

## Routine Banking Policy

The library director of the Rochester Public Library District is authorized to make deposits into appropriate library accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants, and tax receipts.

The library bookkeeper of the Rochester Public Library District is authorized to transfer funds from one library account to another library account for payment of monthly library bills which have been approved by the board of trustees.

The library director of the Rochester Public Library District is not authorized to sign checks or receive cash from library accounts except when the board of trustees authorizes such action through the approval of checks to reimburse petty cash.

The Rochester Public Library District requires two authorized Library Trustee signatures on all checks. Dual signatures protect each check signer by providing evidence that another responsible person agreed with them that the check was for a legitimate expense. This internal control is used to verify that both signers agree that the payment is proper and reasonable, to reduce the risk that one person can write an improper check.

*Adopted: March 2018*