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ONLINE BANKING POLICY

Adopted: October 21st, 2024

PURPOSE

The Bloomfield Public Library (“the Library”) has entered into a written agreement with **Canandaigua National Bank** for online banking services. Unique IDs and passwords are individually secured and will be changed periodically. Online banking will only take place on a dedicated or virtual computer.

[CHECK FOR ACCURACY:] The Director serves as the administrator on all accounts. The Treasurer is a sub-user on all accounts. Designated personnel review accounts on a weekly basis for unusual activity.

All deposit accounts are held at Canandaigua National Bank. Internal account transfers, stopping payment on a check, and printing/viewing statements are authorized activities. Wire transfers and electronic payments to vendors are not allowed, except ACH debits in the following instances:

- **Connect Pay** is authorized to debit from **Payroll Checking** the amount of **bi-weekly** payroll, payroll taxes, unemployment insurance, and the payroll service fee per the submitted payroll file.
- **[Include any other authorized vendors.]**

The Library credit card is viewable on the **CNB** site. The administrator may add/remove cardholders, and change cardholder limits.