

NOVA CLASSICAL ACADEMY
MANUAL OF POLICIES APPROVED BY THE BOARD OF DIRECTORS

POLICY NP 704:
ELECTRONIC FUND TRANSFER POLICY

I. PURPOSE

The purpose of this policy is to establish guidelines for the electronic fund transfers of Nova Classical Academy's funds.

II. GENERAL STATEMENT OF POLICY

It is the policy of Nova Classical Academy (Nova Classical) to comply with all state laws relating to electronic fund transfers ~~and to guarantee that investments meet certain primary criteria.~~

III. SCOPE

This policy applies to all electronic funds of Nova Classical.

IV. AUTHORITY; OBJECTIVES

- A. The funds of Nova Classical shall be transferred in accordance with this policy, Minn. Stat. Ch. 471.381 and any other applicable law or written administrative procedures.
- B. The primary ~~criteria~~ steps for electronic fund transfers of Nova Classical are as follows:
 - 1. The Board of Directors shall annually delegate the authority to make electronic fund transfers to a designated business administrator.
 - 2. The disbursing bank shall keep on file a certified copy of the delegation of authority.
 - 3. The initiator of the electronic transfer shall be identified.
 - 4. The initiator shall document the request and obtain an approval from the designated business administrator before initiating the transfer.
 - 5. A written confirmation of the transaction shall be made no later than one business day after the transaction and shall be used in lieu of a check, order check, or warrant required to support the transaction.
 - 6. A list of all transactions made by electronic fund transfer shall be submitted to the Board at its next regular meeting after the transaction.

7. In cases where electronic funds transfer requests going to a new payee are received through email or other electronic communication, the business administrator designee should obtain at a minimum verbal confirmation of the validity of the request and identity of the payee from appropriate authority.

V. DELEGATION OF AUTHORITY

The Executive Director or designee is designated as the business administrator of Nova Classical and is responsible for electronic fund transfers and activities under the direction of the Board. The Executive Director or designee may delegate certain duties to a designee or designees, but shall remain responsible for the operation of the program.

Legal References: Minn. Stat. 118A.01 (Public Funds; Depositories and Investments)

Minn. Stat. 118A.02 (Authorization for Deposit and Investment)

Minn. Stat. 118A.03 (Depositories and Collateral)

Minn. Stat. 118A.04 (Investments)

Minn. Stat. 118A.05 (Contracts and Agreements)

Minn. Stat. 118A.06 (Delivery and Safekeeping)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)

MSBA Service Manual, Chapter 7, Education Funding Minnesota Legal Compliance

Audit Guide Prepared by the Office of the State Auditor

ADOPTED BY THE BOARD: 02/23/2015

REVISED BY THE BOARD: 05/23/2022

EFFECTIVE DATE: 05/23/2022