



Rural Municipality of Meadow Lake #588 Policy

Policy #GG-017

Policy Title: Accounts Payable Procedures

Policy Objective: To give direction on accounts payable procedures	
Authority: Council Resolution #051/20	Dated: March 16/20

Background:

1. Direction is needed by all the RM of Meadow Lake Management and Staff for day to day procedures for paying of accounts
2. Setting a policy on the procedures may help to give direction to the Managers and reduce wait time for paying of expenses and avoiding the potential of interest being applied to unpaid invoices.

Policy:

1. Accounts Payable Procedures
 - a. Authorization is given to the Reeve or Deputy Reeve and CAO to complete the signing of the accounts payable on a weekly basis as the accounts have been authorized under the Budget, Collective Agreement, Bylaw, or Resolution
 - b. Electronic Transfer for Payroll shall be on a bi-weekly basis
 - c. Electronic transfer of payments may be completed for Visa Card, Utilities, Revenue Canada, Pension, and other organizations that allow for Electronic Fund Transfers on a weekly basis or as needed.
 - d. All accounts paid listing including the Council Indemnity and Payroll will be brought to the Regular Monthly council meetings for information only.
2. Payout of Taxing Authorities
 - a. That the tax arrears left owing on the following taxing authorities be paid out at the end of each year by the RM of Meadow Lake and transferred to the Municipal Taxes owing:
 - i. School Division Taxes
 - ii. Hail Roll Taxes
 - iii. Rapid View C & D Taxes