



RECREATION & PARK DISTRICT
6626 Skyway
Paradise, CA 95969
Email: info@ParadisePRPD.com

Paradise Recreation & Park District

Agenda Prepared: 3/13/2023
Agenda Posted: 3/14/2023
Prior to: 5:00 PM

Phone: 530-872-6393
Fax: 530-872-8619
Website: www.ParadisePRPD.com

NOTICE OF BOARD OF DIRECTORS COMMITTEE MEETING

Committee: Finance Committee (*Anderson/McGreehan*)
Date: Thursday, March 16, 2023
Time: 4:00 PM
Location: Via Teleconference and Terry Ashe Recreation Center, Room A

Notice:

The public may listen to this meeting via computer or telephone. The public may submit comments prior to the meeting via email to bodclerk@prpd.com before 1:00 p.m. on the day of the meeting and they will be read into the record.

Please use the link to join the webinar: Join Zoom Meeting
<https://us02web.zoom.us/j/89394583808?pwd=MVBFUlhqTTE1LzFFRUJpTzZ2S1Vsdz09>

Or via Telephone: Dial by your location: +1 669 900 9128 US (San Jose) (or) +1 346 248 7799 US (Houston)
Meeting ID: 893 9458 3808 Password: 6626

AGENDA:

The Committee will meet to:

1. Review California Class Investment Account
2. Review Finance Manual- Processing Payroll

ATTACHMENTS:

1. California Class Overview
2. California Class- Special Districts
3. California Class Features and Benefits
4. California Class Registration Packet
5. Finance Manual Report

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Finance/2023/FC_23.0316/FC_23.0316.Agenda.docx



A New Joint Powers Authority Investment Pool for California Public Agencies

www.californiaclass.com

SPONSORED BY




LEAGUE OF CALIFORNIA CITIES



Diversify and Strengthen Your Public Funds Investment Program

- ✓ Sponsored by Cal Cities and CSDA
- ✓ Preservation of principal and access to liquidity
- ✓ Securities marked-to-market daily

- ✓ Same-day liquidity for Prime fund
- ✓ Next-day liquidity for Enhanced Cash fund
- ✓ No minimum balance requirements nor maximum contributions

- ✓ Managed to generate a competitive daily yield
- ✓ Prime fund for agency operating dollars and Enhanced Cash fund for reserves
- ✓ Ratings of 'AAAm' & 'AAAf/S1'

Learn more about investing for California public agencies, and contact us today.



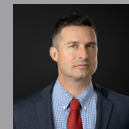
Bob Shull
Director, Investment Services
bob.shull@californiaclass.com
(213) 378-2070



Laura Glenn, CFA®
Senior Director, Investment Services
laura.glenn@californiaclass.com
(404) 822-8287



Brent Turner
Regional Director of Strategy
brent.turner@californiaclass.com
(303) 999-8190



Rodrigo Bettini
Director, Investment Services
rodrigo.bettini@californiaclass.com
(813) 820-0703

Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses. California CLASS is rated 'AAAm' by S&P Global Ratings. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. For a full description on rating methodology, please visit www.spglobal.com. California CLASS Enhanced Cash is rated 'AAAf/S1' by FitchRatings. The 'AAAf' rating is Fitch's opinion on the overall credit profile within a fixed-income fund/portfolio and indicates the highest underlying credit quality of the pool's investments. The 'S1' volatility rating is Fitch's opinion on the relative sensitivity of a portfolio's total return and/or net asset value to assumed changes in credit spreads and interest rates. The 'S1' volatility rating indicates that the fund possesses a low sensitivity to market risks. For a full description on rating methodology, please visit www.fitchratings.com. Ratings are subject to change and do not remove credit risk. More information to come.

A JOINT POWERS AUTHORITY INVESTMENT POOL

Convenient and User-Friendly Cash Management Solutions Designed
for California Special Districts

California CLASS provides Participants the following benefits:

- ✓ Two portfolios designed to enhance your investment program
- ✓ Dedicated client service team committed to districts of any size
- ✓ Securities selected in accordance with California Government Code
- ✓ Transparent governance by Board of Trustees and special district peers
- ✓ Portfolios marked-to-market with NAV and yields posted to website daily

Fund Option	Prime	Enhanced Cash
Portfolio Type	Prime-style fund	Enhanced cash
Purpose	Short-term liquidity	Intermediate liquidity
Intended Rating	'AAAm'	'AAAf/S1'
Min/Max Investment	None	None
Withdrawals	Unlimited	Unlimited
Accounts	Unlimited	Unlimited
Dividend Rate	Applied Daily	Accrue Daily
WAM	≤60 days	>60 days
Net Asset Value (NAV)	Stable \$1.00 per share	Variable \$10.00 per share

Learn more about building an optimal liquidity portfolio for your special district; contact us today.



Tom Tight
Managing Director
(407) 765-0761



Brent Turner
Regional Director
(303) 481-0469

Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses. California CLASS intends to manage the Prime portfolio in a manner consistent with the 'AAAm' rating guidelines by S&P Global Ratings. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. For a full description on rating methodology, please visit www.spglobal.com. Additionally, California CLASS intends to manage the Enhanced Cash portfolio in a manner consistent with the 'AAAf/S1' rating guidelines by FitchRatings. The 'AAAf' rating is Fitch's opinion on the overall credit profile within a fixed-income fund/portfolio and indicates the highest underlying credit quality of the pool's investments. The 'S1' volatility rating is Fitch's opinion on the relative sensitivity of a portfolio's total return and/or net asset value to assumed changes in credit spreads and interest rates. The 'S1' volatility rating indicates that the fund possesses a low sensitivity to market risks. For a full description on rating methodology, please visit www.fitchratings.com. Ratings are subject to change and do not remove credit risk. More information to come.

California CLASS

A new California investment code approved investment pool for California public agencies



SAFETY

LIQUIDITY

YIELD

- ✓ Designed exclusively for California public agencies
- ✓ Investments permitted under California State Law
- ✓ Overseen by an appointed Board of Trustees

- ✓ Convenient availability of funds
- ✓ No transaction fees*
- ✓ No minimum balance requirements

- ✓ Competitive daily rates
- ✓ Offering both a prime & enhanced cash-style portfolio
- ✓ Intended ratings of 'AAAm' & 'AAAf/S1'

Learn more about investing for California public agencies, and contact us today.



Tom Tight
Managing Director
(407) 765-0761



Brent Turner
Regional Director
(303) 481-0469

*You may incur fees associated with wires and/or ACH transactions by your bank, but there will be no transaction fees charged from California CLASS for such transactions. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses. California CLASS intends to manage the Prime portfolio in a manner consistent with the 'AAAm' rating guidelines by S&P Global Ratings. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. For a full description on rating methodology, please visit www.spglobal.com. Additionally, California CLASS intends to manage the Enhanced Cash portfolio in a manner consistent with the 'AAAf/S1' rating guidelines by FitchRatings. The 'AAAf' rating is Fitch's opinion on the overall credit profile within a fixed-income fund/portfolio and indicates the highest underlying credit quality of the pool's investments. The 'S1' volatility rating is Fitch's opinion on the relative sensitivity of a portfolio's total return and/or net asset value to assumed changes in credit spreads and interest rates. The 'S1' volatility rating indicates that the fund possesses a low sensitivity to market risks. For a full description on rating methodology, please visit www.fitchratings.com. Ratings are subject to change and do not remove credit risk. More information to come.

What is California CLASS?

California Cooperative Liquid Assets Securities System (California CLASS) is a joint exercise of powers entity authorized under Section 6509.7, California Government Code. California CLASS is a pooled investment option that was created via a joint exercise of powers agreement by and among California public agencies. California CLASS offers public agencies a convenient method for investing in highly liquid, investment-grade securities carefully selected to optimize interest earnings while maximizing safety and liquidity. The California CLASS Prime and Enhanced Cash funds offer public agencies the opportunity to strengthen and diversify their cash management programs in accordance with the safety, liquidity, and yield hierarchy that provides the framework for the investment of public funds.

How is it governed and managed?

