

Category: 120
Number: 127
Adopted: September 16, 2003

Subject: **ACH AND WIRE TRANSFER POLICY**

1. PURPOSE: The purpose of this policy is to:
 - 1.1. In accordance with Public Act 738 of 2002, the County of Gratiot adopts the following policy to establish which electronic transactions are permissible and to establish the framework for internal controls surrounding electronic transactions.
2. AUTHORITY: The Gratiot County Board of Commissioners.
3. APPLICATION: This policy applies to the County Treasurer
4. RESPONSIBILITY: The Gratiot County Treasurer shall be shall be responsible for the authorization and execution of electronic transactions. The County Treasurer shall be responsible for the accounting, reporting and establishment of internal controls for electronic transactions including compliance with the ACH policy.
5. DEFINITION(S): NONE
6. POLICY:
 - 6.1 The objective of this policy is establishing an internal County procedure to ensure that all electronic transfer of funds shall be completed with appropriate internal controls and documentation.
7. ADMINISTRATIVE PROCEDURES: The following procedures shall be used for all electronic fund transfers.
 - 7.1 Internal Controls: All disbursements of funds using an electronic transfer shall be conducted by the County Treasurer's Office. All disbursements require supporting documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, the departments and activities services by the payments, the department head authorizing the purchase or contract authorizing the purchase.
 - 7.2 All electronic transfers shall be approved by the Treasurer.
 - 7.3 All electronic transfers shall be verified with documentation such as faxed reports or wiring authorization forms. The documentation shall be promptly recorded in the general ledger. The County Treasurer shall review all supporting documentation.

- 7.4 All ACH invoices shall be approved via the normal County Claims payment procedures with the following exceptions:
- A. Payroll
 - B. Federal and state withholdings
 - C. Investments
 - D. Transfers between County accounts
 - E. Other exceptions cited in the County Policy #212 Claims Processing Policy

7.5.No vendors shall be allowed to automatically withdraw funds from County accounts to pay for purchases.

7.6.The County Treasurer shall be responsible for establishing additional internal controls as needed.

8. ADMINISTRATOR/LEGAL COUNSEL REVIEW: The Administrator has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Gratiot County Board of Commissioners.

Approved as to Substance:

Approved as to Legal Content:

Gratiot County Administrator

Gratiot County Civil Counsel