

Title of Manual: Mid-South Substance Abuse Commission Policy and Procedures			Page 1 of 1	
			History	
Policy Number: F007	Subject/Title: Automated Clearing House (ACH) Policy		Last Approved:	New
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Issued By: Executive Director	Approved By: Board of Directors Date: 08/23/2010	Scope: Administration	Effective:	08/23/2010

1. POLICY

Mid-South's Board recognizes the value of electronic transaction banking and, although not required to comply with Public Act 738 of 2002 (Electronic Transactions of Public Funds), Mid-South will utilize this Act to establish policy for such transactions.

2. PURPOSE

Automated Clearing House (ACH) activity is efficient and effective in administering payments. Thus electronic banking is to be utilized for payroll transactions for Mid-South and where possible for revenue transactions, particularly with the State of Michigan.

3. PROCEDURES

- 3.1. The Finance Manager is responsible for the ACH agreements, including payment approval, accounting, reporting, and overseeing compliance with the ACH policy.
- 3.2. The Finance Manager is responsible for disbursement of funds and shall submit to the Board (via the Treasurer's report) reporting of the cost of goods or services, the date of the payment, and the department levels serviced by the payment.
- 3.3. Mid-South shall have a system of internal accounting controls to monitor the use of ACH transactions made, including approval of ACH invoices before payment.

References:

Public Act 738 of 2002