

**Adopted: February 17, 2022**

**Chisago Lakes ISD #2144  
29678 Karmel Ave  
Chisago City, MN 55013**

## **715 ELECTRONIC FUNDS TRANSFER**

### **I. Purpose**

The purpose of this policy is to set forth the circumstances in which Chisago Lakes ISD #2144 may make electronic funds transfers.

### **II. Policy**

It is the policy of Chisago Lakes ISD #2144 to abide by Minnesota Statute § 471.38 when making an electronic funds transfer.

### **III. Transfers Allowed for Certain Purposes**

Chisago Lakes ISD #2144 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**

Chisago Lakes ISD #2144 will only make payments via electronic funds if the following policy controls are met:

1. The District Council 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 officers 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 District Council at the next regular meeting after the transaction.

**V. Delegation of Authority**

The Director of Business Services of the District is designated as the business administrator of the District and is responsible for electronic funds transfers and activities under the direction of this policy. The Director of Business Services 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