



Summer Village of Sundance Beach

Administrative Policy

Number	Title		
A-FIN-PAY-1	Invoice Payment Policy		
Approval	Originally Approved	Last Revised	
(CAO initials)	Resolution No:	2020-32	Resolution No:
	Date:	April 15, 2020	Date:

Policy Statement

The Summer Village of Sundance Beach wants to ensure that invoices can be paid by cheque or by electronic method and that the Chief Administrative Officer (or his/her designate) and the Mayor (or another Councillor) must **both** approve invoices before payment is made, regardless of the method of payment used.

Reason for Policy

The Summer Village of Sundance Beach would like to have greater flexibility by being able to pay invoices by cheque or by electronic method subject, in each case, to ensuring that prior approval of the invoices has been obtained.

Procedure

1. If the invoices are to be paid by cheque, then the Chief Administrative Officer (or his/her designate) will provide to the Mayor (or another Councillor), originals or copies of the invoices together with the cheques to be used to pay the invoices. All cheques must be signed by the Chief Administrative Officer (or his/her designate) and the Mayor (or another Councillor).
2. If the invoices are to be paid by electronic method, then the Chief Administrative Officer (or his/her designate) will send to the Mayor (or another Councillor) by e-mail for prior approval a list of the invoices to be paid together with copies of the invoices. Once approval has been received by return e-mail from the Mayor (or another Councillor), the Chief Administrative Officer (or his/her designate) will (a) retain the approval and the list of invoices in an electronic file as proof of approval, and (b) pay the invoices by electronic method on a timely basis.

Revisions:

Resolution Number	MM/DD/YY