

CSB Financial Platform Status

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Banking Platform Initiative

RFP

1	3/1	Delivered to bank
2	3/2	RFP received by bank and acknowledged
3	3/5	Kick-off to review RFP & Q&A
4	3/12	Additional questions /consolidated
5	3/26	Response to consolidated questions #1
6	4/2	RFP closed, final received by 12p AZ time
7	4/14	CSB review period, Q&A as needed
8	4/15	CSB bank selection and award

Implementation

1	4/16	Kick-Off meeting to review plan
2	4/30	Processes, key actions, owners ready
3	5/3	Phase 1: Existing Midfirst Accounts
4	5/10	Phase 2: Chase transfer
5	6/1	Phase 3: Balance of account

Actions and Results:

- 2/26 RFP sent out to Wells Fargo, Chase, Midfirst
- 3/8 Kick-offs completed with all three banks.
- 3/12 Questions received from Chase. No questions from Wells Fargo.
- 3/12 Midfirst submitted RFP response.
- 3/18 Wells Fargo no-bid.
- 3/25 Chase no-bid.
- 4/8 Follow-up with Midfirst. Ready to engage.
- 4/22 CSB vote to approve engagement with Midfirst.
- 5/3 Phase 1
- 5/10 Phase 2
- 6/1 Phase 3

Midfirst RFP Response

MIDFIRST-BANK CAPABILITIES ASSESSMENT CHECKLIST		
Category	Requirements	* Midfirst Response
	Separate bank accounts for each entity	
1	a) One (1) master Parent account, Chandler School Booster (EIN/501c3)	yes, DBA's can be created under the primary TIN
	b) 160+ Child accounts, called Member Groups with separate account numbers (dba's)	yes, DBA's must be registered by the Arizona Secretary of State
	c) Parent has web based, viewable access to account activity	yes, Primary admin will manage access
	d) Please provide flowchart/diagram/proposal demonstrating your process to implement the opening of 160+ accounts. * Level of branch pre-training, preparation, resources, etc. * Paperwork prepared in advance of member going to branch * Flexible hours to accommodate members (weekends)	See flowchart tab
	e) other comments	
	CSB administration portal for bank accounts	
2	a) CSB can manage account user & password of all Child accounts.	yes
	b) CSB has web based, real-time administrative rights and access to all Child accounts	yes
	c) other comments	
	Timeline	
3	a) Can all accounts be set-up, verified, and tested prior to May 31, 2021?	yes
	b) other comments	
	Bank Relationship Management	
4	a) One point of contact, Regional VP (RVP)	yes, Frank Portillo
	b) RVP and CSB own processes, agreements, deployment	
	c) Banking center to execute agreed upon process with RVP	yes, Frank Portillo
	d) Banking Center represents a hub structure by geographical proximity (4+ banks, no greater than 6) * Hubs are owner of Group Member account set-up and on-boarding * Exception: Deposits can be made at any bank location	yes, the central contact will facilitate account signing
	e) Banking Centers have trained employees to assist Member Groups with on-boarding	yes, Monday morning meetings will review partnership
	f) Banking Center has auto notification process for new accounts requests. Path: Account request>bank branch>bank RVP>CSB	yes, once the documents are uploaded to "Box" account then a banker will automatically receive the request
	g) other comments	
	Credit Card Management	
5	a) Credit card management program available for all 160+ accounts	yes, EZ Business portal
	b) Please provide process for managing 160+ credit cards.	yes
	c) What is the qualification process/requirements?	2 years of financials and interim financials
	d) Cardholders and administrator (Parent) have online access to statements and account activity.	yes, EZ Card portal
	d) Fraud notification process for cardholder and administrator e) Please provide pros and cons of credit card program	yes, a text is sent to card holder and admin pro's: security and central management, con's: requires management
	Debit Card Management	
6	a) Debit Card management program for all 160+ accounts	no
	b) CSB has administrative rights (create, user, pw, spending thresholds)	no
	c) Cardholders and administrator (Parent) have online access to statements and account activity.	yes
	d) Fraud notification process for cardholder and administrator	only cardholder
	e) Please provide pros and cons of debit card program	Pro's: direct access to accounts, Con's: lack of management
	People to People Capability	
7	a) Can make transaction from individual to Member Group account	no
	a) Can make transaction from Member Group to individual	no
	b) other comments	
	Administration	
8	a) Availability of VP and Regional point of contact	Frank Portillo
	b) Availability of GM of branch/Branch hours	M-F: 9-7, Sat 9-2, Sun 10-2(limited locations)

Midfirst RFP Highlights

- 1) *Demonstrated ability to process 160+ account*
 - *Account application forms pre-filled and pre-approved*
 - *Frank Portello, primary banker contact for all group members*
 - *Priority of account transition: Existing Midfirst accounts; Chase accounts; balance*
- 2) *Enterprise portal for CSB to administrate and view all accounts*
 - *Process to launch, document, and manage meets RFP requirements*
 - *CSB has administrative ownership to manage with identified MF and CSB point of contacts*
- 3) *iMBB Classic account features*
 - *200 transaction p/m*
 - *Electronic statement; Mobile deposit; \$20 for checks*
- 4) *Commercial Card (administrative portal to manage users and limits, + virtual cards)*
 - *\$2,000 to \$10,000 annually*

