



## Village of Poplar Grove – Board Meeting Memo

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**To:** Village Board of Trustees

**From:** Karri Miller, Village Clerk

**Date:** [Insert Date]

**Subject:** Transition of Monthly Warrants to ACH/EFT

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#### 1. Background

Currently, the Village processes its monthly warrants through paper checks. While this process has worked in the past, it requires staff time, postage, and creates delays that can lead to late fees. Several of our regularly used vendors now accept ACH/EFT payments, which would streamline our processes.

#### 2. Current Status

The Clerk's Office has reviewed our recurring warrant payments and identified specific vendors suitable for ACH/EFT. Transitioning these payments would reduce manual handling, minimize late fees, and improve efficiency in our financial operations.

#### 3. Fiscal Impact

- **Savings:** Reduction in postage, check stock, and staff processing time.
- **Avoidance of Costs:** Fewer late fees due to delayed mailing or delivery of checks.
- **Neutral Budget Effect:** ACH/EFT processing is included in our current banking services, so no additional fees are expected.

#### 4. Legal Review

Not applicable.

#### 5. Recommendation

It is recommended that the Village Board authorize the transition of monthly warrant payments for the following vendors to ACH/EFT processing:

- ADT (Everon)

- Amazon
- Home Depot Credit Card
- General Credit Card
- ComEd
- Comcast
- Frontier
- Nicor
- USA Blue Book
- GoTo
- Marathon/Wex Credit Card
- Main Street Checks
- Solutions Bank

This change will modernize our payment process, reduce costs, and improve overall efficiency.

**Attached for review:**

- Draft EFT/ACH Policy
- Sample Vendor Authorization Form

**6. Supporting Documents**

☒ Attached

☐ Not Applicable

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**Signature:**

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Karri Miller, Village Clerk