

723 ELECTRONIC FUNDS TRANSFER

I. PURPOSE

The purpose of this policy is to set forth the circumstances in which Jackson County Central Schools may make electronic funds transfers.

II. POLICY

It is the policy of Jackson County Central Schools to abide by Minnesota Statute §471.38 when making an electronic funds transfer.

III. TRANSFERS ALLOWED FOR CERTAIN PURPOSES

Jackson County Central Schools may make an electronic funds transfer for the following:

1. For a claim for a payment from an imprest payroll bank account or investment of excess money;
2. For a payment of tax or aid anticipation certificates;
3. For a payment of contributions to pension or retirement funds; and
4. For vendor payments;
5. For payment of bond principal, bond interest, and a fiscal agent service charge from the debt redemption fund.

IV. POLICY CONTROLS

Jackson County Central Schools will only make payments via electronic funds if the following policy controls are met:

1. The School Board must annually delegate the authority to make electronic fund transfers to a designated business administrator or the administrator's designee;
2. The disbursing bank must keep on file a certified copy of the delegation of authority;
3. The initiator of the electronic transfer must be identified;
4. The initiator must document the request and obtain an approval from the chief financial officer or the officer's designee before initiating the transfer;
5. A written confirmation of the transaction within one business day

6. A list of all transactions made by electronic funds transfer must be submitted to the School Board at the next regular meeting after the transaction.

V. DELEGATION OF AUTHORITY

The Business Manager is designated as the business administrator of Jackson County Central Schools and is responsible for electronic funds transfers and activities under the direction of this policy. The Business Manager may delegate certain duties to appropriate staff, but shall remain responsible for the operation of the transfer program.

Legal References: Minnesota Statute § 124E.16, subd. 1
Minnesota Statute § 471.38, subds. 3 and 3a