



ZION-BENTON PUBLIC LIBRARY

Routine Banking and Financial Transactions

Purpose

The purpose of this policy is to establish clear procedures for routine banking, transfer, and disbursement of Library funds in a manner that ensures transparency, accountability, and compliance with accepted financial practices and state law.

Deposits

The Library Director is authorized to make deposits into appropriate Library accounts. Deposits may include, but are not limited to:

- Tax receipts;
- Fees, fines, and program revenues;
- Donations, grants, and other contributions; and
- Interest or investment income.

Deposits shall be made promptly to ensure the safekeeping and accurate accounting of all funds.

Transfers Between Accounts

The Library Director is authorized to transfer funds between Library accounts for the purpose of paying routine operating expenses, payroll, or other approved financial obligations.

All transfers shall be:

- Recorded in the Library's accounting system;
- Reported to the Board of Trustees in the monthly financial report; and
- Conducted in accordance with the Library's Investment Policy and Fund Balance Policy.

Check Signing Authority

1. The Officers of the Library Board: President, Vice-President, Treasurer, and Secretary, and Library Director shall be designated as authorized signers on all Library accounts.
2. The Library Director is authorized to sign checks for amounts under \$500 or in emergency situations when another authorized signer is not immediately available.
 - o Any emergency check issued by the Director must be reported at the next regular Board meeting for ratification.
3. The Treasurer and Director shall work collaboratively to ensure that all disbursements are properly documented, approved, and recorded.



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Electronic Funds Transfers (ACH Payments)

1. The Library Director is authorized to initiate Automated Clearing House (ACH) transactions for routine vendor payments, utilities, payroll obligations, and other recurring expenses that have been pre-approved within the Library's annual budget.
2. All ACH transactions must be documented and included in the monthly warrant report presented to the Board of Trustees.
3. The Director may not initiate an ACH transaction to themselves or for any purpose not directly related to Library business.

Credit Card Transactions

The Library Director is authorized to make credit card payments on behalf of the Library in accordance with the Library's Credit Card Policy. All purchases made via Library credit card must be supported by itemized receipts and comply with established spending limits and purchasing procedures.

Internal Controls and Oversight

- The Library shall maintain appropriate internal controls to safeguard public funds, including segregation of duties, regular reconciliation of accounts, and independent review of bank statements by the Treasurer.
- All financial transactions, including deposits, transfers, checks, ACH payments, and credit card charges, shall be reported monthly to the Board of Trustees for review and approval.
- The Library Director and Treasurer shall ensure compliance with the [Illinois Municipal Budget Law \(50 ILCS 330/\)](#) and the [Public Funds Deposit Act \(30 ILCS 225/\)](#).

Introduced 9/29/2026