

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** January 24, 2024

**NUMBER:** 24-068

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP 3305,  
Business and Non-  
Instructional Operations,  
Electronic Fund  
Transactions; First  
Reading

### **STRATEGIC PLAN/BOARD GOAL:**

Track 1: Operational Improvements  
*Initiative: Optimize Business Practices*

### **ABSTRACT:**

Board policy revisions require Board approval.

### **ISSUE:**

At issue is to approve the first reading of the proposed BP 3305, Business and Non-Instructional Operations, Electronic Fund Transactions and open for public comments.

### **BACKGROUND AND/OR PERTINENT INFORMATION:**

The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board.

This is the first reading of the proposed BP 3305, Business and Non-Instructional Operations, Electronic Fund Transactions.

This is a new Board Policy.

The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.

### **ALTERNATIVES:**

1. Approve the first reading of the proposed BP 3305, Business and Non-Instructional Operations, Electronic Fund Transactions as presented and open for public comments;
2. Do not approve the first reading of the proposed BP 3305 as presented;
3. Take no final action.

### **ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve the first reading of the proposed BP 3305, Business and Non-Instructional Operations, Electronic Fund Transactions as presented and open for public comments.

# Model Policy

## BP 3305 ELECTRONIC FUND TRANSACTIONS

Note: The following optional policy is for use by districts utilizing an automated clearing house or "ACH." ACH is a national and governmental organization that has authority to process electronic payments, including, but not limited to, the national automated clearing house association and the federal reserve system. Some federally mandated transactions require that public funds be disbursed through electronic payment, debit, or credit transfer using an ACH.

The Northwest Arctic Borough School District, through resolution of the School Board, shall be a party to an Automated Clearing House (ACH) arrangement. The Superintendent or designee, shall be responsible for the district's ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy. All ACH invoices are to be approved prior to payment.

### Internal Accounting

The Superintendent or designee, shall be responsible for development and maintenance of appropriate accounting controls to monitor the use of ACH transactions.

(cf. BP 3110 - Transfer of Funds)

(cf. BP 3300 - Expenditures/Expending Authority)

Added 1/09

9/92

Commented [MW1]: We don't pay ACH invoices, we have vendors that are either set up to receive payment via ACH or not. I think having an electronic funds policy is important, but I think this needs a little work