

RESOLUTION NO. 2025- 2

**A RESOLUTION OF THE TOWN OF WESTPORT, INDIANA, AUTHORIZING
THE TOWN CLERK-TREASURER TO MAKE AUTHORIZED PAYMENTS BY
ELECTRONIC MEANS**

WHEREAS, Indiana § Code 36-1-3 et. seq. confers upon units of government within the State of Indiana such powers as necessary or desirable to conduct the affairs of local government;

WHEREAS, Indiana Code § 36-4-6-18 authorizes the Town Council of the Town of Westport, Indiana (“Town”) to pass such ordinances, orders, resolutions and motions as may be necessary and proper for the governmental unit to fulfill and satisfy the responsibilities and duties of said governmental unit;

WHEREAS, Indiana Code § 36-5-6-6 authorizes the Town Clerk-Treasurer to make authorized disbursements and payments on behalf of the town;

WHEREAS, the Town Council previously adopted Ordinance No. 2020-13 authorizing the Town Clerk-Treasurer to pay certain types of claims under provided under Indiana Code § 36-5-4-12(b) prior to the approval of the Town Council;

WHEREAS, Indiana Code § 36-1-8-11.5(b) permits the use of electronic funds transfers and other electronic means for the payment of claims, provided the Town Council authorizes such method by resolution;

WHEREAS, Indiana law defines “electronic funds transfer” under Indiana Code § 36-1-8-11.5(a) as “any transfer of funds, other than a transaction originated by check, draft or similar paper instrument, that is initiated through an electronic terminal, telephone, or computer or magnetic tape for the purpose of ordering, instructing, or authorizing a financial institution to debit or credit an account.”;

WHEREAS, Indiana law requires that the Town Clerk-Treasurer comply with Indiana Code § 5-11-10-1.6 when using electronic funds transfers, and therefore all claims must be supported by a fully itemized invoice or bill, the invoice must be approved by the officer or person receiving goods or services, the invoice must be filed with the Town Council, the Clerk-Treasurer must audit and certify before payment that the invoice or bill is true and correct, and payment of the claim must be allowed by the Town Council or the Board having jurisdiction over allowance of the payment of the claim;

WHEREAS, the Town Council of the Town of Westport, Indiana, desires to allow the Town Clerk-Treasurer to make authorized payments by electronic means to improve efficiency and security and reduce cost to the Town of paying claims;

WHEREAS, the Town Council finds that it is in the best interests of the Town and its citizens to authorize the Clerk-Treasurer to pay claims using electronic funds transfer methods.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WESTPORT, INDIANA:

Section 1. Authorization to Make Electronic Payments

The Clerk-Treasurer of the Town of Westport is hereby authorized to make payments for lawful claims and obligations of the Town by electronic means, including but not limited to:

1. Electronic Funds Transfers (EFT)
2. Automated Clearing House (ACH) transactions
3. Online banking transactions
4. Credit or debit card payments
5. Other secure electronic methods approved by the State Board of Accounts

Section 2. Conditions and Limitations

All electronic payments shall:

1. Be made only for claims that have been properly authorized and approved in accordance with Indiana law and applicable Town policies;
2. Be documented with sufficient supporting information to satisfy auditing and recordkeeping requirements of the Indiana State Board of Accounts;
3. Be reported to the Town Council in the same manner as other disbursements; and
4. Be subject to internal controls established by the Clerk-Treasurer to ensure the integrity, accuracy, and legality of the transactions.

Section 3. Effective Date

This Resolution shall be in full force and effect from and after its passage and adoption by the Town Council and publication as required by law.

ADOPTED AND PASSED by the Town Council of the Town of Westport,
Indiana, this 14th day of April, 2025.

AYES

NAYS

Duane Steward

Glenn D. Black

Russell White

John
Dolores Honeycutt
Council Members

Council Members

Presented to me by the Town Council of Westport, Indiana on this 14th day of
April, 2025.

[Signature]
Clerk-Treasurer

