



**Town of Happy Valley-Goose Bay
Policy Statement**

Index: Finance		Policy Number: F0016	
Approved Date: October 30, 2000	Effective Date: October 31, 2017	Revision Date: October 30, 2017	
Authority: 12th Council of the Town of Happy Valley-Goose Bay		Page 1 of 2	

TOPIC: ACCOUNTS PAYABLE & OTHER PAYMENTS

Policy Statement:

1. Accounts Payable invoices shall be attached to purchase order, coded and approved by the Department Head, and posted on a daily basis.
2. No cheques shall be issued to individuals or organizations that are in arrears to the Town Council. Payments shall be applied to their arrears account balance.
3. A listing of Accounts Payable and General Ledger cheques issued over \$500.00 shall be presented with cheques and related support items (i.e. vendor invoices with purchase orders attached; contract invoices; reports for payroll related remittances) to the Committee of the Whole monthly meeting.
4. Council will review and pose any questions or concerns relating to payments to the Director of Financial Operations or his/her designate within one business day to allow for a response prior to the monthly Public Council Meeting.
5. Approved cheques will be signed and prepared for release to vendor within one business day of Public Council Meeting.



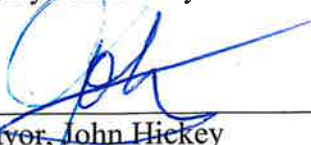
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6. Exceptions to this policy include legislated and payroll related remittances, utilities, and contracts. Payments will be included on the list to Council however, since these are time sensitive items and interest and penalties are incurred, cheques will be signed and delivered upon issue. This includes items such as:
- 1) CPP, EI, and Income Tax payable and HST payable to Receiver General (CRA); or
 - 2) HAPSET payable to Newfoundland Exchequer; or
 - 3) Garnishment of wages; or
 - 4) Union dues; or
 - 5) Utilities: phone/cell phone/internet/cable/hydro; or
 - 6) Credit card payments; or
 - 7) Contracts/recurring/standing orders: i.e. household waste collection, pest control, water from base, software support.

This list is not meant to be limited to the above items.

IN WITNESS WHEREOF, this policy is sealed under the Common Seal of the Town of Happy Valley-Goose Bay.



Mayor, John Hickey



Town Manager, Wyman Jacque