MEMORANDUM

TO: Finance Committee

FROM: Katema Ballentine, Business Office

DATE: April 16,2020

SUBJECT: Remote Deposit Process

In order to comply with the State of California’s quarantine and the directive provided by the American Indian Model School Governing Board to follow the stay in place order, the processing of incoming revenue checks requires temporary remote processing.

In working with East West Bank and Community Bank of the Bay remote deposit conversion is possible. The process for remote deposit is below

* Checks received via mail
* Deposit records for CSMC are created
* Deposit Records for the Bank are created
* Checks are scanned through a magnetic reading Check Scanner
* Check Scanner prints “Deposited” once accepted by bank system
* Deposited Checks and CSMC deposit records are scanned and sent to CSMC
* Original “Deposited” Checks and documents are locked in safe

Based on the process listed above, the Chief Business Officer requests the approval to process revenue checks through remote processing as long as the stay in place order is in effect.