

CITY OF WOODLAND
COUNCIL POLICIES
CHAPTER 1 – FINANCE

POLICY 1-3 – PAYABLES PROCEDURE

Procedure developed based on City Auditor's recommendation March 6, 2007.

PROCEDURE

- The Clerk will review all the City's invoices
- The Clerk will assign payable code, per chart of accounts for each invoice.
- The Clerk will prepare a Request for Check form and attach it to the invoice.
- The Clerk will place the amount on the Monthly Expenditure spreadsheet.
- Treasurer enters payable invoices into computer system.
- Print and Post batch as monthly accounts payable.
- Print Checks for two Councilmember or Clerk signatures.
- Print Report of Payables (vendor, amount and check number) for Council to review at Council meeting.
- The Clerk will compare the Report of Payables with the Monthly Expenditure spreadsheet to ensure accuracy.
- The Clerk will mail out all checks to vendors, along with copy of invoice, following Council approval.
- The Clerk will finalize the month by placing the Report of Payables with the Monthly Expenditure spreadsheet and original receipt for the City of Deephaven services check in the record book.
- Clerk will keep permanent record of Accounts Payable Report will place in permanent agenda packet and a copy in the front of the payables record book.
- Clerk will file all invoices and check stubs alphabetically by vendor per calendar year.

Invoices will be available for annual audit review and then placed in storage marked with the date of destruction. Invoices will be maintained for six years per state statute.