California CLASS is overseen and governed by a Board of Trustees. The Board is made up of public agency finance professionals who participate in California CLASS and are members of the Joint Powers Authority (JPA). The Board of Trustees has entered into an Investment Advisor and Administrator Agreement with Public Trust Advisors, LLC. Public Trust is responsible to the Board for all program investment and administrative activities as well as many of the services provided on behalf of the Participants.

How can we participate?

Enrolling in California CLASS is simple. Public agencies may become Participants simply by filling out the Participant Registration Form that can be found in the document center on the California CLASS website. Public agencies may submit the completed registration packet to California CLASS Client Services for processing at clientservices@californiaclass.com. To obtain account forms and fund documents, visit www.californiaclass.com/document-center/.

Sponsored By:



www.calcities.org



**California Special
Districts Association**

Districts Stronger Together

www.csda.net

Participants benefit from the following:

- Same-day availability of funds in Prime Fund (11:00 a.m. PT cut-off)
- Deposits by wire or ACH
- Ratings of 'AAAm' & 'AAAf/S1'
- Prime fund transacts at stable NAV
- Portfolio securities marked-to-market daily
- Secure online access for transactions and account statements
- No withdrawal notices for Prime Fund
- Participant-to-Participant transactions
- Interest accrues daily and pays monthly
- No maximum contributions
- No minimum balance requirements
- No transaction fees*
- Annual audit conducted by independent auditing firm**
- Dedicated client service representatives available via phone or email on any business day

*You may incur fees associated with wires and/or ACH transactions by your bank, but there will be no transaction fees charged from California CLASS for such transactions.
**External audits may not catch all instances of accounting errors and do not provide an absolute guarantee of accuracy.



What are the objectives of California CLASS?

Safety

The primary investment objective of the California CLASS Prime fund is preservation of principal. Both California CLASS portfolios are managed by a team of investment professionals who are solely focused on the management of public funds nationwide. The custodian for California CLASS is U.S. Bank, N.A.

Liquidity

When you invest in the California CLASS Prime fund, you have access to your funds on any business day. You must notify California CLASS of your funds transaction requests by 11:00 a.m. PT via the internet or phone. There are no withdrawal notices for the daily-liquid California CLASS Prime fund. Enhanced Cash is a variable NAV fund that provides next-day liquidity and a one-day notification of withdrawal.

Competitive Returns

California CLASS strives to provide competitive returns while adhering to the objectives of safety and liquidity. Participants benefit from the investment expertise and institutional knowledge provided by the team of Public Trust professionals. Portfolio performance is strengthened by the extensive knowledge of California public agency cash flows that the Public Trust team possesses.

Ease of Use

To make cash management streamlined and efficient, California CLASS includes many features that make it easy to access account information and simplify record keeping. Participants can transact on any business day using the California CLASS phone number (877) 930-5213, fax number (877) 930-5214, email clientservices@californiaclass.com or via the California CLASS Online Transaction Portal at www.californiaclass.com.

Flexibility

You may establish multiple California CLASS subaccounts. You will receive comprehensive monthly statements that show all of your transaction activity, interest accruals, and rate summaries. These statements have been specifically designed to facilitate public sector fund accounting and to establish a clear accounting and audit trail for your records.

Legality

California CLASS only invests in securities permitted by California State Code Section 53601; permitted investments are further restricted to those approved by the Board of Trustees as set forth in the California CLASS Investment Policies.

Have Questions? Contact us or visit www.californiaclass.com for more information.



Bob Shull

Director, Investment Services
bob.shull@californiaclass.com
(213) 378-2070



Laura Glenn, CFA®

Senior Director, Investment Services
laura.glenn@californiaclass.com
(404) 822-8287



Brent Turner

Regional Director of Strategy
brent.turner@californiaclass.com
(303) 999-8190



Rodrigo Bettini

Director, Investment Services
rodrigo.bettini@californiaclass.com
(813) 820-0703

Any financial and/or investment decision should be made only after considerable research, consideration, and involvement with an experienced professional engaged for the specific purpose. **Past performance is not an indication of future performance. Any financial and/or investment decision may incur losses.** Please see the Information Statement for further details on the fee calculation and other key aspects about California CLASS. California CLASS Prime is rated 'AAAm' by S&P Global Ratings. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. For a full description on rating methodology, please visit www.spglobal.com. California CLASS Enhanced Cash is rated by 'AAAf/S1' by FitchRatings. The 'AAAf' rating is Fitch's opinion on the overall credit profile within a fixed-income fund/portfolio and indicates the highest underlying credit quality of the pool's investments. The 'S1' volatility rating indicates that the fund possesses a low sensitivity to market risks. For a full description on rating methodology, please visit www.fitchratings.com. Ratings are subject to change and do not remove credit risk.

California
CLASS



California CLASS Registration Packet



Welcome to California CLASS

Thank you for choosing California CLASS!

We believe you have made a sound financial decision in choosing California Cooperative Liquid Assets Securities System (California CLASS). We look forward to being a trusted partner to your organization and its investment management goals and are excited to connect with you to make your investment process a positive, easy experience.

This packet contains all the materials necessary to set up your California CLASS account(s). If you have any questions about the registration process or about your California CLASS account(s), please do not hesitate to contact us. The California CLASS Client Service team can be reached any business day from 8:00 a.m. to 4:00 p.m. PT by phone at (877) 930-5213 or by email at clientservices@californiaclass.com.

Registration Procedures

To participate in California CLASS, please complete the following:

- 1) Review the Joint Exercise of Powers Agreement and the applicable Information Statements relating to the California CLASS Prime Fund and the Enhanced Cash Fund (located in the Document Center at www.californiaclass.com).
- 2) Complete the California CLASS Participant Representation Form (page 4).
- 3) Complete the Participant Registration (page 5).
- 4) Complete the Authorized Contacts Form (pages 6/7).
- 5) Should you be interested in participating in California CLASS Prime, complete the California CLASS Prime Fund Account(s) to be Established form; you may open as many accounts as you wish (page 8).
- 6) Should you be interested in participating in California CLASS Enhanced Cash, complete the California CLASS Enhanced Cash Fund Account(s) to be Established Form; you may open as many accounts as you wish (page 9).
- 7) Keep the original forms for your records and send the completed packet to the California CLASS Client Service team by fax (877) 930-5214 or by email clientservices@californiaclass.com.

Questions? Please contact us; we would love to hear from you:

California CLASS Client Service Team
T (877) 930-5213
clientservices@californiaclass.com

Through the California CLASS website, www.californiaclass.com, Participants will be regularly informed of important program information, holidays, upcoming Board meetings, Participant events, conferences, and more. Board of Trustee meetings, which are open to the public, are generally held quarterly and discuss relevant issues to the governance and operations of the California CLASS program.

Participant Representation Form

Participant Information

Entity Name (Participant) _____

Participant Representations

The undersigned Authorized Signer for the Participant hereby represents and warrants the following during the period the Participant is investing in the California CLASS Investment Program:

- The Participant is (1) a Public Agency (as defined in the Joint Exercise of Powers Agreement) and (2)(a) a political subdivision of the State of California or (b) an organization whose income is excluded from taxable gross income under Section 115 of the Internal Revenue Code, in each case, that has the authority to invest funds in its treasury in investments in accordance with Section 53601 of the California Government Code.
- The Participant is authorized to invest in the California CLASS.
- Any Authorized Signer for the Participant designated in this California CLASS Registration Packet has full power and authority to make investments for the above Participant in the California CLASS Investment Program unless the California CLASS receives written notice from the Participant otherwise.
- The Participant has reviewed and agrees to the limitations described in the Joint Exercise of Powers Agreement and the Information Statements for the Funds within the California CLASS Investment Program and acknowledges that it has been supplied with or been given access to information it requested in connection with making an investment in the California CLASS Investment Program.
- The Participant has reviewed the Investment Policies for the Funds within the California CLASS Investment Program and has determined that they are consistent with the legal and policy limitations applicable to the Participant's investments.
- The Participant has consulted with its own counsel and advisers as to all matters concerning investment in the California CLASS Investment Program.

