



## **ONLINE BANKING**

The Pioneer Library System has entered into a written agreement with Canandaigua National Bank and Trust and JP Morgan Bank for online banking services. Unique id's and passwords are individually secured, and will be changed periodically. Online banking will only take place on a dedicated virtual computer.

The Executive Director serves as the administrator on both accounts. The Business/Personnel Manager is a sub-user on both accounts. The Assistant Director is a view-only sub-user on the CNB account. Each employee with online access reviews 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:

- Paychex is authorized to debit from Payroll Checking the amount of bi-weekly payroll, payroll taxes, and the payroll service fee per the submitted payroll file.
- NYS Retirement is authorized to debit from Payroll Checking the employee contributions withheld from employee's paychecks per the Monthly Retirement Report.
- Nationwide Retirement Solutions is authorized to debit from Payroll Checking the amount withheld by employees contributing to their 457 Deferred Compensation plans on each bi-weekly payroll.
- NYS Sales Tax is authorized to debit from General Checking the annual sales tax due per the annual filing.
- Shelter Point is authorized to debit from General Checking the annual Disability and Paid Family Leave per the annual filing.

The VISA credit card is viewable on the JP Morgan Chase Bank site. The administrator may add/remove cardholders, and change cardholder limits.

*Revised: February 10, 2021; June 12, 2019; May 15, 2016*

*Adopted: May 13, 2015*