Banking Policy

Midwest Chapter / Medical Library Association
Approved by the Board September 27, 2002

Accounts

The Treasurer will open accounts in accordance with Chapter Bylaws and the MLA Chapter Business Guidelines. The following business accounts should be maintained at a single institution:

1. Savings.
2. Interest-bearing checking. The Treasurer should transfer monies into or out of the savings account to maintain sufficient funds in the checking account to cover all anticipated expenses.
3. Business Reserve Funds should be maintained in certificates of deposit. One-third should be maintained in short-term accounts to facilitate access and two-thirds should be kept other certificates of deposit. A majority vote by the Board is required to transfer funds into or out of the Business Reserve Funds (an exception is made for account maintenance which lasts for less than one business day).
4. Credit card. The credit card balance must be paid in full each month from the checking account. If all expenses itemized on the credit card statement were previously approved by the President, payment of the credit card balance does not require additional approval.

Co-Signer

All accounts should have a co-signer to ensure that accounts remain accessible in the event the Treasurer becomes disabled.

Statements

Statements should be balanced monthly.

Deposits

All monies received should be deposited as soon as possible. Monies may be deposited to the checking or savings account at the Treasurer's discretion.

Disbursements

All disbursements must follow the procedures outlined in the Bill Payment Policy (an exception is made for account maintenance which lasts for less than one business day).

Ledger and Registers

A simple Accounts Ledger is maintained by the Treasurer to track all accounts. A register is maintained for the savings, checking and credit card accounts.

Record Retention

Record retention should follow the procedures in the MLA Chapter Business Guidelines.