

Adopted: July 12, 2016

Revised: _____

LAFAYETTE CHARTER SCHOOL POLICY No. 7.3.1 ELECTRONIC TRANSFER OF FUNDS

I. PURPOSE

The purpose of this policy is to set forth the circumstances in which Lafayette Charter School may make electronic funds transfer.

II. POLICY

It is the policy of Lafayette Charter School to abide by State law when making an electronic funds transfer.

III. TRANSFERS ALLOWED FOR CERTAIN PURPOSES

A. Lafayette Charter School 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 fund; and
4. For vendor payments.

IV. POLICY CONTROLS

A. Lafayette Charter School will only make payments via electronic funds if the following policy controls are met:

1. The Board must annually delegate the authority to make electronic fund transfers to one or more designated business administrators;
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 designated business administrator before initiating the transfer;

This policy does not constitute legal advice; any questions regarding this policy should be directed to your attorney.

5. A written confirmation of the transaction must be made no later than one business day after the transaction and shall be used in lieu of a check, order check or warrant required to support the transaction; and
6. A list of all transactions made by electronic funds transfer must be submitted to the school board at its next regular meeting after the transaction.

Legal References: Minn. Stat. §124D.10 (Charter School Law)
Minn. Stat. §471.38 (Claims)