

**RAVENNA TOWNSHIP
DAKOTA COUNTY, MINNESOTA
Resolution No. 2022-01**

**RESOLUTION ADOPTING AN ELECTRONIC FUNDS TRANSFER POLICY
AND DELEGATING AUTHORITY TO AN AUTHORIZED OFFICER**

WHEREAS, Minnesota Statutes, sections 471.38 and 471.381 authorizes towns to utilize electronic funds transfers (“EFTs”) if they adopt policy controls as provided in Minnesota Statutes, section 471.38, subdivision 3a and annually delegate authority to make EFTs;

WHEREAS, Ravenna Township (“Town”) uses EFTs only for the payment of federal and state taxes; and

WHEREAS, the Town Board desires to adopt or reaffirm its EFT policy and to delegate authority to allow the Town to utilize EFTs in accordance with applicable laws.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Ravenna Township hereby adopts the following as its policy regarding electronic funds transfers and delegates authority to make such transactions as provided in the following:

1. Uses Authorized. The Town may utilize EFTs for the payment of federal and state taxes and pension obligations. No other uses of EFTs are authorized unless this policy is revised by resolution to expressly provide authorization for the additional use.
2. Policy Controls. The Town shall comply with the requirements of Minnesota Statutes, section 471.38, subdivision 3a, including the following:
 - (a) The Town Board shall annually delegate authority to make EFTs to the Town officer responsible for making EFTs on behalf of the Town (“Authorized Officer”);
 - (b) The Authorized Officer making an EFT shall be identified;
 - (c) The Authorized Officer making the EFT shall document the request, only make an EFT for a lawful Town purpose, and only for those uses expressly authorized in this policy;
 - (d) The Authorized Officer shall make a written confirmation of the EFT no later than one day after the transaction and such written confirmation shall be used in lieu of a check, order check, or warrant required to support the transaction; and
 - (e) The Authorized Officer shall prepare and keep a list of all EFTs made and shall submit the list to the Town Board at the first regular meeting after the transaction.

3. Delegation of Authority. The Town Clerk-Treasurer is hereby designated the Authorized Officer and is hereby delegated all necessary authority to make EFTs on behalf of the Town in accordance with this policy and all applicable laws.

Upon being put to a vote,

The following supervisors voted in favor of said Resolution:

Paul Curtis: X Jeff Human: X Carl Reuter: X

The following supervisors voted in opposition to said Resolution:

Paul Curtis: _____ Jeff Human: _____ Carl Reuter: _____

WHEREUPON, the Chairperson declared the Resolution to be duly passed on this 10th day of February 2022.

Attest:

Ravenna Township,
Dakota County, Minnesota

By: Paul Curtis
Paul Curtis, Town Board Supervisor

By: Jeff Human
Jeff Human, Town Board Supervisor

By: Carl Reuter
Carl Reuter, Town Board Supervisor

Caroline Spurgeon - Clerk/Treasurer