

**TOWN OF MIDDLETON  
CODE A - GENERAL ADMINISTRATION**

**Subject: Bill Approval**

**Number: 1.6**

**Coverage: Staff**

**Approved by: Council & CAO**

**Effective Date: November 2, 1998**

**Revision Date: August 8, 2006**

***Rationale***

The following policy is established to standardize the Town's bill approval and payment process and to ensure that staff expenditures are verified and approved by Council.

***Policy Statement***

- 1) Purchase orders must be matched (two parts) to ensure goods are verified as received by Department Head.
- 2) The Director of Finance or the Utility Clerk shall receive invoices for matching with respective purchase orders.
- 3) Invoices shall be dated for payment, based on procedure described in the Payment of Invoices policy.
- 4) A list of invoices, processed and unpaid/paid as case may be, shall be maintained in Department sequence and added to weekly. Within department sequence, invoices shall be arranged in cheque number order; those without cheque numbers shall stay in individual Department files until cheques are run, at which point cheque numbers are applied to invoices and added to Department lists.
- 5) A bills list including cheque number and supplier name is to be submitted with a summary financial report to Council for the monthly meeting of the Committee of the Whole.
- 6) Councillors may inquire at the Town office on the details of any specific bill.

***References***

- 1) Town of Middleton policy A.1.5. "Payment of Invoices".

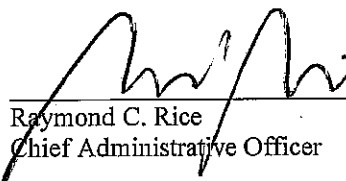
**Previous Policy**

The previous policy 1/41S "Bill Approval Policy", approved November 2, 1998, is hereby amended.

**Certification**

**THIS IS TO CERTIFY** that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 8<sup>th</sup> day of August, 2006.

**GIVEN** under the hand of the CAO and under the seal of the Town of Middleton this 5<sup>th</sup> day of March, 2007

  
Raymond C. Rice  
Chief Administrative Officer