

**RESOLUTION NO. 2025-07**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, ADOPTING AN ACH/WIRE PAYMENT POLICY; PROVIDING CERTAIN FINDINGS; PROVIDING FOR REVIEW; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of County Commissioners of Jefferson County, Florida (the “Board”), recognizes the importance of establishing secure, efficient, and timely procedures for making ACH payments to vendors and wire transfers of County funds; and

**WHEREAS**, the Jefferson County Clerk of Court (the “Clerk”) is the clerk and accountant of the Board and, as such, has the authority to process ACH and wire payments in accordance with Florida Law, specifically Sections 28.12 and 125.17, Florida Statutes; and

**WHEREAS**, the Clerk seeks to establish an ACH/Wire Payment Policy to ensure all such payments are made securely, with appropriate controls, and in compliance with relevant laws and regulations; and

**WHEREAS**, the Clerk intends to maintain a secure process for processing ACH and wire payments that includes a verification process, dual authorization, vendor agreements, and record-keeping procedures; and

**WHEREAS**, the goal of the ACH/Wire Payment Policy is to ensure payments are processed accurately, securely, and in a timely manner, with appropriate oversight to prevent fraud and errors.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, AS FOLLOWS:**

**SECTION 1. RECITALS.** The above recitals are true and correct and are hereby incorporated herein by reference.

**SECTION 2. CREATION AND ADOPTION OF ACH/WIRE PAYMENT POLICY.**

(A) The Board of County Commissioners hereby approves the Jefferson County ACH/Wire Payment Policy, which is attached hereto as Exhibit A and incorporated herein by reference.

(B) The Clerk, or designee, is authorized to process ACH and wire payments in accordance with the adopted Jefferson County ACH/Wire Payment Policy.

**SECTION 3. APPROVAL AND AUTHORIZATION.** Payments via ACH and wire transfer shall be authorized in accordance with the approval process outlined in the ACH/Wire

Payment Policy, which includes invoice review, payment authorization, dual control, and verification of vendor bank details.

**SECTION 4. SECURITY AND FRAUD PREVENTION.** The Clerk shall implement appropriate procedures consistent with the Jefferson County ACH/Wire Payment Policy to verify each ACH and wire payment transaction, including secure encryption, vendor verification, and periodic monitoring and auditing, as outlined in the ACH/Wire Payment Policy, to safeguard against fraud and unauthorized payments.

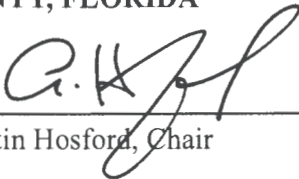
**SECTION 5. RECORD KEEPING AND COMPLIANCE.** The Clerk shall ensure that all ACH and wire payment documentation, including appropriate invoices, approval logs, and correspondence, are retained in accordance with the county's records retention policy and are available for audit and compliance purposes.

**SECTION 6. REVIEW AND ADJUSTMENT OF POLICY.** The ACH/Wire Payment Policy shall be reviewed periodically by the Board, and any necessary adjustments or updates shall be made to ensure it remains in compliance with applicable financial regulations and continues to meet the county's objectives for secure and efficient payment processing.

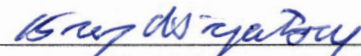
**SECTION 7. EFFECTIVE DATE.** This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED, on this the 6 day of February, 2025.

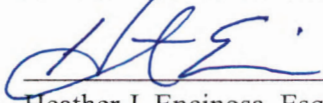
**BOARD OF COUNTY  
COMMISSIONERS OF JEFFERSON  
COUNTY, FLORIDA**

  
Austin Hosford, Chair

ATTEST:

  
Cecil "Trey" Hightower, Ex Officio  
Clerk to the Board

APPROVED AS TO FORM:

  
Heather J. Encinosa, Esq.  
County Attorney