

Ingersoll Support Services Inc.

Policy: Payment Processing	Policy #A 12 Section: Administration
Reviewed and Effective: April 1 2018 Date of Origin: April 1 2018	Ministry requirement -
<i>Invoices are paid by cheque, direct payment, or online banking and are properly authorized and supported by documentation according to Generally Acceptable Accounting Principles and practices. The finance department is responsible for ensuring that payments are made on a timely basis.</i>	

Procedure:

All invoices are received either through regular mail or email and are sorted by the finance department. If questionable or unexpected invoices are received, their validity is confirmed with the appropriate Manager, Team Supervisor, or Executive Director as required. As invoices are recorded in accounts payable, it is ensured that the proper account coding is recorded on the source document.

Within a reasonable amount of time and prior to the due date of the invoice, payments are processed either by cheque or direct payment:

1. Cheque Payments are generated through the accounting software of the organization, debiting accounts payable and crediting the appropriate bank account. Cheque number and date of printing is recorded on the source document. The printed cheque is paired with its source document and is then forwarded to the organization's authorized signers. Two signatures are required on each cheque. Initials by one signer are also printed on the source document.
2. Online Banking Payments are first initiated by bookkeeping and then approved by an authorized signing authority within the online banking environment. Once the transaction has completed, the confirmation number of the transaction is recorded on the source document and a payment confirmation report is printed and attached. The payment is then processed within the accounting software of the organization, debiting accounts payable and crediting the appropriate bank account. The source document is then forwarded to another of the organization's authorized signers for final approval shown by initials printed on the source document.

All source documents are filed according to expense account by the finance department. Cheques are mailed to the payee along with any required supporting documentation (i.e. payment stub from invoice, account number, etc.). Cheque stubs are filed numerically, according to month.

Any cheques that need to be voided are done so by the finance department. The cheque is marked VOID and adjusted in the organization's accounting software. The voided cheque is filed with that month's cheque stubs.

Monthly cheque logs are reviewed by the Finance Committee of the Board of Directors prior to each Board Meeting.