



FISCAL POLICY MANUAL

POLICY C-4:	Policy for the Establishment of Outside Bank Accounts (excluding Water Districts)
APPROVED:	Auditor-Controller-Treasurer-Tax Collector (ACTTC)
AUTHORITY:	Auditor-Controller-Treasurer-Tax Collector
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I. PURPOSE

To establish procedures and criteria to assist County Departments, Agencies, and Districts under the Board of Supervisors as well as other entities for which the Auditor-Controller-Treasurer-Tax Collector functions as the entity Treasurer, excluding Water Districts, in opening outside bank accounts while making every reasonable attempt to ensure funds are safe and the purpose of the account is valid.

Under California Government Code § 53682 the County Treasurer may deposit moneys in and enter into contracts with any depository, as defined in subdivision (c) of § 53630, for services to be rendered by that depository that in the Treasurer's judgment are to the public advantage.

Under California Health & Safety Code § 13854, the County Treasurer is responsible for the safekeeping of all District Funds.

II. POLICY

The Auditor-Controller-Treasurer-Tax Collector may allow the opening of outside bank accounts for the following purposes:

1. Payroll tax payments (State and Federal)
2. Payroll account where an outside payroll service is used (only sufficient funds to cover actual payroll amounts)
3. Acceptance of credit/debit card and online bill payments
4. Per California Education Code § 42810, the governing board of any school district or any other county superintendent of schools may establish a checking account for a revolving cash fund in one or more banks
5. Other purposes deemed necessary based on justifiable business need or requirement

III. RESPONSIBILITIES

1. The Department, Agency, or District should send a letter to the County Treasurer requesting the opening of the bank account and include the names of all signers on the account
2. A resolution from the governing board or formal request from the department head or designee approving the outside bank account and describing the purpose of the account

3. Upon review of the request by the County Treasurer, the Department, Agency, or District will be given written approval and authorization to open the account or be advised if not approved
4. The Treasurer's office will work with the Department, Agency, or District to open the bank account
5. A copy of each contract entered into pursuant to California Government Code § 53682 shall be filed with the auditor or corresponding officer of the local agency