



ACH Direct Deposit Policy

This ACH Direct Deposit Policy is designed to ensure fiscal control over the ACH direct deposit procedure for the Salem Housing Authority.

The ACH Direct Deposit method of payment is the preferred method of payments for Section 8 and DMH landlords as well as accounts payable vendor payments.

A listing of payees with amounts to be paid is drafted and attached to a Payment Voucher. This Payment Voucher must be pre-approved by the Chairman and the Executive Director prior to payment being processed.

Once the Payment Voucher has been approved by signature of both the Chairman and the Executive Director, the payment may be processed and the ACH Direct Deposit made.

All paperwork and corresponding reports are kept in accordance with SHA standards and all applicable laws and regulations.

The following personnel have been authorized to process ACH Direct Deposit payments:

| | |
|--------------------------------|----------------------|
| Federal Programs Administrator | Jaqueline A. Guzman |
| Public Housing Administrator | Lorri A. DeFrancesco |
| Accounting Manager | Elizabeth Goyette |
| Finance Assistant | Beverly A. Larrabee |

Adopted by the Board of Directors on 05-09-18



John A. Boris, Chairman
Frank J. Milo, Vice Chairman
Peter K. Strout, Second Vice Chairman
Maureen Call, Treasurer

Carol A. MacGown, Executive Director

EXTRACT FROM THE MINUTES OF THE
REGULAR MEETING OF THE BOARD MEMBERS OF THE
SALEM HOUSING AUTHORITY HELD ON
WEDNESDAY, MAY 9, 2018 AT 6:00 P.M.

The BOARD MEMBERS of the SALEM HOUSING AUTHORITY met in a REGULAR MEETING at the office of the Authority, 27 Charter Street in the City of Salem, Massachusetts on WEDNESDAY, MAY 9, 2018 at 6:00 P.M., the place, hour, and date duly established for the holding of such meeting.

The meeting was called to order at 6:00 p.m. by John A. Boris, Chairman and upon a roll call, the following answered present:

| <u>Present</u> | <u>Absent</u> |
|-----------------|---------------|
| Maureen Call | (Vacant Seat) |
| Frank J. Milo | |
| Peter K. Strout | |
| John A. Boris | |

Also Present: Carol A. MacGown, Anne M. Cameron

The Chairman declared a quorum present.

MOTION

The following resolution was introduced by John A. Boris, Chairman, read in full, and considered:

Maureen Call moved to approve the ACH Direct Deposit Policy dated April 17, 2018 as presented. Peter K. Strout seconded the motion and the vote was as follows:

| <u>Ayes</u> | <u>Nays</u> |
|-------------|-------------|
| 4 | 0 |

The Chairman thereupon declared the motion carried.

