

# Meridian Township Request for Proposals: Banking Services

## Questions & Answers

Published July 10, 2023

	<b>Question:</b>	<b>Response:</b>
1	Can the Township provide the average balance and transaction counts in the Trust & Agency Account?	See Table #1: Month-End Account Balances
2.	Section I: Costs and Earnings which requests us to provide a comparison of the cost of the current structure versus the cost of a newly proposed structure, please provide the following for the other 8 additional accounts noted: Will the 8 accounts be reduced to 3 prior to moving your banking?	Yes
3.	Are these accounts checking or savings?	Checking
4.	Are you using a system or software that converts your checks you deposit through Remote Deposit to ACH? Outside of the Check 21	No
	Are you currently using a lock Box Service or Courier Service with your current financial institution? If so how often is the Courier Service picking up or how often are you utilizing the lock box if you are able to provide this information please.	No
5.	Please confirm the total number of accounts and their respective average statement balance.	See Table #1: Month-End Account Balances
6.	What is the average float for each account?	We do not measure this.
7.	Do any of your accounts have a Zero Balance Account structure? For example, a payroll or disbursement account linked to your general fund?	3 sweep accounts
8.	Is there an opportunity to extend the deadline further than July 14th?	Yes, we have extended it to July 21st at 11:00 AM.
9.	Please provide a copy of your current banking analysis statement with an inclusive list of	See Table 2: Average Monthly Volumes & Charges

	services and average transaction volume (annually or monthly) for all applicable accounts in an excel spreadsheet	
10.	Collection and Deposit Services – discuss your existing process related to a returned item as well as your annual volume. Are you currently redepositing checks? If so, what is the annual volume? Are you currently utilizing RCK? If so, how many account have this service and what is the annual volume?	Our bank re-presents a check two (2) times. If it is returned the second time, we are notified and make the necessary adjustments to our records.
11.	Collection and Deposit Services – does the township deposit cash & coin? If so, do you utilize an armored courier service or make daily deposits at the branch? How much cash do you deposit (monthly or annually) using the armored courier or branch?	Yes, we do deposit coin, but on average less than \$3.00 per deposit.
12.	Collection and Deposit Services – how many electronic deposits (through incoming ACH deposits) do you process annually? How many incoming wires do you process annually?	The number of electronic deposits varies widely. Approximately ten (10) incoming wires are processed annually.
13.	Collection and Deposit Services – are you currently using Deposit Reconciliation services? If so, how many locations are setup and what is the annual volume?	No, we are not using either collection or deposit services.
14.	Remote Deposit Services – How many scanners do you currently utilize? Do you own or lease your current scanners? Are you using the Remote Deposit Service’s software to transmit the deposited check files or an Image Cash Letter (X9.37 file)?	We currently own and utilize 3 check scanners. We are using the Remote Deposit Service’s software to deposit our utility checks.
15.	Remote Deposit Services – What other receivables solutions are you currently using? For example, merchant services. Is merchant services part of this RFP?	We are not using any other remote deposit services such as merchant services. Merchant services were intentionally left out of this RFP.
16.	Are you using any type of automation for posting your receivables into BS&A?	Invoice Cloud for utility and tax payments
17.	Online Information Reporting Services – please provide the number of accounts that will require previous day reporting and the number for current day reporting.	We currently use our bank’s online information and reports to check balances, month-end reconciliation, and produce month-end statements for all of our accounts.

