The bank account.	Y
Currency Code	Default is group's currency code. (Optional)	
Type Code	The BAI code describing the summary data. (Optional)	Y
Amount	Follows the Type Code. Expressed without a decimal. The currency code will determine the implied decimal. Status amounts are signed positive "+" or negative "-". Default of sign is positive. Summary amounts may only be positive or unsigned. Default of field indicates that no amount is being reported. (Optional)	Y
Item Count		Y
Funds Type	Describes Fund distribution. (Optional) Additional values may follow the funds type. 0 or 1 – one amount value (0,amount or 1,amount) 2 – two day availability (2, amount1, amount2) S – distributed (S, amount1, amount2, amount3) See example below. V – dated (V,date,time) D – variable distributed. (D,2,day1,amount,day2,amount) Format – "X,a,\$,a,\$" X = number of distributions (integer) A = availability in days (integer) \$ = available amount Z – unknown (no distribution value)	N

Sample Records

Account header with no summary data. Only an account number (5756432)
03,5756432,,,,/

Account header with summary data.
03,0975312468,,010,500000,,,190,70000000,4,0/

- 03 – Account header
- 0975312468 – Account number
- Default currency (USD)
- 010 – Type code for Opening Balance
- 500000 - \$5,000.00 opening balance
- (no item count)
- (not funds type)
- 190 – Type code for Total Incoming Transfers
- 70000000 – \$700,000.00
- 4 – item count
- 0 – Funds Type

Account header with summary data that continues on multiple lines.

03,0182180052,USD/
88,010,0000000000000000,,/
88,400,000000018343009,0000080,/

88,100,000000018343009,0000001,S,000000018343009,0000000000000000,0000000000000000/

- 03 – Account Header
- 0182180052 – Account number

- USD – currency code
- 88 – Signifies a continuation of the main account record (03)
- 010 – Type Code 010
- \$0000000000000000 – Balance amount
- (no item count)
- (not funds type)
- 400 – BAI code for total debits
- 000000018343009 – \$183,430.09 total debits amount
- 0000080 – 80 debit transactions in this account
- (not funds type)
- 100 – Type code for total credits
- 000000018343009 – \$183,430.09 total credits amount
- 0000001 – 1 credit transaction
- S – Funds Type S. The next three values apply to the funds type which we can ignore
000000018343009,0000000000000000,0000000000000000

Record Code 16 – Transaction Detail

The transaction detail represents a transaction for the account group it is listed in.

Field Name	Notes	Stored For Bank Recon
Record Code	16	Y
Type Code	The BAI code describing the transaction.	Y
Amount	Follows the Type Code. Always positive. Shown without a decimal.	Y
Funds Type	Describes Fund distribution. (Optional)	N
Bank Ref #	Alphanumeric reference number (Optional)	Y
Customer Ref #	Check # (for codes 474, 475, 395), deposit #, etc. (Optional)	Y
Text	Optional text field for the transaction.	Y

Sample Record

16,275,000000018343009,S,000000018343009,0000000000000000,0000000000000000,00722140961,0182680101/
88,TRSF FR 182680101

- 16 – Transaction detail
- 275 – ZBA Credit
- 000000018343009 – Amount of transfer, \$183430.09.
- S – distributed availability. Day 1 - \$183430.09, Day 2- \$0, Day 3 \$0
- 00722140961 – Bank transaction number
- 0182680101 – Account the transfer is coming from
- 88 – notes that this record continues on this line
- TRSF FR 182680101 – Text note

Record Code 49 – Account Trailer

The account trailer will provide a summary of the account transactions and signifies the end of the account. There is not a need to store this data in the database but can be used during the import for checks and balances.

Field Name	Notes	Stored For Bank Recon
Record Code	49	N
Account Control Total	The sum of all amount fields from the transaction details	N

Number of Records	Total records for the account. Includes 03, 16, 88, and this 49.	N
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Sample Record

49,000000073372036,000092/

- 49 – Account trailer
- 000000073372036 – Sum of all account transactions, \$733,720.36
- 92 – Total transaction lines

Record Code 98 – Group Trailer

The group trailer signifies the end of a group and provides group totals. These values do not need to be stored for Bank Reconciliation but can be used for reference during the import.

