

LAIF Transfer Procedure (Reviewed and updated by the Finance Committee on December 19, 2011) Next Finance Committee Meeting

- 1) All transfers must be by telephone and by a signer on the account
- 2) Complete Transfer of Funds Request form signed by President, Vice President, or Treasurer
- 3) Copy of proposed action item with the amount authorized by the Board
- 4) Call LAIF (916) 653-3001 to initiate transfer
- 5) Provide L.A.I.F. Account No. [REDACTED], Pin No. [REDACTED]
- 6) LAIF Checking Acct. No. [REDACTED], Routing No. [REDACTED]
- 7) Bank of the West Checking Acct. No. [REDACTED]
- 8) Obtain LAIF transfer confirmation number – record on transfer form
- 9) *When the transfer involves transfer of funds from the Bank of the West account, complete and sign the Transfer of Funds Request form. (May be signed by Board President, Treasurer, Secretary, or CEO.)
- 10) Send to bookkeeper for Web Direct Transfer
- 11) Attach Board of Directors minutes approving transfer to documents.
- 12) Staple all documents pertaining to transfer and file in LAIF office file.

For questions, contact Greg Adams, Bank of the West Govt. Accounts Representative at (925) 843-9906 | gregory.adams@bankofthewest.com



Transfer of Funds Request

REQUEST NO: _____

To: Fiscal Officer- LMCHD

RE: Request to Transfer Funds

Date: _____

Please Transfer \$ _____ from _____ to _____
(Amount) (Account #) (Account #)

Reason for Transfer:

Approved by:

Name

Title

Signature

Name

Title

Signature

Attached is the form we discussed to add another Web Direct System Admin. With this form you will want to include yourself as well as the new treasurer who will be the other Admin.

Sending out your wires to LAIF is very simple, as soon as the module is added to your Web Direct access you will be able to send those wires. Once you have logged into Web Direct you will want to select the Transfers & Payments tab. With your mouse highlighted there you will want to scroll down to create free form wire. After you have selected that, you will be provided with a page that gives you 3 options, Domestic, Internal BOTW Transfer and International. At this point you will select Internal BOTW Transfer. From this page you will select the account you wish to debit, the date for the wire to send and the amount to send. The beneficiary information requested on this page will be for the LAIF account you are crediting. When it requests the beneficiary account type you will select D for checking or V for savings based on the account you are transferring into. Most LAIF transfers go into a checking account so I suspect yours will as well, but you will want to confirm that with LAIF.

In summation please follow these steps for the wire:

1. Select Transfers & Payments tab
2. Select Create Free Form Wire
3. Select Internal BOTW Transfer
4. Select account to debit and fill in beneficiary information
5. Select continue and verify information
6. After reviewing information submit to send wire.

I have submitted the request to add the transfers and payments module to your Web Direct access as well. If you have any questions please let me know.

Thanks.

Greg Adams

Relationship Specialist I | Cash Management | Mail Sort: NC-B07-3F-S

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COMMERCIAL BANKING GROUP
DESIGNATION OF SYSTEM ADMINISTRATOR(S)

Organization Legal Name	Tax Identification Number
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Designates the following as the authorized System Administrator(s), as defined in the Cash Management Services Terms and Conditions. This organization acknowledges that any Systems Administrator has the rights and obligations for security of this Organization's WebDirect service, including, without limitation, the ability to create additional user(s) and assign security levels to such additional user(s) of the applicable cash management services.

This designation represents does not represent a change in System Administrator(s).

Administrator Name (Two Recommended)	Email Address	Phone Number*	Administrator Signature
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If this Organization has more than one System Administrator, this Organization (check one) requires does not require an approval by a different System Administrator to create/modify and assign security levels to individuals who are authorized users of this Organization's electronic and/or online cash management services. [Note: If an approval is required, the newly created/modified user(s) must be approved by another System Administrator prior to having the access to the electronic and/or online cash management services. If no approval is required a newly created/modified operator may have immediate access to the electronic and/or online cash management services upon our receipt of an acceptable authorization from any one System Administrator.]

