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| **LANARK COUNTY COMMUNITY JUSTICE PROGRAM** | POLICIES & PROCEDURES |
| SECTION: Financial  | DATE: October 24, 2017 |
| SUBJECT: Electronic Banking | HISTORY:Original Policy: June 9, 2009Revised March 20, 2012  June 18, 2015  |
| **Policy**: LCCJ will use on-line electronic banking services in order to expedite the day-to-day financial details of the organization, and to take advantage of the lower costs of electronic processing. Electronic banking presents a greater risk for theft and fraud, and all procedures as outlined in this document must be followed without exception in order to mitigate that risk.  |
| **Procedure**: 1. The Business Client Card shall be used only for online banking and serves as the account number for online access. It will not be used for any other financial transactions.
2. The Business Client Card shall be kept locked within the LCCJ offices.
3. The Treasurer shall approve any new electronic banking supplier prior to the first payment.
4. A monthly statement of account activity shall be presented to the Treasurer, or a Board member designated by the Treasurer, for review and approval.

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