



## **ACCOUNTS PAYABLE PROCESS**

### **PROCEDURE 2026-03 SUNBURY-YORK SOUTH RURAL COMMUNITY**

#### **1. Purpose**

- 1.1. This document outlines the standardized Accounts Payable (AP) process for the Sunbury-York South Rural Community to ensure accurate recording, proper authorization, timely payment, and compliant filing of all invoices.

#### **2. Roles and Responsibilities**

##### **2.1. Treasurer**

- 2.1.1. Responsible for receiving, processing, recording, preparing, paying, and filing all accounts payable transactions.

##### **2.2. Mayor**

- 2.2.1. Responsible for reviewing and authorizing payments by signing the Payables Signing Form and initialing each individual invoice.

#### **3. Accounts Payable Process Workflow**

##### **3.1. Invoice Receipt**

- 3.1.1. Invoices are received by the **Treasurer** via:
  - 3.1.1.1. Mail
  - 3.1.1.2. Email

##### **3.2. Invoice Preparation**

- 3.2.1. Treasurer prints each invoice.
- 3.2.2. Treasurer reviews and codes the invoice to the appropriate general ledger account(s).
- 3.2.3. Treasurer enters (posts) the invoice into **Sage**.
- 3.2.4. Treasurer places the printed invoice into a designated **pending payables folder**.



#### 4. **Weekly Payables Preparation**

- 4.1. Payables are prepared **each Monday** by the Treasurer.
- 4.2. Treasurer creates a **Payables Signing Form** that includes for every invoice:
  - 4.2.1. Invoice number
  - 4.2.2. Vendor name
  - 4.2.3. Invoice amount
  - 4.2.4. Payment type (Cheque or EFT)

#### 5. **Authorization and Approval**

- 5.1. **The Mayor:**
  - 5.1.1. Reviews the Payables Signing Form.
  - 5.1.2. Signs and dates the Payables Signing Form.
  - 5.1.3. Initials each individual invoice to confirm approval.

#### 6. **Payment Processing**

- 6.1. Treasurer processes approved payments as indicated:
  - 6.1.1. **Cheque payments** are prepared accordingly.
  - 6.1.2. **EFT payments** are processed electronically.
- 6.2. For EFT payments:
  - 6.2.1. Treasurer prints the EFT confirmation number.
  - 6.2.2. Confirmation is attached to the corresponding invoice.
    - ***Where possible – dual authorization should be implemented in the bank account so that all Electronic Transfers are reviewed and approved before being completed. (in process)***

#### 7. **Posting of Payments**

- 7.1. Treasurer posts all payments in **Sage** after payment has been completed.



**8. Filing and Record Retention**

- 8.1. Treasurer maintains all invoices and payment documentation during the month.
- 8.2. At the **end of each month**, the Treasurer files:
  - 8.2.1. All paid invoices
  - 8.2.2. Payment confirmations
  - 8.2.3. Supporting documents
  - 8.2.4. Filing is organized **by vendor** for consistency and ease of reference.

**9. Internal Control Highlights**

- 9.1. Separation of duties between invoice processing (Treasurer) and payment authorization (Mayor).
- 9.2. Weekly approval cycle to ensure timeliness.
- 9.3. Documentation retention for audit and accountability purposes.

**10. Review and Updates**

- 10.1. This Accounts Payable Process should be reviewed annually or as operational changes occur to ensure continued effectiveness and compliance.

Effective Date: 2/4/2006

Approved By:   
Don Ferguson, Supervisor



**SUNBURY-YORK SOUTH RURAL COMMUNITY  
ACCOUNTS PAYABLE SIGNING FORM**

<b>CHEQUES</b>				
<b>DATE</b>	<b>PAYABLE TO</b>	<b>INVOICE No.</b>	<b>CHEQUE #</b>	<b>AMOUNT</b>
<b>TOTALS:</b>			<b>0</b>	<b>\$0.00</b>

<b>ONLINE/EFT PAYMENTS</b>				
<b>DATE</b>	<b>PAYABLE TO</b>	<b>INVOICE No.</b>	<b>CHEQUE #</b>	<b>AMOUNT</b>
<b>TOTALS:</b>			<b>0</b>	<b>\$0.00</b>

PREPARED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_