Authorized Signer

Signature

Date

Print Name

Title

Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**



Participant Registration

Entity Information

Entity Name (Participant) _____

Entity Type: City/Town County School District Special District
Other (Specify) _____

Mailing Address _____

City _____ Zip _____ County _____

Physical Address (if different than above) _____

City _____ Zip _____ County _____

Tax ID _____ Fiscal Year End Date (Month/Day) _____

California CLASS is hereby authorized to honor any telephone, faxed, or electronic request believed to be authentic for withdrawal of funds. The withdrawal proceeds can be sent only to the bank(s) indicated below unless changed by written instructions. Each Participant is responsible for notifying California CLASS of any changes to its account by filling out and sending via mail or email the Forms available on the California CLASS website.

Wires will be distributed every hour with the final distribution ending at 11:00 a.m. PT; distribution times are subject to change as needed by the California CLASS Administrator. Additionally, California CLASS must be notified of any contributions by 11:00 a.m. PT to receive same day credit. **If funds are not received by 2:00 p.m. PT, contribution orders will be voided.**

Banking Information

Bank Name _____ Bank Routing Number (ABA) _____

Account Title _____ Account Number _____

Bank Contact _____ Contact's Phone Number _____

Wire ACH Both

Additional Banking Information (Optional)

Bank Name _____ Bank Routing Number (ABA) _____

Account Title _____ Account Number _____

Bank Contact _____ Contact's Phone Number _____

Wire ACH Both



Authorized Contacts

Authorized Signers Can:	Read-Only Users Can:
Approve changes to the Investor Profile Update banking/contact information Transfer funds Receive account updates	Receive account updates Request "view-only" access to monthly statements and transaction confirmations

Authorized Signer

Print First and Last Name

Title

Signature Required

Phone

Email

Fax

Email Notifications (notice of report availability in the online portal)

- Monthly Statements
- Transaction Confirmations

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone

Email

Fax

Permissions (check one only)

- Authorized Signer to Move Funds*
- Read-Only Access

Email Notifications (notice of report availability in the online portal)

- Monthly Statements
- Transaction Confirmations

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone

Email

Fax

Permissions (check one only)

- Authorized Signer to Move Funds*
- Read-Only Access

Email Notifications (notice of report availability in the online portal)

- Monthly Statements
- Transaction Confirmations

Authorized Contacts (cont.)

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone

Email

Fax

Permissions (check one only)

- Authorized Signer to Move Funds*
- Read-Only Access

Email Notifications (notice of report availability in the online portal)

- Monthly Statements
- Transaction Confirmations

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone

Email

Fax

Permissions (check one only)

- Authorized Signer to Move Funds*
- Read-Only Access

Email Notifications (notice of report availability in the online portal)

- Monthly Statements
- Transaction Confirmations

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone

Email

Fax

Permissions (check one only)

- Authorized Signer to Move Funds*
- Read-Only Access

Email Notifications (notice of report availability in the online portal)

- Monthly Statements
- Transaction Confirmations



DATE: 2/10/2023
TO: Finance Committee
FROM: Catherine Merrifield, District Accountant
SUBJECT: Review of Draft Finance Manual

Report in Brief

Staff initiated work on a draft Finance Manual to define work processes and procedures and help cross-train staff on accounting tasks associated with the District Accountant. Over the next few months, staff will present sections of the Finance Manual to the Finance Committee to gather feedback and direction from the committee on improvements that should be made before presenting to the full Board for consideration.

This will be a living document subject to changes as procedures evolve. The Finance Manual will have sections on:

- Income,
- Payroll and Payroll Taxes, and Payroll Liabilities (Benefits and Garnishments/Child Support),
- Accounts Payable,
- Deposits to the County (Auditor's Certificate) and County Journals,
- Monthly BOD Finance Reports,
- End of Year Closing Procedures, and
- Other topics as they are identified.

Today staff will be presenting the Processing Payroll. Staff has cross-trained another member of staff on the processes involved with payroll and vendor check batch runs. However, this cross-trained staff does not complete these tasks regularly and may be forgotten over time. The Finance Manual can help fill in the gaps of understanding of the numerous processes required to complete extremely important tasks in a timely manner. We seek BOD feedback for the document as an educational tool for staff and also to provide insight into internal systems.

Recommendation: Review and provide feedback on process.

Attachments:

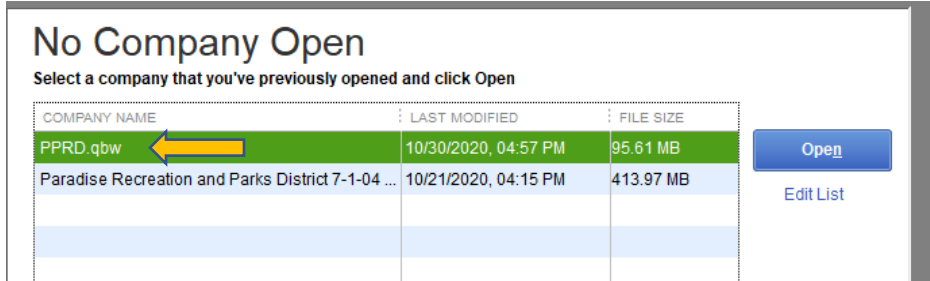
- A. QuickBooks Payroll

Document1
3/14/2023

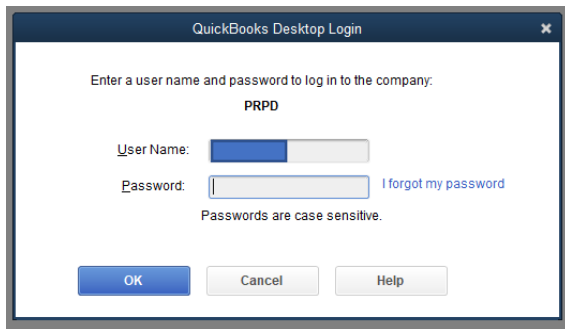
QuickBooks Payroll

Open QuickBooks

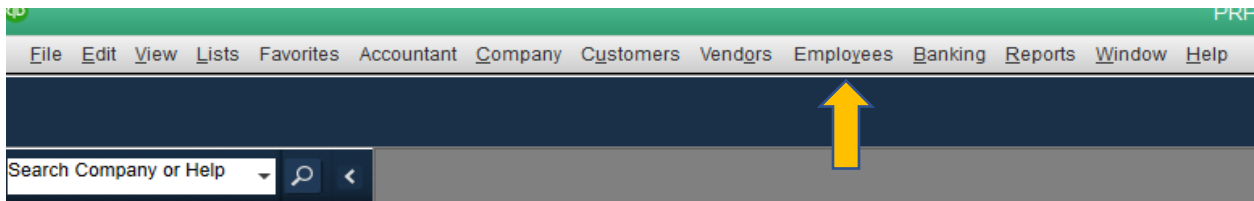
Double click on PPRD.qbw



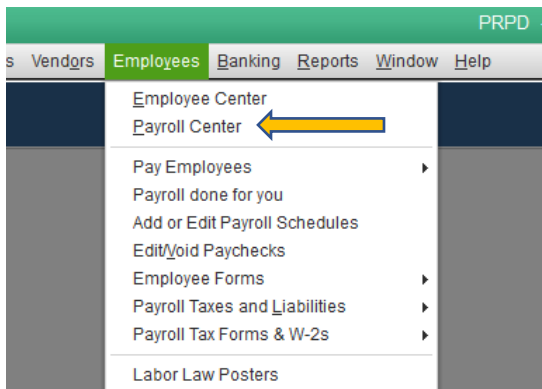
Log in with Username and Password



After logging in select, the "Employees" tab at the top of the screen



Select the "Payroll Center" on the drop-down screen



Select the "Item Name"

- FT/PT-Hourly for regular hours worked
- FT/PT-Hourly Overtime (1.5) for overtime worked
- FT/PT-Hourly Sick for sick time used
- FT-Hourly Vacation for vacation time used
- FT-Holiday for paid holidays
- FT Hourly Double Time (x2) for work done on a paid holiday or hours worked over 12hours in a day
- Salary for District Manager and Assistant District Manager

Enter the number of hours worked for each "Item Name" in the "Hours" column

Earnings Use Direct Deposit

ITEM NAME	RATE	HOURS	WC CODE	CUSTOMER:JOB	CLASS
FT-Hourly		80.00	8810	General:GE1 General	AD1 General

Note: Yellow arrows point to the 'ITEM NAME' and 'HOURS' columns in the example table.