Field Name	Notes	Stored For Bank Recon
Record Code	98	N
Group Control Total	Sum of all account control totals in the group.	N
Number of Accounts	Total of 03 records in the group.	N
Number of Records	Total number of records in the group. Includes 02, 03, 16, 49, 88, and this 98.	N

Sample Record

98,000012831683945,000020,000855/

- 98 – Group trailer
- 000012831683945 – Total from all account trailer records, \$128,316,839.45
- 20 – Total number of accounts in the group.
- 000855 – Total number of records, 855.

Record Code 99 – File Trailer

The file trailer signifies the end of the file and contains all file control values. None of these values will be stored for bank reconciliation.

Field Name	Notes	Stored For Bank Recon
Record Code	99	N
File Control Total	Sum of all group control totals in the file.	N
Number of Groups	Total of 02 records in the file.	N
Number of Records	Total number of records in the file. Includes 01, 02, 03, 16, 49, 88, 98, and this 99.	N

Sample Record

99,000012831683945,000001,000857/

- 99 – File trailer
- 000012831683945 – Total from all group records, \$128,316,839.45
- 1 – There is one group record in the file.
- 857 – Total number of records in the file.ECQ?
- ssss

3. Tables

The following is a description of the tables used by the BAI Import and how they apply to the different BAI record codes. There are three MUNIS tables that have been normalized that will be used for reference during the import. The remaining tables are new tables that have been created for Bank Reconciliation.

Normalized Tables

The glbnkact, glbnkmun, and glardeps tables have been normalized for use in the new Bank Reconciliation. They are defined as follows.

Bank Accounts (formerly glbnkact)

The BankAccounts table stores a bank code and the bank accounts that are related to it. During the import this table in conjunction with the BankMunisAccounts table will be used to determine which Munis account to use for a given bank account. This data will not be altered during the import but used as a reference.

Field Name	Data Type	Description
Id	Integer	
BankCode (FK)	Varchar	The three character code that represents a bank. Defined by the user. This has a foreign key to spbankcd.
BankAccount	Varchar	The bank account number. There may be multiple bank accounts for one bank code.
Description	Varchar	Description of the bank.
IncludeAP	Bool	Used by the old MUNIS Bank Reconciliation.
IncludePR	bool	Used by the old MUNIS Bank Reconciliation.
CreateTransfers	bool	Does this account use sub accounts and require transfer journals.
PrimaryAccountId	Int	The ID of the MUNIS account that will act as a primary account if 'CreateTransfers' is used.

Bank Munis Accounts (formerly glbnkmun)

The BankMunisAccounts table acts as a cross reference between a bank account and its corresponding MUNIS accounts. One bank account can be defined by multiple MUNIS accounts.

If the option to use sub clearing accounts is checked then there will also be an option to add a credit sub account and debit sub account to the primary clearing account.

Field Name	Data Type	Description
Id	Integer	
BankAccountId (FK)	Integer	Foreign key to BankAccounts
AccountId	Integer	Foreign key to Accounts
IsDebit	Bool	Determines if the account is a debit sub account.
IsCredit	Bool	Determines if the account is a credit sub account.

Journals By ARDeposits (formerly glardeps)

The ARDeposits table will be used during deposit auto matching to find MUNIS deposits that were created and that can be matched to bank transactions.

Field Name	Data Type	Description
Id	Integer	
JournalId (FK)	Integer	Foreign key to the Journals table.
Sequence	Integer	A sequence supplied by the AR process.
Amount	Decimal	Deposit Amount

DepositType	Varchar	
DepositNumber	Varchar	Alphanumeric value. Should match the customer reference # in the BAI transaction for deposits.
PostDate	DateTime	The date the deposit was posted.
ClearDate	DateTime	The date the deposit cleared the bank.

New Bank Reconciliation Tables – Bank Items

There are twelve new tables that have been created for Bank Reconciliation. All but two (the JournalMatches and BankReconciliations tables) will be used during the import.

Bank Item Headers

The bank item header table will store the file that is being imported. This table will contain the data found in the 01 File Header record. We will store the Sender, Receiver, File Date, and File Time.

