

Internet Banking Policy

2B.010

**Section: 2.0 General Government and Administrative Services
- B. Finance**

Authority: General Manager of Corporate Services

Statement

The Municipal District of Bonnyville (M.D.) shall have a policy regarding the use of and access to internet banking for municipal purposes.

Purpose

To ensure that a secure and efficient method of using internet banking for municipal transactions is implemented.

Definitions

For the purposes of this policy:

- (1) "Password" means any combination of letters, numbers or symbols that is confidential to each user.

Procedure

The M.D. may establish an internet banking system with the banking institution in which its receipts are deposited and on which its municipal cheques are drawn.

- (1) The internet banking will be operated as follows:
 - (a) All access or changes in access, to internet banking will be approved in writing by those municipal officials that have full signing authority at the banking institution where the internet banking is to be established.
 - (b) The General Manager of Corporate Services will be responsible for determining in accordance with this policy:
 - (i) who will have access to the internet banking site;
 - (ii) the level of access for each person given access;
 - (iii) the security for the internet banking.
- (2) Internet banking may be used for the following purposes:
 - (a) obtaining information on municipal account balances and transaction history;
 - (b) transferring funds between the municipality's bank accounts at the banking institution where the internet banking is established;
 - (c) paying salaries, wages, indemnities and subsistence to Council members, municipal employees and other parties (e.g. Bonnyville Regional Fire Authority, the Bonnyville and District Centennial Centre, etc.) for which the municipality provides a payroll function;
 - (d) paying municipal invoices or other accounts payable that are due to third parties;
 - (e) stopping payment on cheques or other payments issued by the municipality;
 - (f) receiving electronic customer payments to the municipality (i.e. utility and tax payments).

- (3) The following internal controls and security features to be implemented for the use of internet banking.
- (a) The General Manager of Corporate Services will determine who will have access to bank balances and transaction history information and each person allowed access will require a unique confidential password to access this function of the internet banking.
 - (b) Access to internet banking for the purpose of processing transfers between municipal bank accounts as well as between investment accounts and municipal bank accounts shall be restricted to the General Manager of Corporate Services. A password shall be required to access this function. Before making any transfer, written authorization specifying the amount and the bank accounts involved must be obtained; this authorization shall be signed by the municipality's signing authority for the bank account from which funds are to be transferred.
 - (c) Access to internet banking for the purpose of processing payroll(s) shall be restricted to the Payroll Clerk II and Senior Payroll Officer. A password shall be required to access this function. All payroll(s) and payroll related payments shall be approved by the General Manager of Corporate Services prior to being uploaded and released.
 - (d) Access to internet banking for the purpose of processing EFT payments shall be restricted to the Finance Clerk responsible for Accounts Payable and the Senior Cost Analyst. A password shall be required to access this function. Prior to processing the online payment, the Finance Clerk responsible for Accounts Payable shall have a list of the accounts payable being processed that is signed by the municipality's signing authority for the bank account from which the funds are to be drawn. The Senior Cost Analyst will verify the payment is authorized properly before releasing any payment.
 - (e) Access to internet banking for the purpose of processing Online Bank Payments for MasterCard and utility payments shall be restricted to the Finance Clerk responsible for Accounts Payable and the Senior Cost Analyst. A password shall be required to access this function. Prior to processing the online payment, the Finance Clerk responsible for Accounts Payable shall have a list of the MasterCard or Utilities being processed that is signed by the municipality's Chief Administrative Officer or General Manager of Corporate Services to a maximum of \$15,000.00 (coincides with maximum MasterCard limit). The Senior Cost Analyst will verify the payment is authorized properly before releasing any payment.
 - (f) Access to internet banking for the purpose of stopping payment of a cheque of other payment issued by the municipality shall be given to the General Manager of Corporate Services and the Senior Treasury Analyst. Each will hold a password allowing access to this function. Authorization of the stop payment must be received from the General Manager of the Department requesting the stop payment prior to it being processed.
 - (g) Access to internet banking for the purpose of receiving payments to the municipality's bank account shall be restricted to the Finance Clerk responsible for Utilities as well as the Assessment/Tax Clerk. This access shall be restricted to

deposit and view access only. A password shall be required to access this function.

- (h) On a regular basis (minimum annually), all staff assigned access to internet banking will be responsible for changing their unique confidential passwords for security purposes.

Review Period

Within five (5) years from date adopted / amended / reviewed.

For administrative use only:

Previous Policy Number: (prior to July 24, 2019)	10.12.31
Related Documentation: (plans, bylaws, policies, procedures, etc.)	