Enter the Customer: Job (Program) code

- GE1 for admin staff
- GE2 for maintenance staff
- Or program code indicated by supervisor on the time sheet

Enter the Class (site) code

- AD1 for admin staff
- Site location for Maint staff
- SA1 is used for the shop, sick, vacation, & holidays
- Or site code indicated by supervisor on the time sheet

Example Admin:

Earnings Use Direct Deposit

ITEM NAME	RATE	HOURS	WC CODE	CUSTOMER:JOB	CLASS
FT-Hourly		80.00	8810	General:GE1 General	AD1 General

Note: Yellow arrows point to the 'CUSTOMER:JOB' and 'CLASS' columns in the example table.

Example Maint:

Earnings Use Direct Deposit

ITEM NAME	RATE	HOURS	WC CODE	CUSTOMER:JOB	CLASS
FT-Hourly		72.00	9420	General:GE2 Maint	TARC:TA1 General
FT-Hourly Sick		8.00	9420	General:GE2 Maint	Sites All:SA1 General

Note: Yellow arrows point to the 'CUSTOMER:JOB' and 'CLASS' columns in the example table.

Click on "Save & Next" to move on to the next employee



Repeat process for remaining employees

When finished entering all employee's time click "Save & Close"



You will be returned to the Enter Payroll Information screen, check to make sure all information on this screen is correct then click on "Continue"

Enter Payroll Information

1 Enter Payroll Information → 2 Review & Create Paychecks → 3 Print & Distribute Paychecks

How do I pay my employees?

PAYROLL INFORMATION

PAYROLL SCHEDULE: Direct Deposit PAY PERIOD ENDS: 10/30/20 BANK ACCOUNT: 1003 - Five Star Bank - ...

EMPLOYEES SELECTED TO PAY: 9 CHECK DATE: 11/04/20 BANK ACCOUNT BALANCE: [REDACTED]

CHECK OPTIONS

Print paychecks on check stock First Check#: 51747

Handwrite & Assign check numbers

Uncheck All Open Paycheck Detail... SORT BY: Employee Name Show/Hide Columns

✓ EMPLOYEE	FT...	FT...	FT...	P...	S...	P...	FT...	FT...	FT-HOURLY SICK	FT-HOURLY VACATION	SALARY	TOTAL HOURS
80....												80.00
79....								1.00				80.00
											80.00	80.00
			29....									29.50
			63....									63.00
72....								8.00				80.00
68....								1.25	10.50			80.00
			80....									80.00
			59....									59.25

How do I use this window to enter payroll information? Finish Later Continue

This opens the “Review and Create Paychecks” screen. If everything is correct click on “Create Paycheck”

When the “Confirmation and Next Step” window opens click on “Print Paychecks”

This will bring up the “Select Paychecks to Print” screen. Change the “Bank Account” to Five Star Bank - Payroll

Select Paychecks to Print

Bank Account: 1011 - General Operating First Check Number: 51757

Select Paychecks to print, then click OK.
There are no Paychecks to print.

✓	DATE	EMPLOYEE	AMOUNT
---	------	----------	--------

Show: Both Paychecks Direct Deposit

Company message to be printed on all pay stubs:

Buttons: OK, Cancel, Help, Select All, Select None, Preferences

You should see all the employees you want to pay. Click “OK”

Select Paychecks to Print

Bank Account: 1003 - Five Star Bank - Payroll First Check Number: 52

Select Paychecks to print, then click OK.
There are 11 Paychecks to print for [redacted]

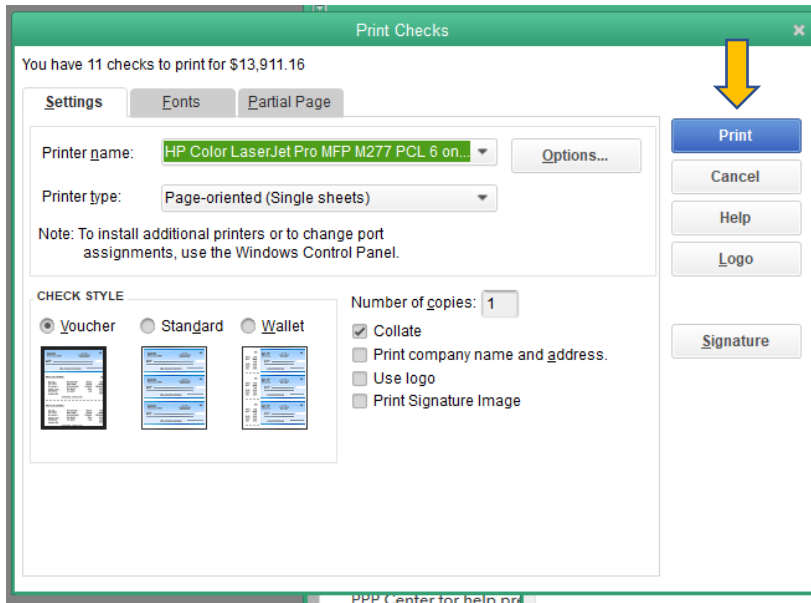
✓	DATE	EMPLOYEE	AMOUNT
✓	11/04/20	[redacted]	[redacted]
✓	11/04/20	[redacted]	[redacted]
✓	11/04/20	[redacted]	[redacted]
✓	11/04/20	[redacted]	[redacted]
✓	11/04/20	[redacted]	[redacted]

Show: Both Paychecks Direct Deposit

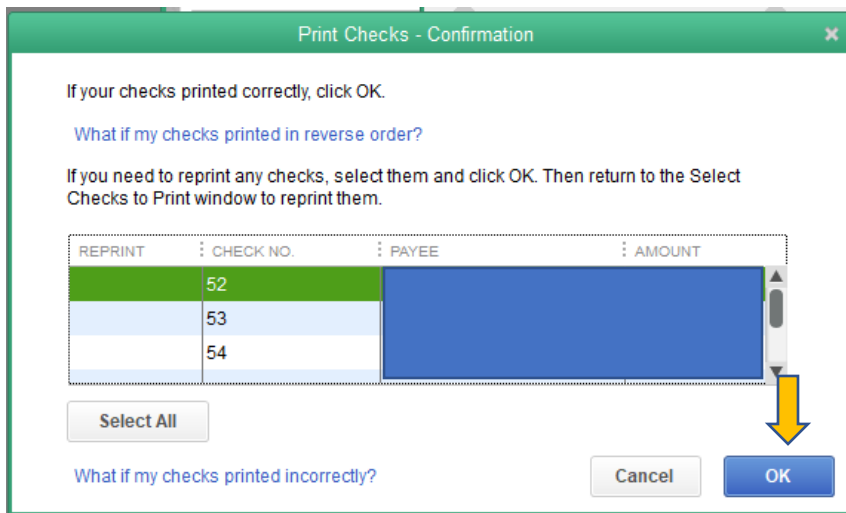
Company message to be printed on all pay stubs:

Buttons: OK, Cancel, Help, Select All, Select None, Preferences

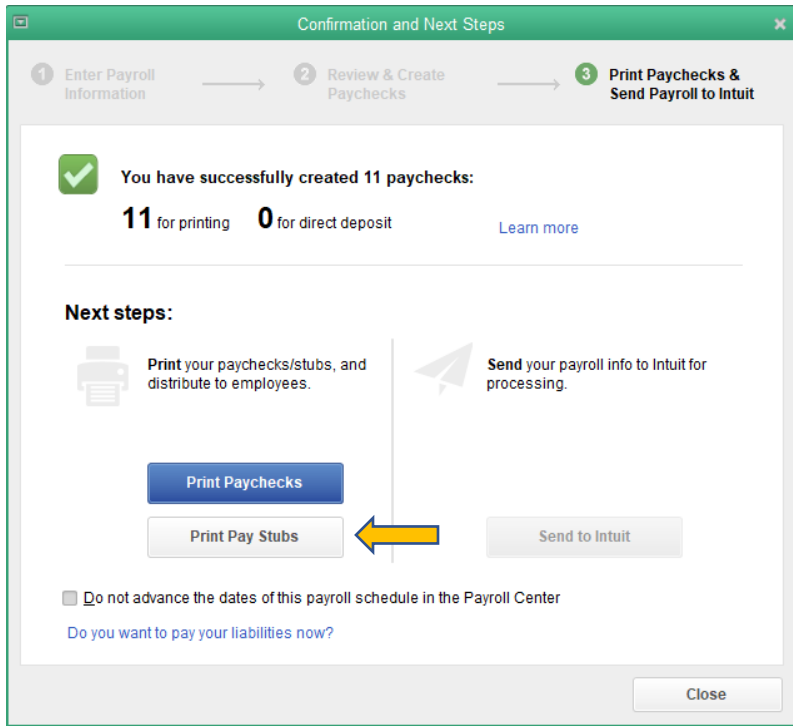
On the "Print Checks" screen click "Print"