Field Name	Data Type	Description
Id	Integer	
Sender	Varchar	The file sender from the 01 record.
Receiver	Varchar	The file receiver from the 01 record.
FileDateTime	DateTime	Combination of file data and file time from the 01 record.
IsEndOfDay	Boolean	A value of 9999 = true

Bank Item Accounts

The BankItemAccounts table will store an account number as well as some data from the group. There will be one BankItemAccount record per account. The BankItemAccounts table can have children in the BankItemAccountSummaries or BankItemDetails table.

Field Name	Data Type	Description
Id	Integer	
BankItemHeaderId (FK)	Int	Foreign key to the bank item header record this account is located in.
AccountNumber	varchar	The bank account number from the 03 record.
Group Status	Smallint	The group status value from the 02 record that this account is part of.
GroupDateTime	DateTime	The combination of the AsOfDate and AsOfTime from the 02 record.
AsOfDateModifier	Smallint	Modifier from the 02 record.

Bank Item Account Summaries

The BankItemAccountSummaries is a child table of the BankItemAccounts table. This table will contain one record for each summary/status record that is part of the account record in the BAI file. The Amount, BAI Type Code, and BAI Description will be stored.

Field Name	Data Type	Description
Id	Integer	
BankItemAccountId (FK)	integer	This is a foreign key to Bank Item Accounts.
BaiCodeId (FK)	int	The three character BAI code. This will be a foreign key to the BAICodeDescription table. Part of the 03 record.
Amount	Decimal	The summary amount. Part of the 03 record.
Item Count	Integer	Item count from the 03 record. Used by summary records.

Bank Item Details

The BankItemDetails are child records to the BankItemAccounts table. There may be multiple detail records for each account. Each detail record in the BAI file will be one record in the BankItemDetails table.

Field Name	Data Type	Description
Id	Integer	
BankItemId (FK)	integer	Foreign key to BankItemAccounts.
TypeCode (FK)	Varchar	The three character BAI code. This will be a foreign key to the BAICodeDescription table. Part of the 16 transaction record.
Amount	Decimal	Transaction amount. Part of the 16 transaction record.
BankReference	Varchar	Bank transaction number. Part of the 16 transaction record.
CustomerReference	Varchar	For records 494, 495, and 395 this will be a check number. Can also be an account number, deposit number, etc. Part of the 16 transaction record.
Text	Varchar	The text from the end of the 16 transaction record.
User Comment	Varchar	Entered during manual matching.
Status	Varchar	Enter during matching. Auto matched, Manual match, Error, Pending, Open are the status values.

New Bank Reconciliation Tables – Matching

As BAI records are imported the users will have an option to try and have these auto match to transactions in MUNIS. As records are matched during the import the match will be logged in either the Journal Match, AP Check Match, PR Check Match, or Deposit Match tables. There will also be a history table that can be used to track when a BAI item is matched or unmatched. This history table will act as an audit table and will need to mirror each match that is created.

Bank Journal Match

The journal match table will track the bank transaction and the journal line that it matches to.

Field Name	Data Type	Description
Id	Integer	
BankDetailItemId (FK)	Integer	The foreign key to the Bank Item Detail.
JournalLineId (FK)	Integer	The foreign key to the posted journal line this bank transaction matches.
MatchDate	DateTime	The date of the match.
User	Varchar	The user that created the match. Auto for auto matches.

Bank AP Check Match

The AP Check Match table will store the matches that are made between bank items and checks. Typically this will be a one to one match when a clear date is set on the check. Occasionally there may be an error on the bank and the bank will issue an adjustment. This table will provide a link between the bank check error and the bank adjustment and the original AP Check in MUNIS.

Foreign key for the apcheck table will be cashorg, cashobj, cashproj, and checknumber.

Field Name	Data Type	Description
Id	Integer	
BankDetailItemId (FK)	Integer	The foreign key to the Bank Item Detail.
CashOrg	varchar	
CashObj	varchar	
CashProj	varchar	
CheckNumber	int	
MatchDate	DateTime	The date of the match.
User	Varchar	The user that created the match. Auto for auto matches.

Example

If a MUNIS check is cut for \$100.00 (check #5) but the bank records it as \$110 (Id 1) the bank will also need to issue a credit of \$10.00 (Id 2). The match will need to include both bank transactions.

