



Policy Code: F - 001

Issuance of Accounts Payable Cheques Policy

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REVISION RECORD

Date	Version	Revision description
June 22 nd 2005	1	Original Issuance of Accounts Payable Cheques Policy B.5
August 16 th 2011	2	Revised Issuance of Accounts Payable Cheques Policy
April 19, 2016	3	Reviewed and Revised Issuance of Accounts Payable Cheques
December 17, 2020	4	Policy F – 001 replaces Policy No. 1203

1. TITLE:

1.1 Issuance of Accounts Payable Cheques Policy

2. POLICY STATEMENT:

- 2.1 In the interest of optimization and time efficiency, all accounts payable invoices and Councillor Meeting and Expense forms need to be received two business days prior to the 15th (fifteenth) and 30th (thirtieth) of each month.**

3. PURPOSE:

- 3.1 To allow the Administration Department of the Village of Heisler adequate time for processing and signing all cheques created from the aforementioned invoices and forms, they must be received two business days prior to the 15th (fifteenth) and 30th (thirtieth) of each month.**

4. SCOPE:

- 4.1 The scope of this policy includes all staff, Village of Heisler council members, community groups, organizations, and institutions that do business with the Village of Heisler.**

5. OBJECTIVES:

- 5.1 The Objective of this policy is to ensure that the ideas presented in the Purpose of this Policy will be upheld.**

6. POLICY DETAILS:

- 6.1 All accounts payable invoices need to be received two business days prior to the 15th (fifteenth) and 30th (thirtieth) of each month.**

- 6.2 Councillor fee sheets are to be received two working days prior to the 15th (fifteenth) and 30th (thirtieth) of each month for payment in that period.
 - 6.2.1 Councillor fees will be paid once per month.
 - 6.2.2 If a member of council purchases an item for the Village of Heisler, a receipt indicating that a payment was made needs to accompany the invoice in order for the payment to be processed.
- 6.3 Should there be any question on rates or what types of invoices are acceptable; Policy C – 001, The Travel, Subsistence and Honorarium Policy should be consulted.

7. ROLES AND RESPONSIBILITIES:

- 7.1 It is the role of the Administration Department of the Village of Heisler to uphold this policy.
- 7.2 It is the responsibility of the Councillors with the Village of Heisler to fill out their own respective Councillor Meeting and Expense form.
- 7.3 It is the role of the Administration Department to process all accounts payable cheques.
- 7.4 It is the role of the member(s) of the Heisler Village Council who has signing authority to sign all accounts payable cheques.

8. MONITORING, EVALUATION AND REVIEW:

- 8.1 The monitoring, evaluation and review of this policy is the responsibility of the Administration Department of the Village of Heisler.

9. DEFINITIONS AND ABBREVIATIONS:

- 9.1 All Definitions are subject to those found within the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26.



10. ASSOCIATED DOCUMENTS:

- 10.1 This document should be used in association with Policy C – 001:
The Travel, Subsistence and Honorarium Policy.**



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Council Approved: December 17, 2020

Responsibility: Administration

Next Review Date: December 17, 2023

Motion # _____