



November 24, 2020

TO: Business and Accounting Administrators
Los Angeles County K-12 School and Community College Districts
Regional Occupational Centers/Programs (ROC/Ps)
and Selected Joint Powers Authorities (JPAs)

FROM: Sachiko Enomoto, School Accounting and Finance Manager
Accounting and Financial Services
Division of School Financial Services

SUBJECT: Wire Deposit into the County of Los Angeles Treasurer and Tax Collector

This bulletin is to communicate procedures for district wire transfer deposits as required by the County of Los Angeles Treasurer and Tax Collector (TTC). This procedure will:

- Expedite the process of the deposits
- Minimize journal posting delay in the PeopleSoft Financial System (PSFS) and BEST Advantage Financial System (FIN)

***Note:** Treasury Cash Deposits (School Deposits) made directly to the County of Los Angeles Treasurer and Tax Collector are currently not allowed via wire transfer.*

Please follow the steps outlined below to request a wire transfer deposit to the district's cash in County Treasurer account:

1. Notify L.A. County Treasurer and Tax Collector (TTC) Cash Management Division (CMD) at least **three business days prior** to the date the funds will be wired to obtain authorization for the incoming wire. The notification shall be emailed to CashOps@ttc.lacounty.gov.
 - a. Provide TTC-CMD supporting documentation and the wire originator contact information.
 - b. Once approved, complete the attached Deposit Information Form, except for items 3 and 5. They are already completed.

- c. The completed form shall reach TTC-CMD no later than 2:00 p.m. on the **business day prior** to the deposit date.

Email or fax the completed form to the attention of:

Treasurer and Tax Collector (TTC)
Banking Operations Branch
Cash Management Division
Revenue and Disbursement Desk
Fax: (213) 625-2249
Email: CashOps@ttc.lacounty.gov

2. After the Deposit Information Form has been emailed or faxed to TTC-CMD, indicate on the same form, (in the empty space at the bottom of the form) the PSFS or FIN account to be used. Email the Deposit Information Form (include account strings) to the Los Angeles County Office of Education (LACOE) to the attention of:

Revenue and Apportionment Unit
Phone: (562) 922-6453
Fax: (562) 940-1878
Email: SFSRevenue@lacoed.edu

This bulletin and its attachments, as well as all SFS bulletins, are available on the LACOE website at: www.lacoed.edu/bulletins. Use the “search” function to locate a specific bulletin by entering the bulletin number or keyword.

If you have any questions regarding this bulletin, please contact Ms. Christina Huang at (562) 922-6451 or via email at Huang_Christina@lacoed.edu.

Approved:
Nkeiruka Benson, Director
Division of School Financial Services

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Attachment

SFS-A23-2020-2021

**COUNTY OF LOS ANGELES
TREASURER AND TAX COLLECTOR**

DEPOSIT INFORMATION FORM

The following information is required to record all deposits:
(Other documents may be substituted if they include the required information.)

| |
|---|
| 1. Department/Court/Agency/District Name: _____ |
| 2. Deposit Description: _____ |

| |
|---|
| 3. Deposit Method: <input type="checkbox"/> Automated Clearing House (ACH) <input checked="" type="checkbox"/> FedWire Transfer |
| 4. Deposit Amount: \$ _____ Deposit Date: _____ |

| |
|---|
| <p>5. POSTING PAYMENT TO eCAPS:</p> <p>For Accounts Receivable processing in eCAPS:</p> <p style="text-align: center;">Dept: ____ Unit: ____ Fund: ____ Balance Sheet Account: ____</p> <p>If you are not using eCAPS for Accounts Receivable processing, please complete Option 1 or Option 2 below:</p> <p>➤ OPTION 1: REVENUE SOURCE</p> <p style="text-align: center;">Dept: ____ Unit: ____ Revenue Code (Countywide): ____ or Dept Revenue Code: ____</p> <p style="text-align: center;">Fund (Optional): ____ Project (Optional): ____ Function (Optional): ____</p> <p>1. OPTION 2: TRUST FUND</p> <p style="text-align: center;">Dept: <u>NE</u> Unit: <u>56001</u> Fund: <u>QA1</u> Balance Sheet Account: <u>3898</u></p> <p style="text-align: center;">(For Deposit Permit Header, Dept and Unit are required)</p> <p><i>If you advise the originator of the FedWire to include eCAPS information in the FedWire instead of completing this form, please ensure the FedWire contains all of the Trust Fund data (e.g., eCAPS_TT_10972_TK7_7389).</i></p> |
|---|

| |
|--------------------------|
| 6. Contact Person: _____ |
| Email Address: _____ |
| Division/Section: _____ |
| Telephone: _____ |

| | |
|--|--|
| For Use Only by TTC's Cash Management Division: | |
| Location Code: _____ | |
| Bank Account Number: _____ | |

**COUNTY OF LOS ANGELES
TREASURER AND TAX
COLLECTOR**

**DEPOSIT INFORMATION FORM
INSTRUCTIONS**

The following numbered instructions relate to the corresponding line number on the Deposit Information Form:

1. Enter the name of the Department/Court/District/Agency receiving credit for the deposit.
2. Provide a description of the deposit, including the type of revenue, source of funds, purpose of payments, etc. This description will appear on the deposit permits.
3. Select the method of deposit: Automated Clearing House (ACH) or FedWire.
4. Enter the deposit amount and the deposit date. For ACH enrollments, you do not need to complete this item 4.
5. For Accounts Receivable processing in eCAPS, please provide the Department, Unit, Fund, and Balance Sheet Account. Refer to County Fiscal Manual Section 10.3.2, Accounts Receivable (AR) Documents, for detailed information.

If you are not using eCAPS for your Accounts Receivable processing, please provide the Revenue Source or Trust Fund information. In addition, please provide the Department Code and Unit Number, which the Treasurer and Tax Collector (TTC) needs to prepare a Deposit Permit specific to your organization.

For FedWires, you can complete and submit the Deposit Information Form to TTC or advise the originator of the FedWire to include the required eCAPS information in the Beneficiary Information section of the FedWire transfer.

6. Enter information regarding the contact person providing the deposit information.

NOTES:

- A. If you choose the ACH deposit method, please call TTC's ACH Enrollment Desk at (213) 974-2334 for instructions on how to submit this form, along with the ACH Enrollment form, to TTC's Cash Management Division. You only need to complete this form one time for each ACH enrollment. TTC's Internal Controls Branch will record your subsequent deposits, if any, using the eCAPS information provided on the form.
- B. If you choose the FedWire transfer deposit method, please email this form to the Revenue and Disbursement Desk of TTC's Cash Management Division at CashOps@tcc.lacounty.gov no later than 2:00 PM on the day prior to the anticipated date of receipt of the funds. If you have any questions regarding the deposit of these funds via FedWire transfer, please call the Revenue and Disbursement Desk at (213) 974-7672.