18.	<p>Online Information Reporting Services – how many users access the bank’s online portal? Do any of the users use a mobile banking app? Do you currently use a physical key fob token or utilize a digital token to access the bank’s portal? Are you currently using a cash positioning tool through BS&amp;A? Describe the different types of reports and alerts you currently use.</p>	<p>We have approximately 6 online users of our banks online portal. Due to security concerns, we do not allow use of our bank’s mobile banking app. We do not use a physical key fob token or a digital token to access our bank’s portal. We intend to add this additional security layer by the end of this year, if not sooner.</p>
19.	<p>ACH – how will the township transmit ACH files to the bank (SFTP transmission or manual file uploads)? How often will an ACH file be transmitted? What is the largest dollar amount of an ACH file? Is ACH used for vendor payments or payroll as well? Does the township use ACH to collect payments or only to disburse payments? How many accounts could originate an ACH file? How many accounts have the ACH Reception (filters and blocks) service? Do you process Same Day ACH files or Real Time Payments? If so, what is the annual volume of items for each service? How many Notifications of Changes do you receive annually?</p>	<p>We transmit ACH files via manual uploads. The dollar amount varies depending on how many checks are in each check run. ACH is used for vendor payment and payroll. Two accounts can originate an ACH file. We process Real Time Payments. Payments are processed 2-3 times per week. We receive approximately 20 (twenty) Notification of Changes annually.</p>
20.	<p>Positive Pay Banking Service – how many accounts have this service? How will the township transmit check-issue files to the bank (SFTP transmission or manual file uploads)? How often is your check-run?</p>	<p>All accounts utilize Positive Pay. We use manual upload files. Our check run is every two (2) weeks.</p>
21.	<p>Positive Pay Banking Service – what is your current process for placing stop payments? What is your annual volume of stop payments?</p>	<p>We currently do not place stop payments. We void checks through Positive Pay.</p>
22.	<p>What other payment methods do you use? For example, commercial card – and is it part of this RFP? Do you use any type of automation to process your payables file?</p>	<p>We make payments primarily through positive-pay paper checks. We utilize ACH payments to about 8 taxing authorities, usually twice a month. We utilize wire transfer payment only a few times a year.</p>
23.	<p>Account Reconciliation Services – is your account reconciliation process completed manually or through a SFTP transmission file?</p>	<p>Account Reconciliation is completed manually every month for all accounts.</p>

	How often is your reconciliation process completed?	
24.	How many account transfers do you process annually?	Approximately 360 transfers annually
25.	Does the Utility Department scan and deposit checks daily?	Yes.
26.	What is the average volume (dollar amount) of cash deposited monthly?	\$59,411 average cash deposited monthly which varies greatly depending on if we are collecting property taxes. Property tax is collected in eight months of the year.
27.	250 ACH Transactions: Does the Township originate/initiate the 250 ACH transactions? If yes, what is the credit and debit volume?	These ACH transactions are nearly all outgoing with us distributing around seventy-five million in tax revenues (\$75,000,000.00) to local school districts, Ingham County, CATA, CADL LCC and the airport authority.
28.	Does the Township use ACH Positive Pay services to protect against ACH fraud?	Yes.
29.	Does the Township receive incoming wires? If yes, please provide annual volume.	8 in the past year.
30.	Does the Township order cash/coin? If yes, what is the average amount? Does the local bank branch fill the currency/coin orders?	We typically purchase rolls of coins from the bank a few times a month. The total of these coin purchases is about \$50 per month.
31.	Does the Township partner with a payroll company for payroll processing?	No.
32.	Does the Township currently have a Purchasing Card program for vendor payments and/or T&E? If yes, what is the average purchase amount? Number of transactions per month?	No.
33.	Is Meridian Charter Township interested in learning about Lockbox Services to help automate and expediate payment collections?	No.
34.	Our screenshots are available within the context of our User Guides. User Guides contain in-depth information on the services being requested and are considerable in length. Does the township need hardcopies, electronic version, or would you prefer to review the User	Electronic Version is sufficient.

