

RESOLUTION NO. 2024-6

RESOLUTION AUTHORIZING ELECTRONIC FUNDS TRANSFER

WHEREAS, Indiana Code I.C. 36-1-3-1 et seq. permits any unit in the State of Indiana to exercise any power or to perform any function necessary to the public interest in the context of its governmental or internal affairs, which is not prohibited by the Constitution of the United States or of the State of Indiana, or denied or pre-empted by any other law, or is not expressly granted by any other law to another governmental entity;

WHEREAS, the Town Council of the Town of Westport, Indiana is the town legislative and fiscal body and is by law authorized to adopt ordinances and resolutions governing the administration of town fiscal matters.

WHEREAS, the Town Council of the Town of Westport has determined that it is reasonable and appropriate to establish a resolution authorizing the use of electronic fund transfers for official Town business of the Town of Westport and Westport Utilities and to concurrently adopt internal procedures and controls governing such use.

NOW THEREFORE BE IT ORDERED, ESTABLISHED, RESOLVED, AND ORDAINED pursuant to the provisions of IC 36-1-8-11.5, by the Town Council of the Town of Westport, Indiana as follows:

1. Electronic Fund Transfers. The Town of Westport/Westport Water/Sewer Company is hereby authorized to use electronic fund transfers for official business of the Town of Westport.
2. Authority of Clerk-Treasurer. The Town Clerk-Treasurer is hereby authorized and responsible for:
 - a. Selecting the financial institution(s) to be used by the Town of Westport, Indiana for electronic fund transfers;
 - b. Executing the application and agreement with the selected financial institution(s) for the Town of Westport, Indiana;
 - c. Overseeing the use of electronic fund transfers for official town business of the Town of Westport, Indiana;
 - d. Maintaining the agreement and the relationship between the Town of Westport, Indiana, and the financial institution(s);
 - e. Establishing appropriate security procedures for passwords, codes, controls, and other authorizations to protect and preserve the funds and assets of the Town of Westport, Indiana;
 - f. Reviewing all transactions and confirming in connection with the use of electronic fund transfers for property authorization, documentation, itemization, and purpose.

3. Administration of Payments. The Town Clerk-Treasurer shall not draw a warrant for an electronic fund transfer unless:
- a. There is a fully itemized invoice or bill for each expense;
 - b. Each invoice or bill is approved by the Town employee or representative receiving the goods or services;
 - c. The invoice or bill is filed with the Town Clerk-Treasurer;
 - d. The Town Clerk-Treasurer audits and certifies before payment that the invoice or bill is true and correct;
 - e. Payment of the invoice or bill is allowed by the Town Council of Westport on the accounts payable register.

All electronic fund transfers must be for official business of the Town of Westport, Indiana, and shall not be for personal use.

4. Electronic Fund Transfers. Electronic fund transfers shall include automated clearing house payments (ACH), wire transfers, direct deposit, online banking transactions, telephone transfers, and other electronically authorized or implemented transfers or payments.

Notwithstanding the provisions of this Resolution, the Town shall comply with all other requirements regarding the payment of claims by a political subdivision.

This resolution shall be in full force and effective upon passage and shall remain in full force and active until revoked/modified by the Town Council of Westport.

Adopted by the Town Council of the Town of Westport this ____ day of _____, 2024 with ____ ayes and ____ nays.

Bryan Gatewood, President

Glenn Black, Vice-President

Dolores Honeycutt, Member

Russell Wilson, Member

Jennifer Hryb, Member

ATTEST: Gloria Alumbaugh, Clerk Treasurer