

CCSP7 Payment of Accounts Policy



November 2017

This policy was adopted by Council to set governing principles in place that align the strategic direction of the organisation with community values and aspirations.

The Payment of Accounts Policy relates to the following Strategic Outcome of the Community Strategic Plan 2036

5.2 Effective and integrated strategy, planning, financial and asset management.

Objectives

The purpose of this policy is to ensure all payments made by the Council are in accordance with the *Local Government (Financial Management) Regulations 1996*.

Policy

Council has delegated power to the CEO to make payments from the Municipal fund and the Trust fund.

The CEO may delegate to the Director Corporate & Community Services, Director Infrastructure Services, Director Sustainable Development, Manager Corporate Services, Manager Human & Community Services and Manager Planning & Development the power to make payments (act as payment signatory).

The CEO is only authorised to approve payment of accounts on the condition that such expenditure has been incurred in compliance with Section 6.8 of the *Local Government Act 1995*.

Application

Cheques

- All cheques greater than or equal to \$5,000 must be signed by two authorised payment signatories.
- All cheques to be paid in cash, such as reimbursement of petty cash floats, must be signed by two authorised payment signatories and initialled by each signatory to confirm the cheque is to be paid in cash.
- All cheques less than or equal to \$5,000 other than cheques to be paid in cash can be signed by one of the authorised payment signatories.

Electronic Fund Transfer (including Bpay)

Payments by EFT or BPay will only be made after all expenditures have been authorised by two of the authorised payment signatories.

The listing of EFT or BPay payments is to be incorporated into the List of Payments provided to Council each month subject to such payments being clearly identified as being made by EFT or BPay.

Credit Cards and/or Debit (Purchasing) Cards

All payments made by credit/debit cards are to be in accordance with Council's Credit Card Policy and Procedure.

Implementation

Responsibility for the implementation of this policy rests with the Chief Executive Officer, Directors and Manager Corporate Services. The Policy is to be reviewed every three years.

Document and version control table		
Strategic outcome	5.2 Effective and integrated strategy, planning, financial and asset management.	
Responsible Directorate	Corporate & Community Services	
Authority of original issue	Council	
Date of original issue	24 September 2009	
Contact officer	Manger Corporate Services	
Date of next review	3 years from last review	
Document No.	COR/11 AM1150	
Version	Date issued	Brief description
1.0	2/10/17	Initial Issue
1.1	22/10/2014	
2.0	22/11/2017	New Corporate Style Guide template applied. Reviewed and adopted by Council OM2017/296