

POLICY ID: FIN-003		TITLE: Accounts Payable Policy	
<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION		APPROVED BY VILLAGE BOARD:	DATE: 06/10/2024
EFFECTIVE DATE:			
APPLIES TO:	<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT	
	<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES	
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

Purpose

To establish guidelines for the payment and proper expense allocation of all Village of Kronenwetter accounts payables that will ensure proper internal controls.

Scope

This policy applies to all Village employees and other persons who have or are responsible for receiving payables due from the Village of Kronenwetter.

Receipt of Vendor Invoices

When a physical vendor invoice is received, it is to be emailed to AP@kronenwetter.org or placed in the mailbox of the Deputy Clerk/Account Clerk. When a vendor invoice is received via email, it is to be forwarded to the AP mailbox that is monitored by the Deputy Clerk/Account Clerk.

The Deputy Clerk/Account Clerk will determine which department the invoice belongs to and select the correct Workflow through MiViewPoint for approval and processing. The department head will review the invoice and vendor information for accuracy and enter a description along with the correct account number. If the account number is unknown by the department head, they will ask for assistance of the Finance Director/Treasurer. Note: Some invoices may have more than one expense account. The Deputy Clerk/Account Clerk will ask Vendors to fill out a W-9 if one is required or the W-9 we have on file is more than 5 years old.

Recurring Payments

In the case of an invoice for a recurring payment will be processed through MiViewPoint and will need approval each month.

Redevelopment Authority (RDA)

All invoices that are to be allocated to TID expense accounts that are over \$1,000, and outside of ongoing debt and interest payments will be given to the Community Development Department Head or Finance Director/Treasurer to be included on the upcoming RDA meeting agenda for payment approval.

All contracts for services, as per Village policy FIN-004, for such things as legal, architectural, engineering, auditing, maintenance contracts and janitorial contracts will be presented to both the RDA and then to the Village Board for approval. Once the contract is approved, expenses related to said contract will be processed for payment. Expenses from said contracts that are outside the scope of the approved contract for services shall be brought before the RDA for review before approval of payment. The RDA will vote on the payment approval of each TID related invoice outside of the preapproved contractual services.

When an invoice has been approved by the RDA, the RDA Chairperson will sign the invoice indicating payment approval. All invoices approved by the RDA will be delivered to the Deputy Clerk/Account Clerk by the RDA Secretary to be processed for payment. Deputy Clerk/Account Clerk will route TID invoices through the Community Development Department Head or the Finance Director/Treasurer.

Capital Operating Budget and Capital Project Borrowings

All invoices that are to be allocated to the Capital Operating adopted budget and/or expenses associated with a capital project authorized by the Village Board must be approved through MiViewPoint workflow.

Wire Transfer Payments

All wire transfer payments will be initiated by the Finance Director/Treasurer or in the absence of the Finance Director/Treasurer the Administrator or Village Clerk. A payment voucher along with a wire transfer form will be created for each wire transfer. The wire transfer form must be signed by the Finance Director/Treasurer and either the Village Administrator or the Village Clerk. The Finance Director/Treasurer shall then process the payment internally and write the necessary accounting entries to apply the expense to the appropriate adopted budget expense lines.

Check Processing

The Deputy Clerk/Account Clerk will process all check payments. A check for payment will only be processed when the Deputy Clerk/Account Clerk has all required back-up documentation for the payment. When a check is cut the following signatures are required to appear on each check: Village Clerk and Treasurer/Finance Director. The items are kept in MiViewPoint as the record of payment are:

1. Electronic signature approving payment and the vendor invoice.
2. Electronically attached other supporting information that was necessary to process the invoice.

The Payment Approval Report is given to the Treasurer for review. The Treasurer will verify the following information **prior to checks** being sent to vendors for payment:

1. The Payee/Vendor name is accurate.
2. The dollar amounts and descriptions look to be within reason. If not will look further into for verification.
3. .

Record Retention

The documentation are in MiViewPoint. All Accounts Payable files will be retained by the Village for 7 years.