

SULLIVAN SCHOOL BOARD POLICY

Policy DBA: Drawdown Schedule of School District Funds

Policy Statement: The Sullivan School District appreciates that local property taxes account for the majority of its operating revenue. It is the policy of the Sullivan School Board to work with the Town to define a drawdown schedule for school district funds collected from local property taxes that is secure and sustains the efficient operation of the school district.

Administrative Procedure: This administrative procedure was developed in concert with the Deputy Town Treasurer, School District Treasurer, and School District Administration. The following outlines the Town and School District procedures for the development, authorization, and transfer of school district funds from local property taxes collected by the Town of Sullivan via electronic funds transfer (EFT). Funds will be transferred by the Town via electronic funds transfer into the school district bank account generally on or about the first of each month.

- ⇒ Important control: It is very important that the ACH payment is sent to a valid school bank account. Criminals have successfully tricked Town Treasurers into changing bank account instructions such that payments were misdirected to a bogus bank account. If this were to happen to Sullivan, this loss would be very likely be borne by the Town, not the bank, as the bank would have simply sent the money to where the Treasurer was tricked into instructing them to send it.
- Initial drawdown schedule.
 - The School District Business Administrator or designee develops the initial drawdown schedule by or about June 1 for the upcoming fiscal year.
 - The initial drawdown schedule is based upon the current tax as established by the DRA and effective for the subsequent fiscal year (July 1 through June 30).
 - The initial drawdown schedule will be in place until such time that a revised schedule is developed.
 - Because the payment amounts are subject to change mid-year, a certain number of payments on the schedule will be estimates.
 - Note: to set up recurrent payments using ACH it is necessary that the dollar amount be the exact same amount each month. The Town Treasurer and Deputy Treasurer will support effecting a single mid-year change in dollar amounts but are not able to support more frequent changes.
 - Authorization.
 - The Superintendent or designee provides the initial drawdown schedule to the School Board Chair and the School Board Treasurer.
 - The School Board empowers the School Board Chair with one additional School Board member and the School Board Treasurer or designee to authorize the drawdown schedule.
 - The School Board Treasurer or designee will provide the authorized drawdown schedule to the Town Treasurer or designee in advance of the upcoming fiscal year.
 - The Town Treasurer should be sure to maintain the Authorization form signed by the School Board members on file, both hard copy and scanned in Teams.
 - Any changes to the bank account information should be performed on Treasury Center only after obtaining a newly executed Authorization form that is signed before the Town Treasurer or Deputy in person, at a School Board meeting.
 - The Town Treasurer or Deputy Treasurer will submit the Schedule of Monthly Payments signed by the School Board and School Treasurer to the Town Administrative Assistant so that it is submitted to the Selectmen for their signatures.

- Revised drawdown schedule.
 - Upon a new tax rate established by the DRA (typically by November), the School District Business Administrator or designee will establish a revised drawdown schedule based on the new tax rate.
 - The revised drawdown schedule will be effective upon re-authorization through the conclusion of the current fiscal year (June 30).

- Re-authorization.
 - The Superintendent or designee provides the revised drawdown schedule to the School Board Chair and the School Board Treasurer or designee for re-authorization.
 - The School Board Treasurer or designee will provide the revised drawdown schedule to the Town Treasurer or designee upon re-authorization.

- Safeguards
 - The School Board, its Superintendent, and the Town’s Treasurer and Deputy Treasurer should all make sure anyone who newly assumes any of these roles is made aware of the procedure for authorizing any future change to the School’s bank account where ACH payments are being sent, and why it is important. It is a lot easier to fix an incorrect dollar amount sent to the school’s account than it is to retrieve monies sent to a bogus bank account.
 - The Town Treasurer or Town Deputy Treasurer will compare the signatures on the submitted Schedule of Monthly Payments to the signatures on file with the ETF Authorization Form.
 - The School Board Treasurer or designee will attach the latest bank statement page displaying the bank name, account name, and account entity holder with the signed EFT authorization form.
 - The School District Treasurer or designee communicates with the Town Treasurer or designee to confirm receipt of the monthly transfer of funds to the School District bank account.
 - With ACH transfers being scheduled for the same date each month, the School will be responsible for confirming on a timely basis that the funds were received, promptly notifying the Town Treasurer or Deputy Treasurer if funds did not arrive.

Attachment: EFT Authorization Form – Payment Schedule
 EFT Authorization Form – School District Bank Account Information

First reading: 11/13/2024

Second reading: waived

Adopted: 11/13/2024

Sullivan School District

P.O. Box H
Keene, NH 03431

EFT AUTHORIZATION FORM

Payment Schedule

This form authorizes the transfer of school district funds from local property taxes collected by the Town of Sullivan via electronic funds transfer (EFT).

Payment schedule

The payments on this schedule that are indicated as estimates are authorized for payment until updated dollar figures are available. At such time a new Schedule of Monthly Payments for the year's remaining payments shall be signed by the School Board Chair, Vice-Chair/designee, and School Board Treasurer and submitted to the Town.

The initial drawdown schedule is based upon the current tax as established by the DRA and effective for the subsequent fiscal year (July 1 through June 30). The initial drawdown schedule will be in place until such time that a revised schedule is developed. Upon a new tax rate established by the DRA (typically by November), the School District Business Administrator or designee will establish a revised drawdown schedule based on the new tax rate. The revised drawdown schedule will be effective upon re-authorization through the conclusion of the current fiscal year (June 30).

Funds will be transferred by the Town via electronic funds transfer into the school district bank account generally on or about the first of each month.

Amount of monthly deposit

Fiscal year:

- Initial monthly deposit amount (estimate) starting July 1 until re-authorization:
- Revised monthly deposit amount upon re-authorization until June 30:

Authorized by

The Sullivan School Board authorizes the Town of Sullivan to process EFT deposits into the Sullivan School District bank account. The School Board empowers the School Board Chair, Vice-Chair/designee, and the School Board Treasurer/designee to authorize the drawdown schedule per School Board Policy DBA: Drawdown Schedule of School District Funds.

School Board Chair:

Date:

Vice Chair/designee:

Date:

School Board Treasurer/designee:

Date:

*The School Board Treasurer or designee will attach the drawdown spreadsheet and the latest bank statement page displaying the bank name, account name, and account entity holder with the signed EFT authorization form.

Town receipt

Town Treasurer:

Date:

Deputy Town Treasurer:

Date:

Reference: Sullivan School Board Policy DBA: Drawdown Schedule of School District Funds

Approved: 11/13/2024