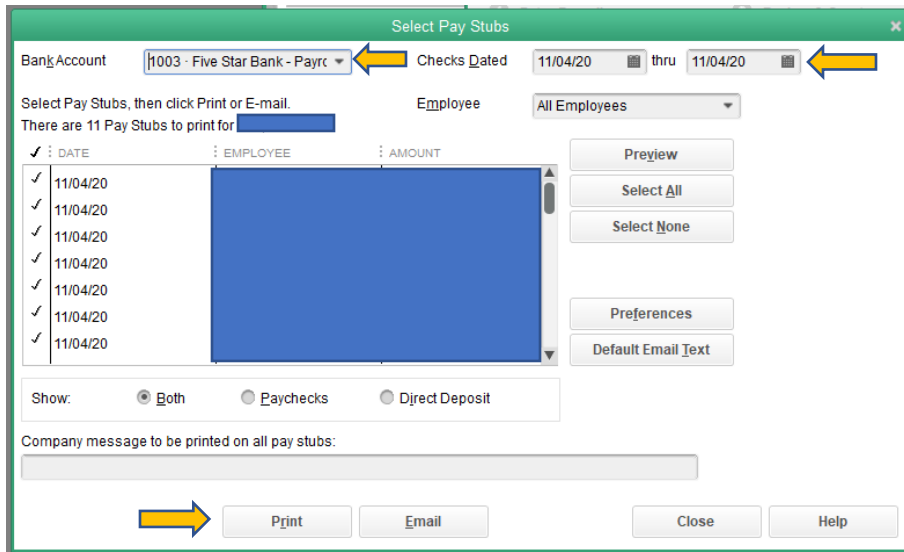
The "Print Checks – Confirmation" screen will appear if all checks printed correctly click "OK"



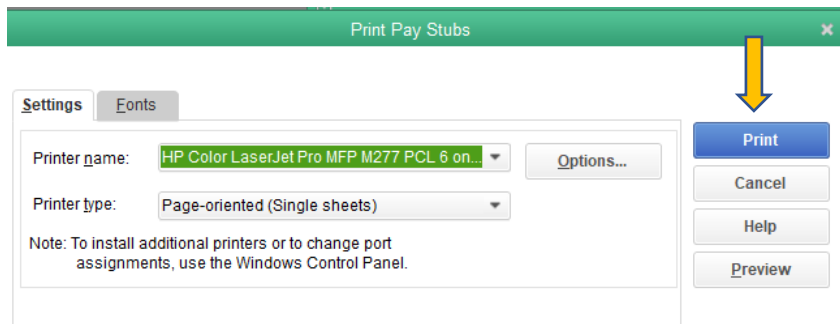
The “Confirmation and Next Step” screen will still be there, click the “Print Paystubs”



On the “Select Pay Stubs” screen make sure the “Bank Account” is Five Star Bank – Payroll and the “Checks Date” is the correct date click “Print”

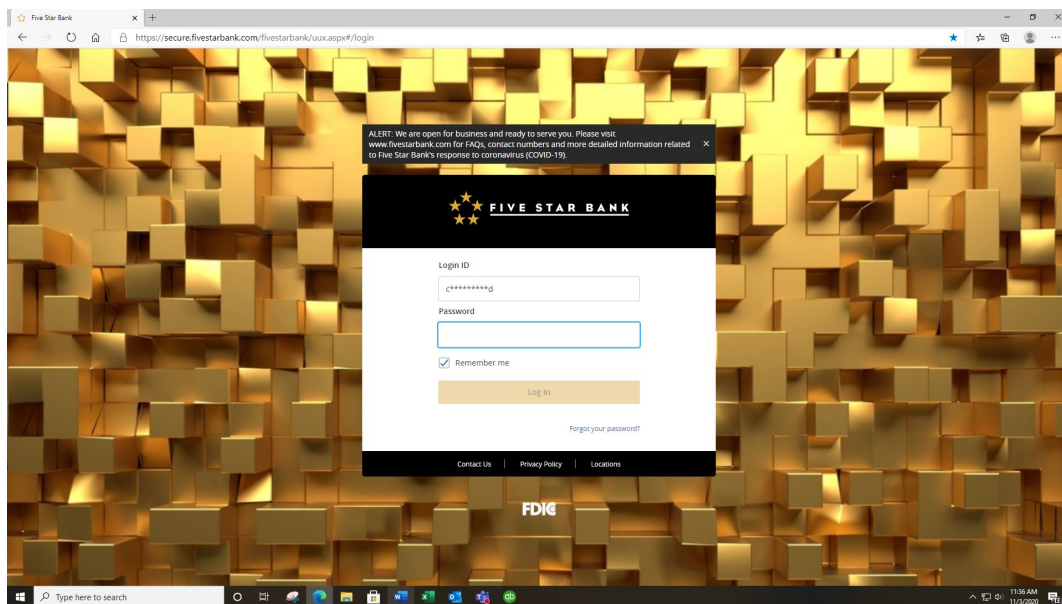


Select "Print" on the "Print Pay Stubs" screen

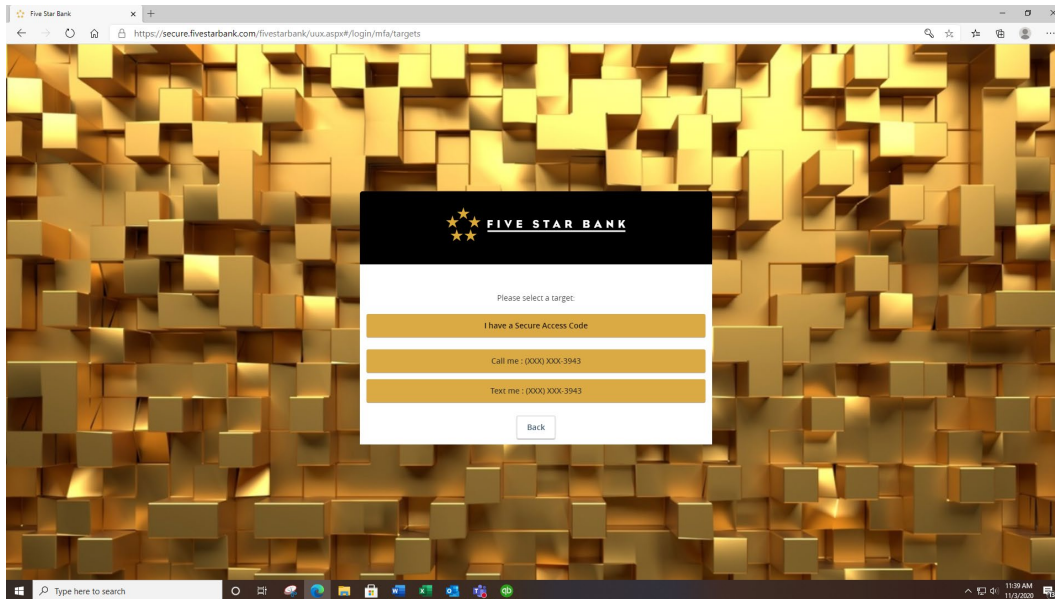


Close "Confirmation and Next Step" screen. You have completed the QuickBooks part of payroll.