BankItemId	CashOrg	CashObj	CashProj	CheckNumber	MatchDate	User
1	101010	1111		5	3/1/2015	John Smith
2	101010	1111		5	3/1/2015	John Smith

Bank PR Check Match

The PR Check Match table will store the matches that are made between bank items and checks. Typically this will be a one to one match when a clear date is set on the check. Occasionally there may be an error on the bank and the bank will issue an adjustment. This table will provide a link between the bank check error and the bank adjustment and the original PR Check in MUNIS.

Field Name	Data Type	Description
Id	Integer	
BankDetailItemId (FK)	Integer	The foreign key to the Bank Item Detail.
PRCheckOrg	Varchar	
PRCheckObj	Varchar	
PRCheckProj	Varchar	
CheckNumber	int	
MatchDate	DateTime	The date of the match.
User	Varchar	The user that created the match. Auto for auto matches.

Bank Deposit Match

The Deposit Match table will provide a link between a bank transaction and the AR Deposits table.

Field Name	Data Type	Description
Id	Integer	
BankDetailItemId (FK)	Integer	The foreign key to the Bank Item Detail.
DepositId (FK)	Integer	The foreign key to the AR Deposits table.
MatchDate	DateTime	The date of the match.
User	Varchar	The user that created the match. Auto for auto matches.

History Tables

The history tables will provide history/audit data for the user to use in reporting. When a bank transaction is matched or unmatched it needs to be recorded here.

BankAPCheckMatchHistories

The CashOrg, CashObj, CashProj, and CheckNumber will be used to determine the unique check record from the apcheck table.

Field Name	Data Type	Description
Id	Integer	
GroupId	Guid	A unique identifier to link a group of transactions together.
BankDetailItemId	Integer	The foreign key to the Bank Item Detail.
CashOrg	Varchar	Cash org code on the apcheck record.
CashObj	Varchar	Cash obj on the apcheck record.
CashProj	Varchar	Cash proj on the apcheck record.

CheckNumber	Int	Check number from the apcheck record.
Action	Varchar	Matched or Unmatched
Modifier	Varchar	The user that made the change (Auto for auto match).
ModifyDate	Datetime	Date of the action.

Example

Using the same example as above, if a MUNIS check is cut for \$100.00 (check #1299) but the bank records it as \$110 (BankDetailId 1) the bank will also need to issue a credit of \$10.00 (BankDetailId 2). The GroupID Guid will be the same for the first two lines in order to group them together uniquely. The match history would need to record both bank items for the one bank check.

If for some reason this matched needed to be deleted then the 'Unmatch' would also need to be logged.

Then the correct match was made (assume the correct check had a check number of #1500). This gives us the history of that bank item.

BankDetailId	CashOrg	CashObj	CashProj	Check#	Action	Modifier	ModifyDate	GroupID
1	010101	1111		1299	Match	John	3/1/2015	123ABC
2	010101	1111		1299	Match	John	3/1/2015	123ABC
1	010101	1111		1299	Unmatch	Bill	3/6/2015	FFGGHH
2	010101	1111		1299	Unmatch	Bill	3/6/2015	FFGGHH
1	010101	1111		1500	Match	Bill	3/7/2015	XXYY00
2	010101	1111		1500	Match	Bill	3/7/2015	XXYY00

BankPRCheckMatchHistories

The PRCheckOrg, PRCheckObj, PRCheckProj, and CheckNumber will be used to determine the unique check record from the prcheck table.

Field Name	Data Type	Description
Id	Integer	
GroupID	Guid	A unique identifier to link a group of transactions together.
BankDetailItemId	Integer	The foreign key to the Bank Item Detail.
PRCheckOrg	Varchar	Cash org code on the apcheck record.
PRCheckObj	Varchar	Cash obj on the apcheck record.
PRCheckProj	Varchar	Cash proj on the apcheck record.
CheckNumber	Int	Check number from the apcheck record.
Action	Varchar	Matched or Unmatched
Modifier	Varchar	The user that made the change (Auto for auto match).
ModifyDate	Datetime	Date of the action.

