

**BANK DEPOSITORY  
RFP# 1222  
QUESTIONS & ANSWERS  
BATCH 1**

## Clarification Question

**Enclosed are responses for the Cameron County Tax Office**

1. Can you please provide current bank analysis statements listing monthly transaction volumes? **Yes**
2. Does the county use armored car services for deposits to the bank; if so, provide armored car weekly schedules.

**Rochester Armor Car Service**

Branches	Daily Pick up/drop off
Brownsville Main Office	10:30AM-11:30AM
Brownsville Drive up	10:30AM-11:30AM
Harlingen Branch	11:00AM-11:30AM
La Feria Branch	11:00AM-12:00PM
San Benito Branch	10:00AM-11:30AM
Rio Hondo Branch	8:30AM-10:30AM
Los Fresnos Branch	9:00AM-10:00AM
Port Isabel Branch	10:00AM-10:30AM
Southmost Branch	8:00AM-8:30AM
Westside Branch	9:00AM-9:30AM

3. Are any County departments using local bank branches to make deposits? If so, are night drop services used or does courier wait for deposit to be processed? How many departments process using this method? **The Tax office uses an armor car service that drops off deposits and charge orders. They do not wait for deposits or change order to be processed**
4. Provide a breakdown of coin and currency being deposited between bridge and other County operations. **Fiscal year 2019-2020 totals:**

**CAMERON COUNTY TAX OFFICE  
MONTHLY DEPOSITS**

	Ad-Valorem	Vehicle Reg.
<b>October-19</b>	\$ 11,191,413.47	\$ 1,169,716.97
<b>November-19</b>	\$ 2,970,371.96	\$ 927,454.73
<b>December-19</b>	\$ 3,775,433.41	\$ 1,104,959.83
<b>January-20</b>	\$ 4,828,949.14	\$ 1,230,106.58
<b>February-20</b>	\$ 3,771,254.59	\$ 1,261,580.21
<b>March-20</b>	\$ 2,818,169.96	\$ 1,436,926.19
<b>April-20</b>	\$ 1,267,533.97	\$ 414,111.16
<b>May-20</b>	\$ 1,669,850.37	\$ 1,408,639.96
<b>June-20</b>	\$ 1,358,335.31	\$ 1,297,137.73
<b>July-20</b>	\$ 931,432.17	\$ 1,173,570.86
<b>August-20</b>	\$ 727,170.11	\$ 1,098,060.09
<b>September-20</b>	\$ 671,523.49	\$ 1,118,215.57
	<b>\$ 35,981,437.95</b>	<b>\$ 13,640,479.88</b>

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5. Provide a total of FX (foreign) currency being deposited. **No foreign currency is deposited by the Tax office.**
6. Is the County using an Image Cash Letter or Remote Deposit for check deposits? If Remote Deposit, please provide the number of scanners the County has, and if they are owned by the county. If owned by the county, please provide make and model of the scanners. **We are currently using Remote Deposit at 3 of our branch offices as a back-office check deposit, and Image Cash Letter Deposit for mail processing. The remote deposit scanners (Epson M236A) are owned by the county.**
7. Is the County currently using Lockbox services? If so, please provide a breakdown of volumes currently processed through Lockbox. **The Cameron County Tax Office is using current bank depository to process current tax payments in locations within Cameron County.**
8. Do you currently use magnetic tapes for the receipt of checks paid data from the current banks? **We have online access to review accounts and check images.**
9. What software are you currently using for account reconciliations? **Quicken**
10. Regarding item: Q. Pay Source Cards required – will applicant comply? Does the county currently provide pay source cards? If so, please provide volumes for the services (number of cards/employees). **N/A**
11. Regarding item: S. Will applicant provide “Authorized Check Pay” or its equivalent? Is the county referring to Positive Pay services?

**per Tax Dept.: - N/A**

**per County Auditor: County uses the positive pay services**

12. What is the process used for tax collection distributions to the entities (schools, cities, etc.) for which you collect? Are they sent via wire or ACH? Please provide transaction volume for wire and/ or ACH for these transactions. **Distributions are sent via ACH. Up to 47 ACH are sent out daily.**
13. Is payroll processed in house or outsourced to a third-party? If processed in house, please provide the number of employees, the percentage on direct deposit vs check, and payroll frequency.  
**per County Auditor: Payroll is processed in house. Direct Deposit is required of all full time employees. Seasonal/Cyclical employees are election workers and some part time individuals. Election employees can be up to +100.**
14. Does the County currently subscribe to any fraud preventive services, such as Positive Pay and ACH Positive Pay? If so, please provide the number of accounts on Positive Pay and ACH Positive Pay. Authorized Check Pay

**per County Auditor: Cameron County uses positive pay for disbursements.**

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15. How many bank-by-mail deposits do you make per month (item E. of RFP)? What activity does this represent?

**The Tax office does not bank by mail.**