

RESOLUTION #2025 – 17

RESOLUTION ADOPTING PROCEDURES FOR ACH/EFT PAYMENTS FOR MANTUA TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

WHEREAS, the Mantua Township Municipal Utilities Authority (“MTMUA”), has its principal place of business at 401 Main Street, Mantua, New Jersey 08051; and

WHEREAS, the purpose of MTMUA is the provisioning of water and sewer services to the residents of Mantua Township; and

WHEREAS, the Mantua Township Municipal Utilities Authority desires to adopt procedures for ACH/EFT payments; and

WHEREAS, procedures for Accounts Payable shall include:

1. Requisitions for payments to vendors are entered into Edmunds by the Accounts Payable Clerk.
2. Requisitions are approved by the Executive Director or, in his absence, the Finance Director.
3. Payment approvals are entered into Edmunds.
4. Using the approved requisitions, the Accounts Payable Clerk produces a purchase order and prints a check for each payment.
5. Some vendors require and are set up for automatic payment.
6. The Accounts Payable Clerk may elect to pay vendors using ACH/EFT, either online or over the phone.
7. For every payment that is made electronically, the check is stamped “PAID” and filed.
8. Every electronic payment is logged into a spreadsheet to facilitate reconciliation of bank statements and saved on the shared drive.
9. The bank will notify the Executive Director and Accounts Payable Clerk for approval of non-routine ACH payments.

10. Either the Executive Director of Accounts Payable Clerk must approve the ACH payment on the BOSS portal. If the payment is not approved, it will not be paid; and

WHEREAS, the procedure for Payroll shall include:

1. All pension deductions and payroll-related taxes must be paid online. The various state and federal agencies do not accept anything other than electronic payment.
2. The ACH payments are withdrawn from the payroll account.
3. Weekly payroll-related taxes are made based on reports from Edmunds.
4. The payroll clerk shall reconcile the payments to the quarterly and yearly tax returns filed with the state and federal governments.
5. Payroll deductions for pensions and contributory life insurance coverage shall be paid monthly.
6. These payments are based on reports from Edmunds and shall be reconciled quarterly with the IROC report.
7. All payments shall be reconciled by the Finance Director.

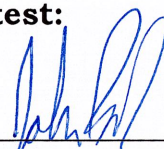
NOW, THEREFORE, BE IT RESOLVED by the Mantua Township Municipal Utilities Authority, that the MTMUA is authorized to adopt, and does adopt, these procedures for ACH/EFT Payments, effective immediately.

DULY ADOPTED at the Regular Meeting of the Mantua Township Municipal Utilities Authority held on February 4, 2025.

Mantua Township Municipal Utilities Authority

By: 
Mario DiLiscandro, Chairman

Attest:



John Parks, Secretary