BankDepositMatchHistories

Field Name	Data Type	Description
Id	Integer	
GroupID	Guid	A unique identifier to link a group of transactions together.
BankDetailItemId	Integer	The foreign key to the Bank Item Detail.
DepositId	Int	Unique id for a deposit on the JournalsByARDeposits table.
Action	Varchar	Matched or Unmatched

Modifier	Varchar	The user that made the change (Auto for auto match).
ModifyDate	Datetime	Date of the action.

BankJournalMatchHistories

Field Name	Data Type	Description
Id	Integer	
GroupId	Guid	A unique identifier to link a group of transactions together.
BankDetailItemId	Integer	The foreign key to the Bank Item Detail.
JournalId	Int	Unique id for a journal detail line.
Action	Varchar	Matched or Unmatched
Modifier	Varchar	The user that made the change (Auto for auto match).
ModifyDate	Datetime	Date of the action.

4. BAI Import

The import process will require a user to select a file to import, store transactions, and based on user settings automatically create matches or create journals. The import will use the scheduler to determine when the import should run.



They will also need to selected their options. They can choose to automatically clear checks, automatically clear deposits, and automatically create ZBA transfer journals and post them.

At the start of the import verify that the selected file has not already been imported. This is done by checking the 01 record in the file for the date and time and verifying it against the BankItemHeaders table. If the file has already been imported notify the user and do not proceed.

During an import there will be summary lines association with each account as well as transaction lines. The summary codes will come from the 03 Account Header record and will be stored in the Bank Item Account Summaries table.

Record Example

```
02,121000358,121000358,1,141226,0356,,2/
03,1499003633,USD/
88,400,000000018343009,0000080,/
88,100,000000018343009,0000001,5,000000018343009,000000000000000,0000000000000000/
```

Bank Item Accounts

Id	BankItemHeaderId	Account Number	GroupStatus	AsOfDate	AsOfTime	Modifier
1	5	1499003633	1	12/26/2014	03:56	2

Bank Item Summaries

Id	BankItemAccountid	TypeCode	Amount	ItemCount
6 (Auto Gen)	1	400	183430.09	80
7	1	100	183430.09	1

The following summary codes are being supported and will not show up in a transaction line:

<u>Type Code:</u>	<u>Description:</u>
10	Opening Ledger
15	Closing Ledger
20	Average Closing Ledger MTD
40	Opening Available
45	Closing Available
50	Average Closing Available MTD
57	Total Investment Position
100	Total Credits
105	Credits Not Detailed
110	Total Lockbox Deposits
120	EDI* Transaction Credit
140	Total ACH Credits
150	Total Preauthorized Payment Credits
170	Total Other Check Deposit
180	Total Loan Proceeds
186	Total Cash Letter Credits
190	Total Incoming Money Transfers
200	Total Automatic Transfer Credits
215	Total Letters of Credit
230	Total Security Credits
239	Total Bankers' Acceptance Credits
250	Total Checks Posted and Returned
260	Total Rejected Credits
270	Total ZBA Credits
280	Total Controlled Disbursing Credits
294	Total ATM Credits
310	Total Commercial Deposits
350	Investment Sold
390	Total Miscellaneous Credits
400	Total Debits
406	Debits not detailed
412	Total Debits (Excluding Returned Items)
416	Total Lockbox Debits
420	EDI Transaction Debits
450	Total ACH Debits
470	Total Check Paid
480	Total Loan Payments
486	Total Cash Letter Debits
490	Total Outgoing Money Transfers
500	Total Automatic Transfer Debits
515	Total Letters of Credit
530	Total Security Debits

539 Total Bankers' Acceptances Debit
 550 Total Deposited Items Returned
 570 Total ZBA Debits
 580 Total Controlled Disbursing Debits
 594 Total ATM Debits
 596 Total APR Debits
 650 Investment Purchased
 690 Total Miscellaneous Debits

The transaction lines for each account will have one BAI Type code per transaction. The transaction data will be stored in the BankItemDetails table.

Record Example

16,475,00000000013500,Z,05692091214 ,0020069967,/

In this example the customer reference number is a check number.

16,275,000000018343009,S,000000018343009,00000000000000,00000000000000,00722140961
 ,0182680101/

88,TRSF FR 182680101

In this example the customer reference is an account number.

