

	<b>MUNICIPAL DISTRICT OF PEACE NO. 135</b>	
<b>PREPARED BY:</b> Barbara Johnson	<b>ADOPTED BY:</b>	<b>NUMBER:</b> ADM - 33
<b>REVISED BY:</b>	COUNCIL	Page <b>1</b> of <b>1</b>
<b>TITLE:</b> EFT Payments and Cheque Lists	<b>DATE:</b> July 13, 2021, amended Sept.14/21	

To provide municipal staff and Council with a clear understanding and guideline for the processing and approval system for cheques issued by the Municipality and EFT (electronic fund transfer) payments that are not signed by two authorized representatives of the Municipality

1. Invoices are reviewed by the Chief Administrative Officer prior to being processed for payment. If expenditures are within the approved budget and the Purchasing Policy has been followed, invoices are paid in one of three monthly cheque runs:
  - the 2<sup>nd</sup> Tuesday of the month Council meeting – most invoices incurred during the previous month will be paid at this time
  - mid-month for any invoices that have a deadline before month-end (e.g. Telus)
  - month end – generally for month end payroll benefits and utility payments
2. Invoices will be processed for payment by the Municipal Clerk or Admin Assistant and reviewed by the Director of Finance.
3. Councillor per diems and personnel advances are paid on the 16<sup>th</sup> of the month by EFT only. The CAO will review and initial all per diems prior to processing by the Municipal Clerk. Once all have been reviewed, they will be scanned and emailed to all councillors for their information/review.
4. Cheques will be signed and EFT files reviewed and initialed by the Chief Administrative Officer or in his/her absence, the Director of Legislative Services.
5. Cheques will be signed by a Councillor and EFT files reviewed and initialed prior to a Council meeting, or at mid-month or month end after the CAO has signed and reviewed.
6. Council will receive as information on each council agenda an accounts payable listing for all cheques/EFTs paid since the last meeting. Any payments to individuals will be redacted on the listing due to FOIP regulations. A motion to accept accounts payable will no longer be passed at a council meeting as expenditures have been approved through the budget.
7. Monthly financial reports displaying current month's expenditures, total expenditures and balance remaining in annual budget will be reviewed by the Chief Administrative Officer during the first Council meeting following month end.