

CITY OF WALKER
ELECTRONIC FUNDS TRANSFER POLICY
Policy No. 05-2021
Council Adopted
5/03/2021

Purpose

The purpose of this policy is to set forth the circumstances in which the City of Walker may make electronic funds transfers.

Policy

It is the policy of the City of Walker to abide by Minnesota Statute § 471.38 when making an electronic funds transfer. An electronic funds transfer is the process of value exchange via mechanical means without the use of checks, drafts, or similar negotiable instruments.

Transfers Allowed for Certain Purposes

The City of Walker 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;
4. for vendor payments; and
5. for payment of bond principal, bond interest, and a fiscal agent service charge from the debt redemption fund.

Policy Controls

The City of Walker will only make payments via electronic funds if the following policy controls are met:

1. The City Council must annually delegate the authority to make electronic funds transfers to the Mayor and City Administrator/Clerk-Treasurer;
2. The disbursing bank must keep on file a certified copy of the delegation of authority;
3. The initiator of the electronic funds transfer must be identified;
4. The initiator must document the request and obtain approval from the City Administrator/Clerk-Treasurer before initiating the transfer;
5. A written confirmation of the transaction must be provided within one business day; and
6. A list of all transactions made by electronic funds transfer must be submitted to the City Council at the next regular meeting after the transaction.

Delegation of Authority

The City Administrator/Clerk-Treasurer is designated as the business administrator of the City and is responsible for electronic funds transfers and activities under the direction of this policy. The City Administrator 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 and Minnesota Statute § 471.38, subds, 3 and 3a.*

The City of Walker has adopted the Electronic Funds Transfer Policy as required by Minnesota Statute § 471.38. The Walker City Council hereby authorizes the Mayor and City Administrator/Clerk-Treasurer to make electronic funds transfers. These transfers can occur via bank wire or through online banking. The City of Walker will maintain documentation of the electronic funds transfers according to retention practices.

Dated this 3rd day of May 2021.

Mayor, Annie McMurrin

Attest: _____
City Administrator/Clerk-Treasurer, Hope Fairchild