Bank Item Details

Id	BankItemAccountId	TypeCode	Amount	BankRef	CustRef	Text	UserComment	Status
10	1	475	135.00	05692091214	20069967			
11	1	275	183430.09	00722140961	0182680101	TRSF FR 182680101		

The following transaction detail codes are being supported:

<u>Type Code:</u>	<u>Description:</u>
164	Corporate Trade Payment Credit
165	Preauthorized ACH Credit
166	ACH Settlement
187	Cash Letter Credit
191	Individual Incoming Internal Money Transfer
195	Incoming Money Transfer
255	Check Posted and Returned
257	Individual ACH Return Item
275	ZBA Credit
301	Commercial Deposit
357	Credit Adjustment
399	Miscellaneous Credit
455	Preauthorized ACH Debit
466	ACH Settlement
475	Check Paid
491	Individual Outgoing Internal Money Transfer
495	Outgoing Money Transfer
501	Individual Automatic Transfer Debit
555	Deposited Item Returned
575	ZBA Debit
577	ZBA Debit Transfer
695	Deposit Correction Debit

Auto Check Clearing

If the option to clear checks during the import is selected then this will apply to all checks both AP and PR. The following BAI Type codes are going to be supported for checks.

- 255 – Check Posted and Returned
- 395 – Check Reversal
- 474 – Certified Check Debit
- 475 – Check Paid

A match will attempt to be made based on the account number, amount, and check number. If a match can be found between the recently created Bank Item and the check in MUNIS then an entry will be made in the appropriate matching table (APCheckMatch for AP Checks and PRCheckMatch for PR Checks). An entry will also be made in the BankReconMatchHistory table as a match and the user can be set to 'Auto'. The clear date for the check will also need to be set to the date that the check cleared the bank on the AP Check or PR Check table.

If the match cannot be made then this is considered an error and the status for the Bank Item Detail record needs to be set to 'Error'. If the user is not using auto matching then the status would be left as 'Open'.

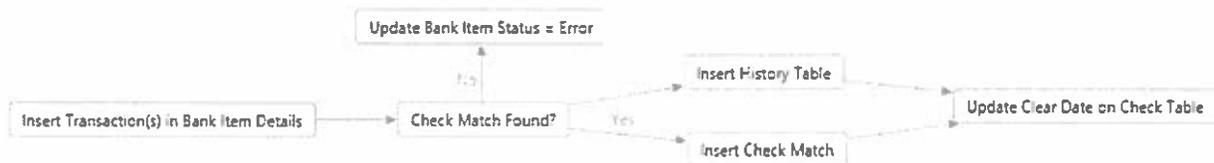


Figure 1. Check clearing process.

Example

AP Check Match

BankItemId	AP Check	MatchDate	User
1	5	3/1/2015	Auto

Bank Item Details

Id	BankItemAccountId	TypeCode	Amount	BankRef	CustRef	Text	UserComment	Status
1	1	475	200.00	05692091214	1234			Auto

AP Check Table

Id	CheckNo	Amount	Clear Date
5	1234	200.00	3/2/2015

After a check is cleared there will also need to be an automated journal entry created that will move the money from the debit sub account to the primary account. This auto generated journal will be created and auto posted.

\$200 Check Primary	\$200 Credit Sub Account
---------------------	--------------------------

The logic for auto generating the journal for the transfer to/from the sub account to the primary account should be available to both the import and the Bank Reconciliation web application (via stored procedure or web service). These auto generated transfers should not show up in the Bank Reconciliation. A method (new journal source?) needs to be created in order to ignore these journals during the reconciliation. The automated check matching should be attempted on any new or existing Bank Items.

Auto Deposit Matching

If the option to auto match deposits is selected then the JournalsByARDeposits table needs to be used. Deposits can only be auto matched if the client is populating the BAI Customer Number with a bank deposit number that has already been recorded in MUNIS. As deposit lines are imported from the BAI file the transaction will need to match with a record in the JournalsByARDeposits table based on the Account (which can be found on the journal line), Deposit Number, Post Date, and Amount. If a match is found then an entry will be made in the DepositMatch table which will link the BankItemId to a DepositId in the JournalsByARDeposits table. The user will be 'Auto' and the clear date will be the date the deposit hit the bank.