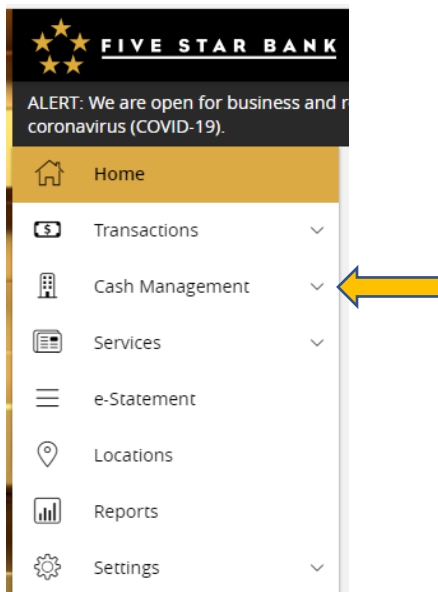
Now open an internet browser and go to the Five Star Bank web page, [securefivestarb.com](https://secure.fivestarb.com). Log in using a login ID and Password



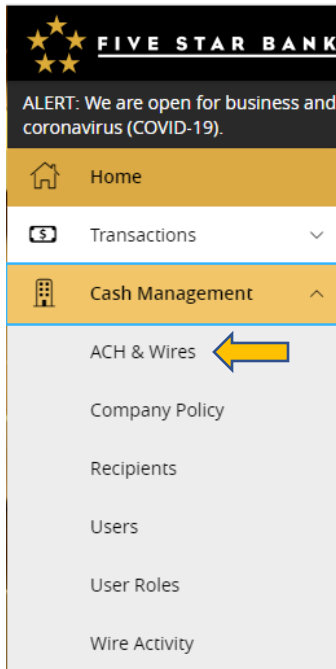
Select an option to receive the security code and enter the code when prompted



Once the home page is open, on the left-hand side is the menu options. Click on the Cash Management drop down arrow.

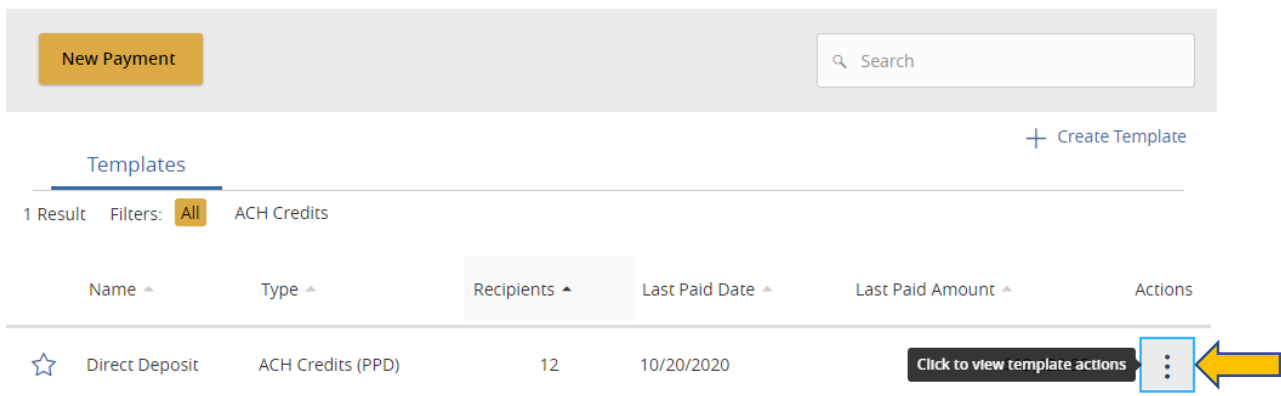


Click on ACH & Wires



On the Payments screen, find the Direct Deposit templet. Click on the 3 dots under the Actions heading. In the drop-down menu select "Pay"

Payments



“Effective Date” should be the date the direct deposit is to be received. Enter the net pay amount for each employee in the amount column. If there is a person who will not be paid this round, click on the 3 dots to the right of their name and select “Do not pay”. Once all the amounts are entered and verified to be correct, click on “Draft”

Direct Deposit (ACH Credits) Import Amounts Edit Template

Origination Details

SEC Code ⓘ PPD - Prearranged Payment and Deposit

From Subsidiary Paradise Recreation and Park District *****3009

Account Public Interest Checking

Effective Date

Recurrence None

Recipients (12) Filters: All Paid Not Paid Pre-Notes

Recipient/Account	Amount	
[Redacted]	\$0.00	⋮
[Redacted]	\$0.00	⋮
[Redacted]	\$0.00	⋮
[Redacted]	\$0.00	⋮

\$0.00
12 payments (12 for \$0.00)

Cancel Draft Approve

This screen lets you know you have completed the transaction; you can now close this screen and log out of Five Star Bank. Notify the District Manager that the direct deposit is ready for their approval.

Transaction Drafted

Transaction requires 1 approval(s).

Transaction ID: 85662

of Payments: 11

Total Amount: [Redacted]

Close View in Online Activity

Place a check mark next to the employee names you want to pay

Double click on the first employee's name to start the data entry process

Select the "Item Name"

- FT/PT-Hourly for regular hours worked
- FT/PT-Hourly Overtime (1.5) for overtime worked
- FT/PT-Hourly Sick for sick time used
- FT-Hourly Vacation for vacation time used
- FT-Holiday for paid holidays
- FT Hourly Double Time (x2) for work done on a paid holiday or hours worked over 12hours in a day
- Salary for District Manager and Assistant District Manager

Enter the number of hours worked for each "Item Name" in the "Hours" column

Earnings Use Direct Deposit

ITEM NAME	RATE	HOURS	WC CODE	CUSTOMER:JOB	CLASS
FT-Hourly		80.00	8810	General:GE1 General	AD1 General

Enter the Customer: Job (Program) code

- GE1 for admin staff
- GE2 for maintenance staff
- Or program code indicated by supervisor on the time sheet

Enter the Class (site) code

- AD1 for admin staff
- Site location for Maint staff
- SA1 is used for the shop, sick, vacation, & holidays
- Or site code indicated by supervisor on the time sheet

Example Admin:

Earnings Use Direct Deposit

ITEM NAME	RATE	HOURS	WC CODE	CUSTOMER:JOB	CLASS
FT-Hourly		80.00	8810	General:GE1 General	AD1 General

Example Maint:

Earnings Use Direct Deposit

ITEM NAME	RATE	HOURS	WC CODE	CUSTOMER:JOB	CLASS
FT-Hourly		72.00	9420	General:GE2 Maint	TARC:TA1 General
FT-Hourly Sick		8.00	9420	General:GE2 Maint	Sites All:SA1 General

Click on "Save & Next" to move on to the next employee



Repeat process for remaining employees

When finished entering all employee's time click "Save & Close"



You will be returned to the Enter Payroll Information screen, check to make sure all information on this screen is correct then click on "Continue"

Enter Payroll Information

1 Enter Payroll Information → 2 Review & Create Paychecks → 3 Print & Distribute Paychecks

How do I pay my employees?

PAYROLL INFORMATION

PAYROLL SCHEDULE: Direct Deposit PAY PERIOD ENDS: 10/30/20 BANK ACCOUNT: 1003 - Five Star Bank - ...
EMPLOYEES SELECTED TO PAY: 9 CHECK DATE: 11/04/20 BANK ACCOUNT BALANCE: [REDACTED]

CHECK OPTIONS

Print paychecks on check stock First Check#: [REDACTED]
 Handwrite & Assign check numbers 51747

Uncheck All Open Paycheck Detail... SORT BY: Employee Name Show/Hide Columns

EMPLOYEE	FT...	FT...	FT...	P...	S...	P...	FT...	FT...	FT-HOURLY SICK	FT-HOURLY VACATION	SALARY	TOTAL HOURS
80....												80.00
79....									1.00			80.00
											80.00	80.00
				29....								29.50
				63....								63.00
72....									8.00			80.00
68....									1.25	10.50		80.00
				80....								80.00
				59....								59.25

How do I use this window to enter payroll information? Finish Later Continue

This opens the “Review and Create Paychecks” screen. If everything is correct click on “Create Paycheck”

The screenshot shows a software window titled "Review and Create Paychecks". At the top, there are three steps: 1. Enter Payroll Information, 2. Review & Create Paychecks (highlighted), and 3. Print & Distribute Paychecks. Below the steps, there are sections for "PAYROLL INFORMATION" and "CHECK OPTIONS".

