POLICY ID: *FIN-003*	TITLE: *Accounts Payable Policy*	
☐ ORIGINAL ☒ REVISION	APPROVED BY VILLAGE BOARD:	DATE:
EFFECTIVE DATE:		
APPLIES TO:	☒ **FLSA EXEMPT**	☒ **FLSA NON-EXEMPT**
	☒ **REPRESENTED EMPLOYEES**	☒ **Non-REPRESENTED EMPLOYEES**
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.		

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

The Deputy Clerk/Account Clerk ~~or Deputy Clerk~~ will determine which department the invoice belongs to and select the correct Workflow through MiViewPoint ~~provide the invoice along with the payment voucher form to the applicable department head to~~ for approv~~al~~e and process~~ing~~. The department head will review the ~~payment voucher~~ invoice and vendor ~~invoice~~ information for accuracy ~~and initial for approval~~ and enter a description along with the correct account number. If the account number is unknown by the department head, ~~it will be left blank for the department head to complete with~~ 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.

~~The completed payment voucher form initialed by the department head is attached to the front of the vendor invoice and delivered to the Deputy Clerk/Account Clerk to prepare for payment.~~

~~The voucher form will contain:~~

1. ~~The Payee/Vendor name and address – if it is a new Vendor or Payee the Department Head shall inform the Deputy Clerk/Account Clerk. If a W-9 is required one will be mailed with the payment of the invoice.~~
2. ~~A short description of the invoice.~~
3. ~~The expense account number(s) the invoice will be charged against~~
4. ~~The total invoice amount(s).~~

Recurring Payments
In the case of an invoice for a recurring payment ~~involving a~~ will be processed through MiViewPoint and will need approval each month.~~contract that has been previously approved and signed by the appropriate department head, the Deputy Clerk/Account Clerk will process the invoice for payment pursuant to the direction of the department head.~~

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. ~~A payment voucher is created by the Deputy Clerk/Account Clerk to be attached to the signed vendor invoice.~~ 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 ~~by the Administrator, department head (if applicable)and the Finance Director/Treasurer prior to payment~~ 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 ~~or Deputy Clerk~~ will process all check payments. A check for payment will only be processed when the Deputy Clerk/Account Clerk ~~or Deputy Clerk~~ has all required back-up documentation for the payment ~~from the department head~~. When a check is cut the following signatures are required to appear on each check: ~~Village President,~~ Village Clerk and Treasurer/Finance Director. The items ~~attached~~ are kept in MiViewPoint ~~to be kept~~ as the record of payment are:

1. ~~The~~ Electronic signature~~/initialed approved~~ approving payment ~~voucher~~ and the vendor invoice.
2. ~~The signature/initialed approved vendor invoice~~
3. ~~The check stub.~~
4.2. ~~Any~~ Electronically attached other supporting information that was necessary to process the invoice~~/voucher~~.

The ~~above documentation~~ 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 ~~information~~ is accurate ~~and matches the invoice~~.
1.2. The dollar amounts and descriptions look to be within reason. If not will look further into for verification.
2. ~~The check amount matches that of the invoiced amount for services.~~
3. ~~The check number matches the check number in the accounting system/program.~~
4. ~~The expense account number used is valid and is part of an adopted budget.~~
5. ~~The expense is a budgetary item and funds are available for payment of invoice.~~
6.3. Will determine if a W-9 will be sent to the Payee/Vendor or not for end of year 1099 filing.

Record Retention

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