Aggregated Net Purchase Rebate		%
\$ 1	\$ 399,999	0.50%
\$ 400,000	\$ 999,999	1.00%
\$ 1,000,000	\$ 1,999,999	1.35%
\$ 2,000,000	\$ 2,999,999	1.50%
\$ 3,000,000	>	1.60%

Example	Rebate \$
\$ 399,999	\$ 2,000
\$ 999,999	\$ 10,000
\$ 1,999,999	\$ 27,000
\$ 2,999,999	\$ 45,000
\$ 3,500,000	\$ 56,000

- 1) *Online statement reconciliation interface with various software platforms*
- 2) *Future monetization partnership TBD*
 - *potential \$10,000 to \$50,000 annually*

Accounting Software RFP Initiative

CSB RFP-Accounting Platform Capabilities Checklist		
Vendor Background		
#	Description	Vendor Comments
1	Founded	
2	Revenues	
3	Employees	
4	Pricing Model (annual/monthly)	
Accounting Capabilities (usage of tool at the PTO & Booster level)		
1	Manage bookkeeping bank register, deposits, withdrawals, transfers for reconciliation	
2	Can support 160+ separate PTOs & Boosters	
3	Connect to Midfirst Bank's online banking portal, reconcile transactions directly in software	
4	Budgeting capability	
5	Mobile capability to manage transactions	
6	Report: General ledger/transaction detail report & exportable to Excel	
7	Digital payment capability	
8	Report: P&L/Balance Sheets & exportable to Excel	
9	Ability to associate chart of accounts with Form 990 line numbers	
10	Ability to flag 1099-MISC and 1099-NEC vendors	
11	Donor tracking for end of year thank you letters	
12	Digital workflow process for expense approval and tracking	
13	Digital storage of documents	
14	Transaction tags	
15	Web-based platform (required)	
Administrative/Enterprise Capabilities for Accounting (CSB master)		
1	CSB can administrate all accounts (160+) via electronic portal	
2	CSB has viewable access to all 160+ accounts and their transactions	
3	Roll-up ability of reports from all 160+ PTOs & Boosters 1-Total revenues, expenses, # of transactions report 2-End of Year Form 990 3-Ability to consolidate 1099-MISC and 1099-NEC vendors 4-End of year consolidated donor data	
4	Data available in a consolidated, exportable format for use with data analytics, such as Microsoft BI or Tableau BI for future KPI dashboard creation.	
Online Store		
1	Online store capabilities	
2	Payment processor partners	
Contact/Customer Management		
1	Contact management	
2	Donation and sales information	
3	Volunteer management	
4	Directory	
5	Calendar	
Website and Communication Management		
1	Website creation and management capabilities	
2	Message board/blog/management	
3	Email & newsletter management	

- Capabilities checklist template created
- RFP sent out to QB, Aplos, MoneyMinder, Membership Toolkit
- RFP timeline (roll-out/TBD/will be phase implementation)
 - Timeline for selection subject to delay
- Examples of typical transactions outlined
- Distributed pricing model example

CREDITS

Fundraising by an event

- * Check and cash received
- * Credit card payments received
- * Ranges: 1-20

Sales of products

- * Sales of merchandize
- * Check and cash received
- * Credit card payments received

Corporate Donations

- * Check or ACH received

DEBITS

Expenses by an event

- * Credit Card/Check payment to vendor
- * Reimbursemt for out-of-pocket expenses

Teacher Allotment Reimbursement Program

- * Reimbursement of approved expenses
- * Each teacher has a fixed amount
- * This is accumulative by each teacher for the year

Donations for school purchases

- * Direct purchase for school

Scholarship Programs

- * Direct payment to awarded recipient

Operations costs

- * Banking/Software/office supplies
- * Software fee

- Transaction tracking by event
- Donor tracking by name, amount, event
- Ability to search and sort

- Transaction tracking by event
- Vendor tracking by name, amount, event
- Ability to search and sort

- For teacher reimbursement, tracking by "Teacher Allotment," teacher name, amount
- Ability to search sum of teacher expenses reimbursed by teacher

RFP

1	4/12	RFP delivered to software vendors
2	4/23	RFP responses due
3	4/30	CSB review completed
4	5/7	Award to vendor
5	TBD	Roll-out plan

Baseline	# Members	\$ Unit	\$ Adj. Unit	\$ Extended	\$ Mo (p/Mem)
	160	\$ 100.00	\$ 100.00	\$ 16,000	\$ 8.33

Group	# Members	\$ Unit	X Discount	\$ Adj. Unit	\$ Extended	\$ Mo (p/Mem)
A	30	\$ 100.00	0.80	\$ 80.00	\$ 2,400	\$ 6.67
B	50	\$ 100.00	0.70	\$ 70.00	\$ 3,500	\$ 5.83
C	80	\$ 100.00	0.50	\$ 50.00	\$ 4,000	\$ 4.17
TOTAL	160				\$ 9,900	

Distributed pricing model, demonstration purposes.