

LANARK COUNTY COMMUNITY JUSTICE PROGRAM	POLICIES & PROCEDURES
SECTION: Financial	DATE: June 18, 2015
SUBJECT: Electronic Banking	HISTORY: Original Policy: June 9, 2009 Revised March 20, 2012
<p>Policy:</p> <p>Lanark County Community Justice Program (LCCJP) 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.</p>	
<p>Procedure:</p> <ol style="list-style-type: none"> 1. The Business Client Card is to 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 will be kept locked within the LCCJP offices. 3. The Treasurer will approve any new electronic banking supplier prior to the first payment. 4. A monthly statement of account activity must be presented to the Treasurer or designate for review and approval. 	