

Policy



Policy Number:	Policy A09.2023
Title of Policy:	Cheque Writing and Electronic Payments Policy
Resolution Number & Date:	2023.12.14 ____ – December 14, 2023
Effective Date:	December 14, 2023
Up for Review:	
Supersedes Policy #:	A09.2021

The purpose of this policy:

To establish a process for the payment of accounts owed by the Village of Glenwood.

Policy Statement:

The Village of Glenwood will provide for the timely payment of accounts owed by the Village for all services, capital acquisition and operational costs.

1 Definitions:

For the purposes of this policy:

- a) “Chief Administrative Officer” will be referenced as CAO in this policy;
- b) “Council” means the Elected Council of the Village of Glenwood;
- c) “Budget” is passed yearly for Administration to follow;
- d) “Cheque writing” means for Administration to write cheques, pertaining to Village purchases and expenses;
- e) “Cheque Signing” means to have one Council member and the CAO sign all cheques;
- f) “Electronic Transfer of Funds” means the method of payment approved other than the issuing of cheques;
- g) “Emergency” means unexpected disaster of any type;
- h) “Mastercard” means the credit card held by the Chief Administrative Officer, to be used for day to day operational costs, that require immediate payment.

2 Cheque Writing


- a) Cheques will be created by the Administration of the Village of Glenwood.
- b) One Council member **and** the CAO are authorized to sign cheques.
- c) Cheques will be mailed or delivered by Administration after signature.
- d) A cheque listing will be presented at the regular council meeting on a monthly basis.
- e) Where ever possible electronic funds transfer shall be used, by Administration, to pay the accounts payables owing by the Village, subject to the budget.

- f) All electronic funds transfers shall be assigned a cheque number and be included in the monthly cheque listing, and provided to Council at their regular meeting.
- g) Any funds paid outside the approvals provided by budget, and in excess of \$5,000 shall require a resolution of Council, before payment has been rendered.
- h) In the event of an Emergency, all accounts payable arising from that Emergency shall be paid in accordance with this policy.

Dated this 14th day of December, 2023



Mayor



Chief Administrative Officer