

VILLAGE OF BEISEKER



Title	ACCOUNTS PAYABLE – CHEQUE LISTING APPROVALS	POLICY NO: J-2
Legislation Reference		
Purpose: To establish a procedure for Council Approvals of Accounts Payable		

Policy Statement and Guidelines:

1. All Accounts Payables will be approved by the CAO prior to processing by Administration. In some cases, approvals of invoices may be requested of Department Heads
2. Cheque Listing will be provided to Council and CAO by Administration on or before the Friday before the Regular Council Meeting .
3. On months where there is only one Regular Council Meeting, Cheque Listings will be emailed to Council and the CAO on the 1st and 3rd Friday of the month.
4. When payment of an invoice is due before the cheque listing schedule, or a substantial discount can be realized by early payment, CAO approval only is required, but the cheque will still be listed to Council in the next run.
5. Automatic payments to regular vendors will be included in the cheque listing.
6. Payroll does not require Council approval. Payroll costs are approved through the regular Operating Budget approval process.

	DATE	RESOLUTION NUMBER
Approved	UNKNOWN	2007-168
Amended	August 21 2023	2023-160



 Chief Administrative Officer



 Chief Elected Official