AGENDA ITEM: 7

MEETING DATE: April 17, 2025

STAFF REPORT

SUBJECT:

REVIEW COSTS ASSOCIATED WITH REMOTE DEPOSIT SERVICES FOR COMMUNITY WEST BANK ACCOUNT

RECOMMENDATION:

Continue to make deposits in-house every Friday as it's quicker and lets us deposit right after entering payments into the billing system (El Dorado). Staff does not need to leave the office. We also keep the deposit items on hand, so if a payment bounces—due to insufficient funds or a closed account—we can pull the check/money order right away and take care of it. The only time we'd need to deposit in person is if the power or internet goes out, or if the scanner isn't working.

BACKGROUND:

At the Special Meeting on April 2, 2025 Special Meeting, the board of directors approved Online Access To Community West Bank Account For Viewing And Remote Deposit to Marisol Camacho, Interim General Manager, and directed her to come back with information in regards to costs for remote deposits.

DISCUSSION:

The District is currently being charged $75.00 per month for Remote Deposit Capture (RDC) services, which includes the use of the scanner. In addition, there is a fee of $0.15 per deposit made through RDC. In-branch deposits incur a higher cost of $1.40 per deposit. Unfortunately, the bank does not offer courier services at this time.

The round-trip mileage to Community West Bank, located at 5180 N Palm Ave #105, Fresno, CA 93704, is approximately 23.6 miles. At the current reimbursement rate of $0.655 per mile, this amounts to $15.46 per trip. With four trips per month, the total mileage reimbursement is approximately $61.83.

Item fees include $0.11 per check or money order issued outside the bank, and $0.08 for checks drawn on Community West Bank that are deposited—regardless of whether the deposit is made remotely or in person. The majority of our checks or money orders are outside the bank.

Cost Type	Remote Deposit (RDC)	In-Branch Deposit
Monthly Service Fee	$75.00 (includes bank owned scanner)	N/A
Per Deposit Fee	$0.15	$1.40
Mileage (23.6 mi round trip)	$0.00	$15.46 (23.6 mi × $0.655 per mile)= $61.83 for 4 trips
Item Fees (CHK/MO)	$0.11 per item	$0.11 per item
Posting Time	Next business day	Next business day
Courier Service Availability	❌ Not available	❌ Not available

PREPARED BY:

Marisol Camacho, Interim General Manager