* By providing a telephone number here, you authorize the Bank, its affiliates, agents and independent contractors to contact you at that telephone number for any purpose related to the Bank's WebDirect service through any means of communication, including calls or text messages using an automated telephone dialing system and/or artificial voices or prerecorded messages, even if you incur charges for receiving such communications.

If a general partnership, Limited Partnership, Limited Liability Partnership, we certify that we are all the general partners or managing partners of the Organization; if a corporation, we are the authorized officers; and if a Limited Liability Company, we certify that we are all the members of the Organization or all the managers of the Organization.

Print Signer Name	Print Signer Name
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Signer's Title	Signer's Title
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Authorized Signature	Authorized Signature
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Date	Date
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2014 LMCHD HEALTH AND WELLNESS PROGRAM

<u>APPLICANT</u>	<u>PROJECT NAME</u>	<u>APPROVED GRANT</u>	<u>NOTES</u>
All Star Cheer Reaction	Cheer Reaction	8,000	
Center for Human Development	Mind, Body and Soul – African American Wellness Program	8,000	
East County Faith Based Advisory Subcommittee to the Child Welfare Redesign	Project Wellness	8,000	
East County Midnight Basketball League Programs	Winter East County Midnight Basketball League	8,000	Executive Director to determine use of funds between East County Midnight Basketball and East County Junior Warriors Basketball Program
Eddie Hart All in One Foundation	Eddie Hart All in One Foundation – Healthy Life for Youth Program	8,000	Funds to be used for portions of food, health monitoring equipment, tee-shirts, and chef's cost
Food Bank of Contra Costa and Solano	Farm 2 Kids Program	10,000	
Greater Faith Baptist Church	Greater Faith Food Pantry	12,000	
Lion's Center for the Visually Impaired	Prevention/Early Intervention Program	10,000	
Loaves and Fishes of Contra Costa	Nourishing Lives of the Needy Living in Pittsburg	15,000	
Los Medanos College Licensed Vocational Nursing Program	Health and Wellness Community Outreach Program	10,000	Funds to be used for Pittsburg and Bay Point sites
Meals on Wheels and Senior Outreach Services	SOS Rides: Free Transportation for Seniors in Need of Medical Appointments	10,000	
STAND! For Families Free of Violence	East County Emergency Response Team	8,000	Funds to be used for mileage, supplies, crisis materials, bilingual crisis line advocate
Stoneman Village	Dinner Meal Program	10,000	

Committee also reached consensus to make sure that start and end dates are listed on all future contracts.

Needs Staff Assistance xx

Needs to Go to Full Board xx

Agenda Item: Review/Recommend Grants Program Proposals and responses to questions

Action Minutes

The Grants & Policy Committee discussed the agenda item as scheduled. The Grants & Policy Committee reached consensus to recommend to the full LMCHD Board that in the future the forms will indicate that grantees indicate the following information in a clear and transparent fashion: (1) what the agency is going to spend LMCHD funds on; and (2) where the agency is going to spend LMCHD funds in terms of a location. The Grants & Policy Committee also reached consensus to recommend to the full LMCHD Board that bidders' conferences be held in 2015 to clarify LMCHD's expectations of grantees. In addition, the Grants & Policy Committee reached consensus to recommend to the full LMCHD Board that All Star Cheer Reaction will receive \$8,000; Center for Human Development will receive \$8,000; East County Faith Based Advisory Sub-Committee to the Child Welfare Redesign will receive \$8,000; East County Midnight Basketball will receive \$8,000; Eddie Hart All in One Foundation will receive \$8,000; Food Bank of Contra Costa and Solano will receive \$10,000; Greater Faith Church will receive \$12,000; Lions Center for the Visually Impaired will receive \$10,000; Loaves and Fishes of Contra Costa will receive \$15,000; Los Medanos Licensed Vocational Nursing Program will receive \$10,000; Meals on Wheels and Senior Outreach Services will receive \$10,000; STAND will receive \$8,000, and Stoneman Village—Dinner Meal Program will receive &10,000.

Needs Staff Assistance xx

Needs to Go to Full Board xx