



# Board of County Commissioners Agenda Request

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Agenda Item #

**Requested Meeting Date:** 12/17/2019

**Title of Item:** Aitkin County Electronic Funds Policy/Procedure

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| <input type="checkbox"/> REGULAR AGENDA<br><input checked="" type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> INFORMATION ONLY   | <b>Action Requested:</b><br><input type="checkbox"/> Approve/Deny Motion<br><input checked="" type="checkbox"/> Adopt Resolution (attach draft)<br><i>*provide copy of hearing notice that was published</i> | <input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing* |
| <b>Submitted by:</b><br>Lori Grams   |  | <b>Department:</b><br>County Treasurer  |
| <b>Presenter (Name and Title):</b><br>N/A  |  | <b>Estimated Time Needed:</b>   |
| <b>Summary of Issue:</b><br>Approve annual resolution authorizing EFT activities to the County Treasurer for the year 2020.  |  |   |
| <b>Alternatives, Options, Effects on Others/Comments:</b>  |  |   |
| <b>Recommended Action/Motion:</b>  |  |   |
| <b>Financial Impact:</b><br>Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>What is the total cost, with tax and shipping? \$<br>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> |  |   |

By Commissioner: xx

20191217-0xx

Aitkin County Electronic Funds Policy/Procedure

**WHEREAS**, Minnesota Statute 471.38, allows for the use of electronic fund transfer as a means of making various payments,

**WHEREAS**, a local government may make an electronic funds transfer for the following:

- A. For a claim for a payment from an imprest payroll bank account or investment of excess money;
- B. For a payment of tax or aid anticipation certificates;
- C. For a payment of contributions to pension and retirement funds;
- D. For vendor payments; and
- E. For payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

**WHEREAS**, The County Board shall annually delegate the authority to make electronic funds transfers to the County Treasurer and the County Treasurer may designate Treasurer, Auditor and Health and Human services staff to initiate electronic funds transfers.

**THEREFORE, BE IT RESOLVED**, that the Aitkin County Board delegates the authority to make electronic funds transfers to the Aitkin County Treasurer and for the County Treasurer to designate county staff to make electronic funds transfers for the year 2020.

**BE IT FURTHER RESOLVED**, that the County Treasurer will:

- A. Provide a copy of this resolution to the disbursing bank;
- B. Identify the initiator of the transaction and document the transaction with proper approval including confirmation of transaction;
- C. Provide a list of all transactions made by electronic fund transfer to the County Board at its next regularly scheduled meeting.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 17<sup>th</sup> day of December, 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 17<sup>th</sup> day of December, 2019

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Jessica Seibert  
County Administrator