



## MUNICIPALITY OF ROBLIN

### POLICIES AND PROCEDURES MANUAL

Section: Finance & Administration	Policy No.: F/A-006
Subject: Electronic Fund Transfers (EFT/CAFT Payments)	Date Issued: August 17, 2020
Resolution No.: 2020-	Revision Date:

#### **PURPOSE:**

The purpose of this policy is to ensure internal control over electronic fund transfers (EFTs), including customer automated funds transfers (CAFT), are maintained and at the same time allow for expedient and efficient conduct of business.

#### **POLICY:**

The Council of the Municipality of Roblin is responsible for establishing policies to ensure that adequate internal controls are in place to ensure that proper authority is exercised regarding the payment of accounts payable through electronic fund transfers. This policy is intended to balance the need to maintain proper authority control with the need to conduct business in an expedient and efficient manner. This policy sets out levels of approval required for payment of accounts payable through electronic fund transfers at the following authority:

- i) Administration
- ii) Finance Committee
- iii) Council

#### **Restrictions:**

EFTs and CAFT payments may be made to the following vendors based on the procedures established in this policy.

- Len/Lisa Addis (office/library cleaning, community centre caretaking and management fees)
- Bell MTS (landline, fax, internet, cellular, fleet net)
- CNH Capital (Mazergroup)
- Collabria MasterCard

- Esso (fuel)
- Gaber Distributors Ltd.
- Ken Stephanow Trucking (Roblin WDS contract)
- Imperial Oil
- Manitoba CLPA - Lands
- Manitoba Hydro (electricity, natural gas)
- Minister of Finance
- Ed Myslichuk/Joanne Burla (garbage hauling contract)
- Parkway Consumers Co-op (fuel, supplies)
- Receiver General (payroll remittance, GST)
- SecurTek Monitoring Solutions Inc.
- Sensus Partnership of Chartered Accountants
- Western Financial Group Insurance Solutions (Blue Cross premiums)
- Westman Communications (landline, fax, internet)

If immediate payment is needed for a vendor not listed above, the CAO or AAO will contact the Finance Committee for pre-approval.

**Procedure:**

1. Invoices and requests for payment with supporting documents are submitted to the Assistant Administrative Officer (AAO).
2. The AAO ensures the invoices and requests for payment are signed and verified by the appropriate Manager.
3. The invoices are checked to ensure only original invoices are paid. Payments shall not be paid from statements.
4. A cheque requisition is prepared and coded by the AAO, attaching copies of invoices.
5. The Chief Administrative Officer reviews the EFTs proposed for payment prior to their release and signs to verify payment.
6. The AAO enters the payment online and the CAO provides secondary authorization.
7. The List of Accounts is completed by the Administrative Clerk for the next regular council meeting – listing cheques, EFTs and CAFT payments.
8. At each Council meeting, the payment of accounts identified in the “Cheque Listing for Accounts Payable” report is presented for a resolution of Council.

9. Electronic Fund Transfer Payments for the suppliers listed above are released prior to the due date of the account to avoid penalties for late payment even if this is before the report is presented for approval provided in Paragraph 8 above.
10. After the council meeting, the Administrative Clerk will prepare the list of accounts and supporting documents for proper storage in the vault.