	Guide screenshots being requested via a webinar?	
35.	For public information that may be delivered via web address, would the Township accept a link as opposed to hard copy?	Yes.
36.	Does the Township originate ACH Payments monthly? If yes, how many ACH Payments transactions does the Township originate each month?	Yes. We originate approximately 40 monthly ACH payments.
37.	Does the Township currently deposit funds through a local banking center? If so, how often do you visit the banking center?	We make deposits to our local banking partner every day of every week. These are mostly composed of checks, which we hope to be scanning soon. We will always have cash deposits as state law requires us to accept cash.
38.	Is there more than one department making deposits	No. Only the Treasurer or Deputy Treasurer is authorized to make deposits.
39.	What is the average and largest amount of currency deposited?  What is the total amount of currency the Township deposits per month?	There is a large variability in the amount of cash deposited. For approximately two months of the year, the cash deposited ranges from \$8,000 to \$30,000 a day. For most of the rest of the year the cash deposited averages less than \$500 a day.
40.	Does the Township deposit large amounts of coin?	No. Our daily coin deposit is less than \$3.00 per day.
41.	Please explain in detail the functionality provided with positive pay two-factor authorization. (BSA Integration)	In summary, our A/P software generates an export file to our bank for each check written which is batch uploaded to our bank. The Positive Pay function matches checks presented for payment with these exported A/P batch files. When the amount or name is not the same, a positive pay alert is sent to us. We can then approve or deny the exception. Note: The format of these answers does not allow for a more detailed

		explanation of our positive pay functionality.
42.	Would the Township provide some insight or examples of what you are looking for with this interface/interaction with BS&A?	We are looking for optimal integration with BSA's Accounts Payable, Cash Receipting, General Ledger, Payroll, Special Assessments, Utility Payments modules.
43.	Are there specific goals Meridian Charter Township would like to achieve as part of this RFP process?	Please refer to the RFP document where we have outlined the goals we expect to achieve with the successful responder to this RFP.
44.	Please confirm for the proposal the total number of accounts should be three.	Three (3) is the expected number of accounts: 1.) General Fund Account, 2.) Utility Enterprise Account, and 3.) Trust & Agency (Tax Distributions) Account.
45.	How many total deposits will the Township make at a branch location?	Approximately 20 per week at the branch location.
46.	How many coin bags does the Township deposit per month?	None
47.	How many Remote Deposit Check Scanners does the Township require?	Four (4) scanners.
48.	Please elaborate on what type of eservice/ecommerce tools you would be interested in.	We are not looking for any other eservice or ecommerce tools apart from those we have specified in the RFP.

End of Questions Answered

*Table #1: Month-End Account Balances*

<b>Meridian Township Account Month-End Balances, May 2022 to April 2023</b>						
	<b>General Fund</b>	<b>Public Works</b>	<b>Trust &amp; Agency</b>	<b>Farmers Market</b>	<b>Retainage</b>	<b>Land Preservation</b>
<b>5/1/2022</b>	\$ 20,601,183	\$ 3,587,150	\$ 16,289	\$ 5,627	\$ 234,820	\$ 209,687
<b>6/1/2022</b>	\$ 22,111,267	\$ 3,115,680	\$ 35,224	\$ 5,700	\$ 252,446	\$ 209,718
<b>7/1/2022</b>	\$ 9,943,297	\$ 3,511,874	\$ 2,186,735	\$ 5,279	\$ 280,752	\$ 209,775
<b>8/1/2022</b>	\$ 21,408,614	\$ 3,396,436	\$14,860,171	\$ 8,810	\$ 296,067	\$ 209,918
<b>9/1/2022</b>	\$ 6,334,417	\$ 4,125,376	\$ 1,804,549	\$ 12,623	\$ 354,521	\$ 210,095
<b>10/1/2022</b>	\$ 6,423,683	\$ 4,440,707	\$ 1,356,017	\$ 11,059	\$ 212,634	\$ 210,349
<b>11/1/2022</b>	\$ 1,881,629	\$ 882,024	\$ 279,448	\$ 8,908	\$ 293,892	\$ 210,599
<b>12/1/2022</b>	\$ 15,083,488	\$ 2,857,587	\$ 2,756,538	\$ 4,089	\$ 281,908	\$ 210,859
<b>1/1/2023</b>	\$ 8,076,007	\$ 2,107,513	\$ 3,975,117	\$ 3,428	\$ 304,483	\$ 211,149
<b>2/1/2023</b>	\$ 11,179,729	\$ 3,409,193	\$ 2,410,551	\$ 3,800	\$ 276,057	\$ 211,440
<b>3/1/2023</b>	\$ 9,143,104	\$ 1,519,661	\$ 12,560	\$ 4,261	\$ 262,165	\$ 211,764
<b>4/1/2023</b>	\$ 11,155,399	\$ 1,611,816	\$ 21,940	\$ 4,099	\$ 262,596	\$ 212,077
<b>Average</b>	<b>\$ 11,945,151</b>	<b>\$ 2,880,418</b>	<b>\$ 2,476,262</b>	<b>\$ 6,474</b>	<b>\$ 276,028</b>	<b>\$ 210,619</b>

