

### Online Banking Services

The Board of Education insists on clear, complete, and detailed accounting of all financial transactions for which the Board is held accountable. The transferring of funds via online banking services between various accounts and the transfer of funds from District accounts to non-district accounts for various purposes are financial transactions to be properly monitored and controlled.

The following are online banking activities in which the District engages:

1. Viewing bank account information;
2. Interfund transfers;
3. The paying of the District's debt obligations;
4. The remittance of employee payroll direct deposits; and
5. The transfer of district funds into investments.

The District Treasurer, with a separate established user name and password, will have the authority to process online banking transactions. The District Clerk, with a separate established user name and password, will be responsible for online banking transactions in the event the District Treasurer is not available.

The District Treasurer will print all transfer transactions in order to aid in the process of bank reconciliations. The Superintendent will review these transfers for any discrepancies. A log will be kept with all transfers recorded for verification purposes.