PAYROLL INFORMATION

- PAYROLL SCHEDULE: Direct Deposit
- PAY PERIOD ENDS: 10/30/20
- BANK ACCOUNT: 1003 - Five Star Bank - ...
- NUMBER OF PAYCHECKS: 9
- CHECK DATE: 11/04/20
- BANK ACCOUNT BALANCE: [Redacted]

CHECK OPTIONS

- Print paychecks on check stock (First Check# 51747)
- Handwrite & Assign check numbers

Buttons: "Open Paycheck Detail...", "< Back", "Finish Later", and "Create Paychecks" (highlighted with a yellow arrow).

Employee	Gross Pay	Taxes	Deductions	Net Pay	Employer Taxes	Contributions	Total Hours	Direct De
[Redacted Table Content]								

When the “Confirmation and Next Step” window opens click on “Print Paychecks”

The screenshot shows a software window titled "Confirmation and Next Steps". At the top, there are three steps: 1. Enter Payroll Information, 2. Review & Create Paychecks, and 3. Print Paychecks & Send Payroll to Intuit (highlighted).

Confirmation: You have successfully created 11 paychecks: 11 for printing 0 for direct deposit. [Learn more](#)

Next steps:

- Print your paychecks/stubs, and distribute to employees.
- Send your payroll info to Intuit for processing.

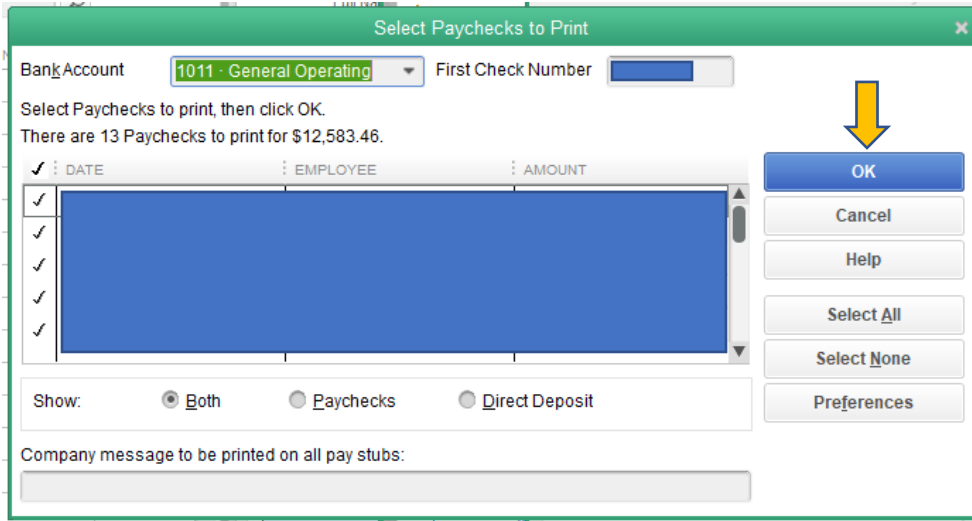
Buttons: "Print Paychecks" (highlighted with a yellow arrow), "Print Pay Stubs", and "Send to Intuit".

Do not advance the dates of this payroll schedule in the Payroll Center

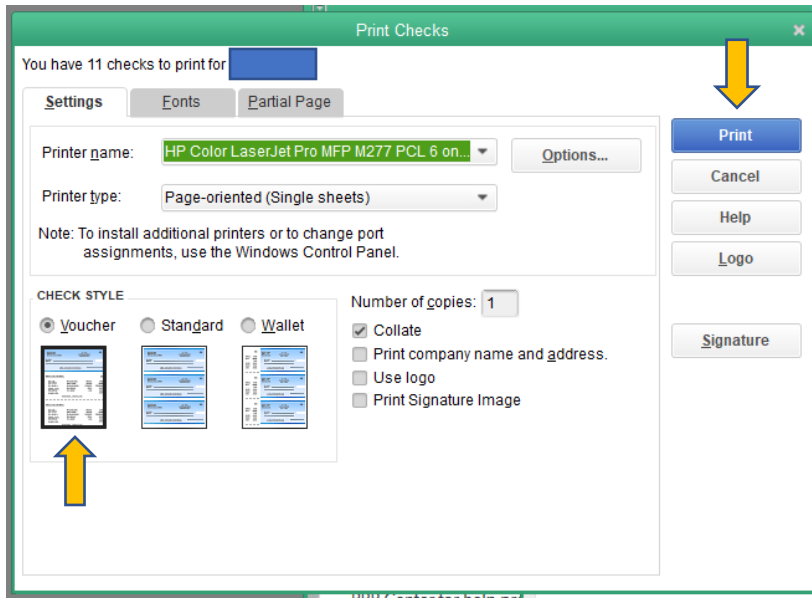
Do you want to pay your liabilities now?

Close

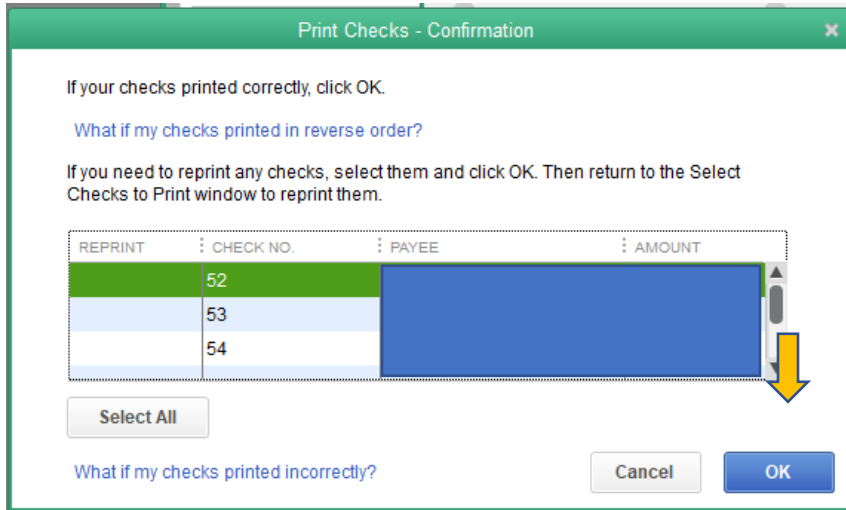
This will bring up the “Select Paychecks to Print” you should see all the employees you want to pay. Click “OK”



On the “Print Checks” screen make sure the “Voucher” check style is selected then click “Print”



The "Print Checks – Confirmation" screen will appear if all checks printed correctly click "OK"



Close "Confirmation and Next Step" screen.

Open the last Payroll Check Register template in Excel. Change the date and month (if necessary). Fill in the employees check information. The "Payee" is the name on each check. "Salary and Benefits" and "Net Check" is the amount on each check. Contact Person is the name of the person preparing the register repost.

PARADISE RECREATION & PARK DISTRICT						Fund 2510	
CHECK REGISTER		10/21/2020				OCTOBER	
CHECK	ISSUE DATE	VOID	PAYEE	SALARY AND BENEFITS	SERVICE SUPPLIES	FIXED ASSETS	NET CHECK

051701	10/21/2020						
051702	10/21/2020						
051703	10/21/2020						
051704	10/21/2020						
051705	10/21/2020						
051706	10/21/2020						
051707	10/21/2020						
051708	10/21/2020						
051709	10/21/2020						
051710	10/21/2020						
051711	10/21/2020						
051712	10/21/2020						
051713	10/21/2020						
051714	10/21/2020						

TOTALS					0.00	0.00	
THE ABOVE REFERRED TO LIST IS HEREIN CERTIFIED AS A TRUE AND CORRECT LIST OF ALLOWED CLAIMS WHICH HAVE BEEN ALLOWED BY THE BOARD OF DIRECTORS AS DATED.							
				Contact Person: <input type="text"/> Phone #: 872-6393			

Once the report is complete, print a copy to place with the checks and give to the Assistant District Manager or District Manager for approval and signature for both the check register and checks. Save the Excel report as the date of the pay date and title of the report (i.e. 11.04.20 Payroll Check Register).

