

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: March 8, 2024

NUMBER: 24-089

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BP 3305
Electronic Fund
Transactions; Second
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 second reading of the proposed BP 3305 Electronic Fund Transactions.

BACKGROUND AND/OR PERTINENT INFORMATION:

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

This is the second reading of the proposed BP 3305 Electronic Fund Transactions within the Business and Non-Instructional Operations series of Board Policy.

This is a new Board Policy.

The Board Policy Committee reviewed the proposed changes and recommends approval.

ALTERNATIVES:

1. Approve the second reading of the proposed BP 3305 Electronic Fund Transactions as presented;
2. Do not approve the second reading of the proposed BP 3305 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the second reading of the proposed BP3305 Electronic Fund Transactions as presented.

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

AASB Policy Reference Manual

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