



CONSOLIDATED BANKING

End of School June 2008
Newsletter

Chicago Public Schools
 School Financial Services
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Congratulations to all Schools!

Chicago Public Schools has broken new ground and lead the way by being the premier urban school district to consolidate school internal accounts and roll out standardized on-line banking services to all district wide schools. This major achievement was accomplished through your collaborative efforts. School Financial Services is dedicated to supporting and assisting schools. We are also committed to keeping schools informed. We have prepared this newsletter to assist you with end of the year banking activities. In addition, our Consolidated Banking website is regularly updated with pertinent news and information. Thank you for your support and cooperation throughout the consolidated banking implementation. We congratulate you on another successful school year. Have a wonderful Summer!

Pedro Martinez
 Chief Financial Officer

Additional Armor Car Pickup Service

To support schools' needs as a result of year-end fund collection activities, additional armor car pickup service will be provided for elementary schools. All schools, district wide, will receive two pickups per week through the end of the school year - June 13th. In addition, one pickup per week is scheduled for every school through June 30. Please note that schools can always make deposits at a U.S. Bank branch.

SinglePoint Users Summer Update

SinglePoint is an internet based banking management system that is accessible from any location where internet service is available. **It is recommended that principals and/or authorized sub-system administrators deactivate staff who will not be working during the Summer.** Simply select the *System Administration* link in the blue navigation box. A list of users will appear at the bottom of the screen. Identify person(s) to deactivate, select *Inactivate* in the Available Actions drop-down field across from their name, click *Submit*, and click *Inactivate* on the next screen. You will get a message that the user has been deactivated.

"SinglePoint will deactivate users who have not logged into the system in 60 days."

Debit Blocks on Accounts



ACH Blocks have been placed on all school accounts that were converted to Consolidated Banking. The blocks provide a security feature to prevent any unauthorized activity and will automatically prevent virtually all debits and/or credits to a school's account, with the exception of EDIs. To allow a vendor to bypass an ACH Block and debit a school's account, please contact the Consolidated Banking Hotline.

Also, please be aware that schools' checks cannot be processed electronically at retail stores. This includes pay-by-phone via a check. Again, security measures are in place to prevent unauthorized activity on schools' accounts.

Need Supplies?

Get a jump start and plan ahead! To better service your needs, let us know if additional supplies are required or may need to be replaced. Below is a list of supplies and contact information to facilitate schools' internal accounts funds pickups and in preparation for the new school year:

➤ Checks, Deposit Slips and Bags

- To order checks, contact U.S. Bank Customer Service or call Deluxe directly
- To order deposit slips, contact U.S. Bank Customer Service at 1-800-706-4727
- To order deposit bags, visit the Consolidated Banking website and obtain the Armor Car Tamper-Evident Polybags Request form

➤ Armor Car School Supplies

Dunbar provides all schools in Consolidated Banking with easy to use tracking supplies. If you have not received the following items or to obtain a replacement, please contact Dunbar Armor Car Services or contact the Consolidated Banking Hotline:

- Log Book
- Bar Code Labels
- School Location and Manager Authorization Cards

“Save Monthly Bank Statements and Utilization Reports to designated hard drive folder or External Drive.”

Grant Writing Seminar

U.S. Bank is committed to supporting schools. As an extension of that commitment, U.S Bank will be sponsoring a free Grant Writing Seminar. Your feedback is important and will determine schools' needs and the quality of the workshop. Please take two minutes of your time to complete a brief survey by simply clicking the following link below or copying and pasting the link to your web browser:

<http://www.quia.com/sv/172805.html>

Please Provide Us Your Feedback



Did You Know . . .

▶ Bank Statement Printing

Please ensure that the pop-up dialog print box indicates to print all pages. If there is a printing challenge, contact the TFCH HFI P desk at 3-3925 or the Consolidated Banking Hotline.

▶ Recognizing Phishing Email Scams

Phishing are fraudulent e-mail messages that appear to come from Web sites you trust, like your bank company. If you think you've received a phishing e-mail message, do not respond to it. To help increase your safety, double-click the lock icon illustrated above to display the security certificate for the site. The name following *Issued to* should match the name of the site. If you are unsure about an email or communication, please contact the Consolidated Banking Hotline. We will investigate these communications for you.

