

New Business Account

NOVEMBER 15, 2022

PCHS is seeking to open one (1) new business account for the Permits Department

PCHS currently keeps funds at the County Treasury Office and also has department specific accounts at Cathay Bank.

- Operating account, transportation account, permits account, Ed Fund account, etc.

The Permits department is transitioning to a new vendor (FMX) who specializes in facilities management. The Permits team will use FMX to schedule/book facility and site rentals. The Permits department will also take payment through FMX.

Using our current Permits department bank account (or by allowing credit card payments), FMX will assess a 6% fee for processing the payment. Permits does not want to apply this to the rental fee because they have already taken a price increase this year.

However, if we integrate Zelle, there is **no fee**.

New Business Account – Permits Dept

Our current banking institution does not offer Zelle for business accounts.

As a result, we are recommending to open a new business account at another bank (Union Bank). Union Bank does not charge any fees for minimum account balances and offers Zelle.

We are proposing to create the following business bank account, which will act as a pass-through account. Once the Zelle payment is processed via our new Union Bank business account, the funds are transferred to the PCHS account. This will also help push our 28+ recurring permit vendors to automatic payment.

Account Information:

- Institution: Union Bank
- Type: Business checking account
- Authorized users: Pamela Magee (Executive Director/Principal) and Juan Pablo Herrera (Chief Business Officer)
- Sending: No sending (only transfers to PCHS), only receiving
- ATM/Debit card: No
- Check: No checkbook

Next Step

If Budget & Finance committee approves, present the request at Board meeting

If Board of Trustees approves, open a new account, following established guidelines.

If our current bank (Cathay Bank) begins offering Zelle for business accounts, we will then move to close this new account at Union Bank.

Also considered other banks that offer \$0 minimum balance, no Zelle receiving limit and that are FDIC insured.