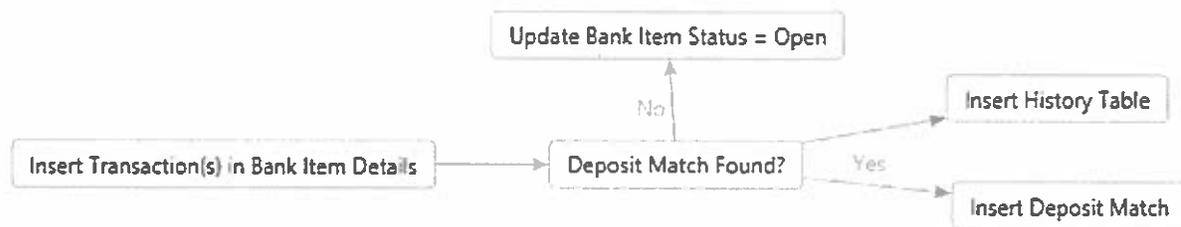


Figure 2. Auto match deposits.

The following codes represent deposits:

- 164 – Corporate Trade Payment Credit
- 165 - Preauthorized ACH Credit
- 166 - ACH Settlement
- 187 - Cash Letter Credit
- 191 - Individual Incoming Internal Money Transfer
- 195 - Incoming Money Transfer
- 255 - Check Posted and Returned
- 257 - Individual ACH Return Item
- 275 - ZBA Credit
- 301 - Commercial Deposit
- 357 - Credit Adjustment
- 399 - Miscellaneous Credit

Example

Deposit Match

BankItemId	ARDepositId	MatchDate	User
15	10	3/1/2015	Auto

Bank Item Details

Id	BankItemAccountId	TypeCode	Amount	BankRef	CustRef	Text	UserComment	Status
15	17	301	200.00	05692091214	1234			Auto

Deposits Table

Id	Deposit Number	Amount	Clear Date
10	1234	200.00	3/2/2015

Similar to when a check is cleared when a deposit is cleared there will also need to be an automated journal entry created that will move the money from the credit sub account to the primary account. This auto generated journal will be auto posted. (Do we still want a new journal source? new journal source (BNK)? Reference Field? Something else?)

\$200 Deposit Primary	\$200 Credit Sub Account
-----------------------	--------------------------

The logic for auto generating the journal for the transfer to/from the sub account to the primary account should be available to both the import and the Bank Reconciliation web application (via stored procedure or web service). A method (new journal source?) needs to be created in order to ignore these journals during the reconciliation. The automated deposit matching should be attempted on any new or existing Bank Items.

Create ZBA Journals

When a site uses ZBAs (Zero Balance Accounts) then there are going to be automatic transfers that occur within the bank to transfer money out of the cash account into the ZBA when a check is cashed. These auto transfers will most likely not have been recorded in MUNIS before the import occurs. If the setting to auto create ZBA journals is selected then an attempt will be made to generate these journals and post them during the import.

Bank:

MUNIS:

Gen Revolving Acct #182580055

MUNIS General Revolving Acct# 1234

Transfer In \$200

Import Will Create Transfer In \$200

Check 1 (\$100)

Check 1 (\$100)

Check 2 (\$100)

Check 2 (\$100)

Cash Account# 182680101

MUNIS Cash #ABC

Transfer Out (\$200)

Import Creates Transfer Out (\$200)

In this example you would see two checks cashed in the BAI file. Each for \$100. At the end of this account group there would also be a transfer into the ZBA from the cash account to fund the total of the checks for \$200. 275 the code for ZBA Credit.

```
16,475,000000000000100,Z,09692342965 ,7220000903,/
16,475,000000000000100,Z,03292107442 ,7320006745,/
16,275,00000000200,S,00000000200,0000000000000000,0000000000000000,00722140963 ,0182680101/
88,TRSF FR 182680101
```

On the cash account you will also see the transfer to the ZBA. Code 575 is for ZBA Debit. This is the debit from the cash account for \$200 that will fund ZBA #182580055.

```
16,575,0000000000200,Z,00722140969 ,0182580055/
88,TRSF TO 182580055
```

If the two conditions are met, both the ZBA debit from the cash account and the ZBA credit to the ZBA account, then those two transfers will need to have journals generated against the primary account and posted to represent each transfer.