

Administrative Policy 100

ACH and Electronic Transactions Policy

Approved: May 18, 2004

Reviewed: February 16, 2018

The Spring Lake District Library Board approves all contracts with financial institutions for ACH and electronic transactions. The Spring Lake District Library Board appoints the Library Director as the Electronic Transmissions Officer (ETO). The ETO shall be responsible for all ACH agreements, including payment approval, accounting, reporting and generally overseeing compliance with the ACH policy.

The ETO shall be responsible for the establishment of ACH agreements. The ETO shall notify the Library Bookkeeper of those accounts to be paid by ACH or electronic transfers.

Upon receipt of an invoice for payment of accounts paid by ACH, the Library Bookkeeper shall notify the ETO of the date of debit to the Library accounts. Accounts payable by this method may include utility and recurring lease payments. These payments shall be included on the monthly report of payments which is provided to the Spring Lake District Library Board. All other invoices approved for payment and payable by ACH may be paid in that manner if deemed in the best interest of the Spring Lake District Library, e.g. to avoid a late fee.

For payment of State and Federal payroll taxes, the ETO shall initiate payment to the proper authority upon receipt of the information from the payroll department using the established EFTPS and state program.

For deposits from state, county, and/or federal authorities, and from third-party payment processors, e.g. banks, vendors, the ETO shall obtain the amount of the deposit and send an advice to the person responsible for accounting records.

All invoices and deposit advices shall be held by the Library Bookkeeper along with copies of payment advices.