**Table 2: Average Monthly Volumes & Charges**

Service	Volume	Unit Price	Cost	Comments
<b>Account Services</b>				
Account Maintenance	12	\$ 650.00	\$ 7,800.00	
Account Balance Fee		Included	N/A	
Deposit Ticket	700			Annually
Deposited Items	37,000			Annually
Paid Items	2,500			Annually
ACH Debits Received	250			Annually
ACH Credits Received	100			Annually
Printed Statement Fee		Included	N/A	
<b>Electronic Deposits</b>				
Remote Deposit Capture - Mthly Maint		Included	N/A	
Remote Deposit Capture - Tickets		Included	N/A	
Remote Deposit Capture - Deposited Items	20,000			Annually
<b>Branch Services</b>				
Banking Center Deposited Cash	\$715,000			Annually
<b>Account Reconciliation Services</b>				
Payee Positive Pay Maintenance		Included	N/A	
Payee Positive Pay per issued Item		Included	N/A	
Payee Positive Pay per Exception Item		Included	N/A	
Payee Positive Pay Manual Issues/Voids		Included	N/A	
Account Reconciliation Monthly Maintenance		Included	N/A	
Deposit Reconciliation Monthly Maintenance		Included	N/A	
<b>ACH</b>				
ACH Monthly Maintenance Fee		Included	N/A	
ACH Debit Originated	595			Annually
ACH Credit Originated	393			Annually
ACH Returned Item		Included	N/A	
ACH Positive Pay/ACH Monthly Maintenance		Included	N/A	
<b>Online Banking - Information Reporting</b>				
Commercial Online Banking	N/A			Not currently using Online Banking Information
<b>Wire Transfer Services</b>				
Wire Transfer Services - Monthly Maintenance		\$ -	\$ -	
Outgoing Wire Transfer	9	\$ -	\$ -	
Incoming Wire Transfer	8	\$ -	\$ -	
<b>Per Occurrence Fees</b>				
NSF/Overdraft		\$ 15.00	\$ -	
Returned Items		\$ 15.00	\$ -	
Online Stop Payment		\$ 15.00	\$ -	
Dep Supplies (Deposit Tickets/check stock)		\$ 15.00	\$ -	
Same Day ACH	N/A			
Tokens for ACH/Wire Release	N/A			
<b>Balance on Township Accounts</b>	<b>\$</b>	<b>-</b>		<b>See Table 1.Month-End Account Balances</b>
<b>Earnings Credit Rate</b>	0.00%	<b>Fees Before ECR:</b>	<b>\$ 7,800.00</b>	<b>Variable</b>
<b>Interest Rate</b>	2.00%	<b>Earnings Credit:</b>	<b>N/A</b>	
		<b>Fees Due:</b>	<b>\$ 7,800.00</b>	
		<b>Interest Paid:</b>	<b>Variable</b>	
		<b>Net Position:</b>	<b>Variable</b>	