

# CASH MANAGEMENT REVIEW BOARD

**Members:**

John M. Schroder Sr., State Treasurer  
Jay Dardenne, Commissioner of Administration



Eric LaFleur, Chair of Senate Finance Committee  
Cameron Henry, Chair of House Appropriations Committee  
Daryl Purpera, Legislative Auditor

## NOTICE AND AGENDA CASH MANAGEMENT REVIEW BOARD MEETING UPON ADJOURNMENT OF JOINT LEGISLATIVE COMMITTEE ON THE BUDGET THURSDAY, DECEMBER 13, 2018 HOUSE COMMITTEE ROOM 5 STATE CAPITOL

1. Call to order and roll call
2. Approval of the minutes of the August 16, 2018 special meeting
3. Consideration of Request for the establishment of an escrow fund in state treasury
  - a. **Department of Wildlife and Fisheries** has requested approval of an Escrow Account per Act 612 of the 2018 Regular Session for the collection of donations collected through their license system to Hunters for the Hungry.
  - b. **Department of Revenue** has requested approval of an Escrow Account for the Louisiana Horse Rescue Association Donation per R.S. 47:120.331 which will be included on the income tax check off for the upcoming individual income tax return.
  - c. **Department of Revenue** has requested approval of an Escrow Account for the Pet Overpopulation Advisory Council Donation per Act 422 of the 2017 Regular Session which will be included on the income tax check off for the upcoming individual income tax return.
4. Consideration of Applications to Open / Change Bank Accounts
  - a. **Board of Regents – Office of Student Financial Assistance (Pre-Approved 11/30/18)**  
Request to open a new ZBA bank account at JP Morgan Chase, Baton Rouge, Louisiana. The account is required to process and account for cash receipts and disbursements on behalf of Louisiana START K-12 Saving Program account owners, as established by Act No. 287 of the 2018 Regular Session.
  - b. **Central Louisiana Human Services District**  
Request to close an existing bank account at Capital One, Alexandria, Louisiana, and open a new bank account at Sabine State Bank, Alexandria, Louisiana. Capital One only has one branch open locally. It is located in a heavy traffic area and wait time for a teller is considerable on busy days. The Sabine State Bank account will receive deposits throughout the month. Those monies will be remitted to Louisiana State Treasury monthly. Sabine State Bank has several branches located in the Alexandria/Pineville area, which will reduce employee time for making daily deposits.

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c. **Louisiana Department of Health – Office of Public Health (OPH)**

Request to open a new revenue bank account at JP Morgan Chase, New Orleans, Louisiana to bring uniformity to procedures established to account for and determine the classification of fees collected by Parish Health Units (PHUs). CMRB approved revenue bank accounts are in all other parishes in which OPH has a PHU; however, Orleans was not included due to the city operated health department. OPH now has a PHU in Orleans, which requires a bank account to deposit fees to facilitate reconciliations. Other bank accounts cannot be used since funds would become commingled which would hinder reconciliations.

d. **Northeast Delta Human Services Authority**

Request to open a new Checking Account at Cross Keys Bank, Tallulah, Louisiana to eliminate keeping money on hand at the clinic and/or transporting monies from one site to another to deposit. Currently all monies collected at the Tallulah clinic are being transported to the regional office in Monroe to be deposited into the Monroe clinic's bank account. Capital One was the established bank account for Tallulah clinic prior to 2013 but due to the legal business name change, Capital One required the bank account to be closed and a new bank account established requiring a fee.

e. **Northeast Delta Human Services Authority**

Request to open a new Imprest Fund Account at JP Morgan Chase, Monroe, Louisiana. The account is needed to refund overpayments received from self-paying clients. Currently owned accounts cannot be used for refunding.

f. **Department of Children and Family Services (Pre-Approved 10/22/18)**

Request to repurpose an existing ZBA bank account at JP Morgan Chase, Baton Rouge, Louisiana. Originally the bank account was for the deposit of fees paid online by credit cards. Some entities do not have a credit card available to make online payments; therefore, the Department is requesting approval to allow deposits of money orders or cashier's checks in the account as well.

g. **Department of Public Safety & Corrections (DPS)/Office of State Police**

Request to make a change to the name of an existing bank account (Ending in 5286) at JP Morgan Chase, Baton Rouge, Louisiana. State Police is frequently required to convert seized cash into Official/Cashiers checks that are held as evidence until adjudicated. Because of new federal laws, the current process is cumbersome and time consuming for State Police, Office of Management and JP Morgan Chase. DPS would like to use an existing bank account to improve the process. DPS request to change the bank account name from 2016 State & Provincial Police Acad Directors Conf to Asset Forfeiture Conversion.

h. **Department of Public Safety & Corrections/Public Safety Service/Office of Motor Vehicles**

Request to make a change to the name of an existing bank account (Ending in 4037) at Regions Bank, Port Sulphur, Louisiana. The Port Sulphur Office of Motor Vehicles has closed and will be moved to Burras. Therefore, the name of the account needs to be changed to Burras Office of Motor Vehicle.

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5. Consideration of any other business that may come before the committee
6. Adjournment