



## REQUEST FOR DECISION

**To:** ACRD Board of Directors  
**From:** Teri Fong, Chief Financial Officer  
**Meeting Date:** May 27, 2020  
**Subject:** Revised Amendment of the ACRD Payment Processing Policy, 2012

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**Recommendation:**

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors approve the amendment of the ACRD Payment Processing Policy, 2012 to permit email approval, by the Board appointed signing authorities, of Electronic Fund Transfers (EFT's) in excess of \$5,000 only and to revert to the original policy step of manually signing cheques in excess of \$5,000.

**Desired Outcome:**

To adjust the ACRD Payment Processing Policy, 2012 based on the ACRD's auditors input.

**Background:**

Feedback has been received from the ACRD's auditors since the agenda was released. There are additional controls in place for the EFT's and for that reason, the auditor and staff only recommend proceeding with the email approval of the EFT's. