

**DESIGNATION OF BANK OF BUSINESS  
AND AUTHORIZATION FOR DESIGNATED OFFICERS, STAFF,  
OR OTHER INDIVIDUALS  
TO SIGN CHECKS, ACCESS SAFE DEPOSIT BOX, AND TRANSFER FUNDS**

1. The Board officially designates TDBank as the acceptable banking institution to handle the System's business.
2. Funds maintained by the System shall include a checking account, a money market savings account, insured Certificate of Deposit instruments, a Capital Fund account, and other funds in keeping with New York State regulations.
3. The Board authorizes the Executive Director to be a signatory on all business transactions.
4. In implementing and carrying out the duties, responsibilities and authorities of the MHLS Treasurer as stated in NYCRR TITLE 8 – EDUCATION, &90.6 Financial accounting in cooperative library systems and reference and research library resources systems, the MHLS Board of Trustees, by resolution, delegates the regular and routine administration of the MHLS Treasurer's task to the MHLS Financial Manager.
5. As authorized in NYCRR TITLE 8 – EDUCATION, &90.6 Financial accounting in cooperative library systems and reference and research library resources systems, the MHLS Board of Trustees, by resolution, appoints the MHLS Executive Director as the MHLS Financial Clerk.
6. The director shall authorize all purchase orders and serve as auditor of all vouchers.
7. A post-audit of the monthly warrant shall be conducted by the treasurer and one board member selected through monthly rotation, and a verbal report thereof shall be presented by them for acceptance at the first regular board meeting following such post-audit. Unless the post-audit report identifies problems the warrant will be placed on file without requiring board approval. Except for the individuals indicated in this paragraph and the board president, the warrant is not distributed to the board unless specifically requested by any board member.
8. The Board authorizes any one Board Officer (President; Vice President; Treasurer; Secretary) and one System Officer (Executive Director; Financial Manager) to act jointly as signatories for accessing the Mid-Hudson Library System's line of credit.

*Revised and approved by MHLS Board of Trustees* \_\_\_\_\_

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