**VAN BUREN COUNTY QUORUM COURT** Sponsor: V. Lemings

**ORDINANCE NO. O-2022-31**

**BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF VAN BUREN, STATE OF ARKANSAS, AN EMERGENCY ORDIANCE TO BE ENTITLED:**

**AN EMERGENCY ORDINANCE TO AUTHORIZE THE ESTABLISHMENT OF AN ELECTRONIC WARRANTS TRANSFER SYSTEM FOR THE PURPOSE OF DIRECT DEPOSIT OF COUNTY PAYROLL IN ACCORDANCE WITH 14-24-121.**

**WHEREAS:** 14-24-121 allows the County Clerk and County Treasurer to establish an electronic warrant system to transfer directly into the payee’s accounts in their financial institution; and

**WHEREAS:** The Van Buren County Clerk and the Van Buren County Treasurer has been working towards Direct Deposit for the Van Buren County Employees for some time; and

**WHEREAS:** After discussion with Apprentice, County Auditors and other Counties, we will begin to work towards completion of this process; and

**WHEREAS:** Each employee will be required to fill out a Direct Deposit Authorization Form along with each person ‘upon hiring’, and turn in to the County Clerk; and

**WHEREAS:** Each employee will have a choice to have their payroll deposited into a bank account (checking/savings) or placed on a VISA card that will be at no cost to the County or the Employee; and

**WHEREAS:** If the County Clerk is to deposit into a bank account, the employee is required to present a Voided Check along with the Authorization Form to the County Clerk.

**THEREFORE, BE IT RESOLVED BY THE QUORUM COURT OF VAN BUREN COUNTY, ARKANSAS THAT:**

Section 1. The electronic payment method to be established shall provide for appropriate internal accounting controls and documentation, as long as such method follows generally accepted accounting principals and leaves adequate audit trail.

Section 2. The electronic warrant transfer system established under Section 1 shall be implemented using audits Best Practices. A copy of the Best Practice Direct Deposit Payroll Procedures will be kept in the offices of the County Clerk and County Treasurer.

Section 3. The Quorum Court of Van Buren County hereby approves Direct Deposit for all County employees

Dated: June 16, 2022

APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dale James, County Judge

ATTEST:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pam Bradford, County Clerk