



EMERGENCY ELECTRONIC FUNDS TRANSFER POLICY

Created: March 18, 2020

The Harris and Eliza Kempner Fund (HEKF) will temporarily transition to electronic grant payments as an efficient means for grantees to collect funding during the state of disaster due to the coronavirus declared by the City of Galveston on March 17, 2020. This serves as an emergency operations policy and protocol for disasters.

HEKF Charitable Giving

For approved grant awards, director discretionary grants, and matching gifts, that will be funded through electronic funds transfer, the protocol will be implemented and documented as followed.

The Grants Administrator will send email notifications of awards to grantee organizations approved by the HEKF board. The email will contain the Grant Agreement and the Electronic Funds Transfer Acknowledgement Form that includes a two-step signature process.

The process will go as follows:

1. The authorized representative of the grantee organization will sign and return both forms electronically to information@kempnerfund.org either through electronic signatures (Google Doc) or through scan and email. Both the HEKF Executive Director and Grants Administrator have access to this inbox.
2. The HEKF office will complete the bottom portion of the Electronic Funds Transfer Form which will require two signatories for final approval. The two HEKF signatories will remain the same, including the Executive Director, with the addition of Executive Committee members as needed.
3. The HEKF office will manually initiate the electronic transfer using Frost Bank's cash manager portal once both documents have been signed and received.
4. Copies of the signed Grant Agreement, Electronic Funds Transfer Acknowledgment Form, and documentation of the funds transfer confirmation will be uploaded into the organization's profile in the grants database and stored in HEKF files for accounting and auditing records.

HEKF Bill Payment

This process will also be extended to vendors for bill payments that are not scheduled on auto-payment using the Vendor/Bill Payment form. This form does not require vendor signature.