

**RESOLUTION # 08-05**

**RESOLUTION OF THE BOARD OF COMMISSIONERS AMENDING THE ACCOUNTING AND OFFICE PROCEDURES MANUAL TO ALLOW ELECTRONIC TRANSFER OF FUNDS, AND GIVING THE ADMINISTRATIVE ASSISTANT AND EXECUTIVE DIRECTOR POWER TO TRANSFER FUNDS.**

**WHEREAS**, the Board of Commissioners of the IMMOKALEE WATER AND SEWER DISTRICT (hereinafter referred to as the "Board") is empowered to construct, operate and maintain a Water and Sewer System (the "System") within the boundaries of the lands described in Florida Statute Chapter 2005-298; and

**WHEREAS**, the Board is authorized and empowered to make rules and regulations for its own government and proceedings; and

**WHEREAS**, the Board realizes that technological advances in internet banking create an opportunity to streamline the operations of the District, while still maintaining control;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE IMMOKALEE WATER AND SEWER DISTRICT**, in public meeting assembled that the following additions to the Accounting and Office Procedures Manual be implemented:

Transfers Category One – Interfund

Transfers from one District account to another may be performed via the internet banking product, and will require the signature of the Executive Director and the Administrative Assistant; or if one of these is not available, any of named District Officer(s), while still requiring two signatures. A report will be prepared and submitted with each monthly Board Packet, under the Consent Agenda detailing the transfers made in the previous month.

The Administrative Assistant will notify the Executive Director of the need to transfer funds. The Executive Director prepares an authorization to Transfer Funds, indicating the source of funds to be transferred, the destination account, and the reason. The Executive Director then signs and dates the Authorization, and gives to the Administrative Assistant for a second signature. The Executive Director or Administrative Assistant performs the transfer via the bank internet product, and then makes the appropriate entries in the accounting system. The Executive Director, Administrative Assistant, and the Treasurer of the Board of Commissioners shall retain the password for the bank internet site. Fund transfers are verified by accounting personnel during the bank reconciliation process.

Transfer Category Two – Electronic Fund Transfer –EFT

The Nationwide Retirement System and Suncoast Schools Credit Union require biweekly payments to be made electronically. The Human Resource Specialist or Executive Director will prepare and submit the necessary schedules, to authorize the deductions from the preapproved cash accounts.

The Internal Revenue Service requires electronic payment of payroll tax liability with each payroll. The Human Resource Specialist or Executive Director shall prepare the payroll tax deposit forms, and process the payment via their telephone payment system.

The Florida Unemployment Compensation Fund also requires electronic submission of forms and payments. The Human Resource Specialist or Executive Director will enter the reporting information and the authorization for payment on the UC website, and then will make the appropriate entries into the accounting system.

This resolution shall become effective on April 16, 2008.

If any phase or portion of this Resolution is held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion.

**PASSED AND DULY ADOPTED** by the Board of Commissioners of the IMMOKALEE WATER AND SEWER DISTRICT, this 16th day of April, 2008

**BOARD OF COMMISSIONERS  
IMMOKALEE WATER AND SEWER DISTRICT**

BY: \_\_\_\_\_

Anne Goodnight  
Chair

BY: \_\_\_\_\_

Pete Cade  
Secretary