Open the "SD_MASTER_PosPay_Unlocked" template in Excel. "copy & paste value" from the Check Register to this file. Column A - Leave Blank Column B – **Spreadsheet Key*** - Sequential for each check line (see screenshot below) Column C – **Check Date** - Enter Check Date as year-month-day (20XX-XX-XX) Column D – **Company** – COMP004 Column E - **Row ID*** - Always 1 (see screenshot below) Column

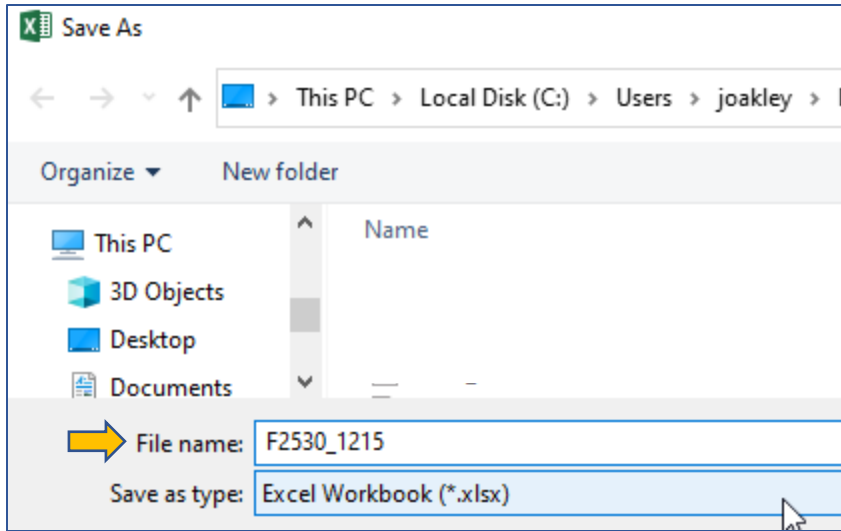
A	B	C	D	E
Submit Miscellaneous Payment Request				
Area	All	Miscellaneous Payment Request Response Dat	Miscellaneous Payee Dat	
Restrictions	Required	Optional	Required	Required
Format	Text	YYYY-MM-DD	Company_Reference_ID	Text
Fields	Spreadsheet Key*	Check Date	Company*	Row ID*
	1	12/22/2021	COMP004	1 b
	2	12/22/2021	COMP004	1 b
	3	12/22/2021	COMP004	1 b

F – **Payee Name** Column G - **Row ID*** - Always 1 (see screenshot below) Column H - **Check Number** (All numbers no special characters if possible- enter Numbers as they are on the check) Column I – **Row ID*** - Always 1 (see screenshot below)

F	G	H	I
Data+ (All > Miscellaneous	Contact Data+ (All > Mi	Miscellaneous Payment	Miscellaneous Payment
Optional	Required	Optional	Required
Text	Text	Text	Text
Payee Name	Row ID*	Check Number	Row ID*
1 test 1	1	1234123456	1
1 test 2	1	1234123457	1
1 test 3	1	1234123458	1

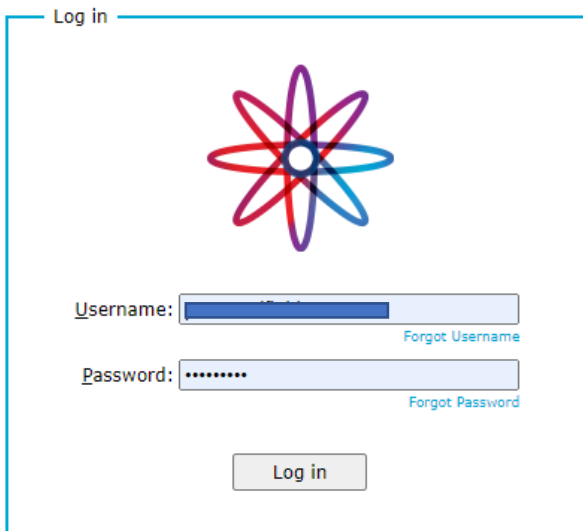
Column J - **Spend Category** - enter Reference ID's listed in Crosswalk, 1 Spend Category per check. Refer to tab in Crosswalk → Spend Category Ex. SC0125 Column K- **Check Total** Column L – **Cost Center** Refer to Crosswalk for your Districts Cost Center Reference ID → Special District Cost Center Tab Ex. CC0435 Column N – **Fund** Refer to Crosswalk for your Districts Fund Reference ID → Special District Funds Tab Ex. F2510

Once template is populated with the check data for the day, save and name the file as file type *Fund_Date.xlsx

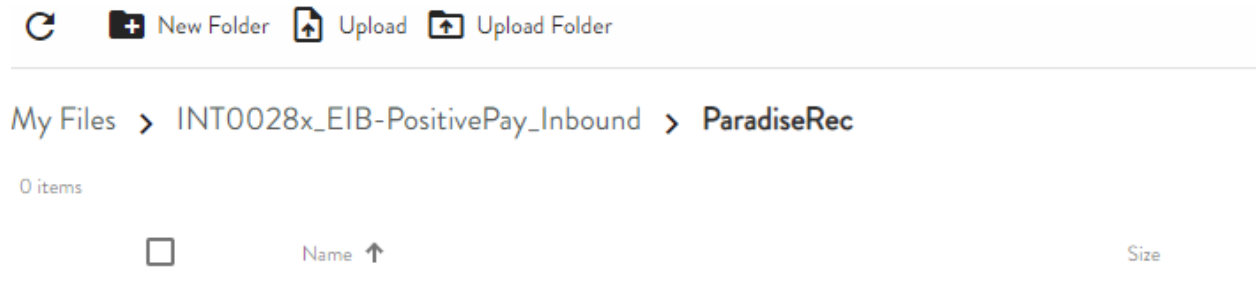


Upload the File to the SFTP Site:

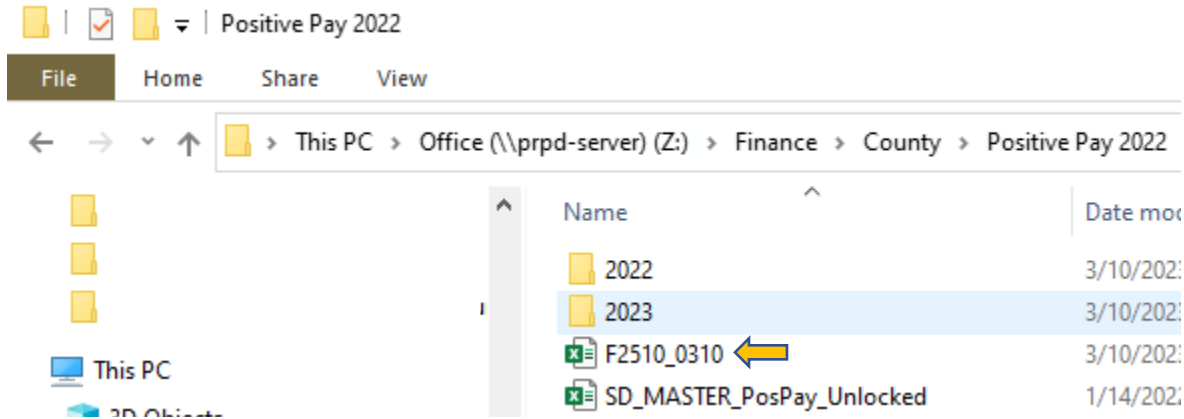
Open an internet browser and go to the Positive Pay website, [Server Login \(buttecounty.net\)](http://Server Login (buttecounty.net))



Open your Districts File Folder.

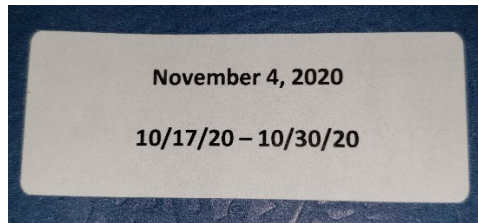


Open your "File Explorer". Locate your saved positive pay file. Drag and Drop the document into the positive pay website.



The SFTP site will only pull 1 file every hour on the hour, please place only 1 file on the site at a time. If you need to add to the file, you may if the file is still on the SFTP site. If you need to make a correction, please make sure the correction is made before the hour mark. Delete the file from the SFTP and re-upload once the file has been corrected or additions have been made. The uploaded templates will auto-delete once they have been processed from the SFTP site.

Take the time sheets and the copy of the checks use for the pay period, three-hole punch the copies and place them in a folder with fasteners (time sheets first, pay checks second). Label the folder the date of the checks and the pay period.



You have completed payroll.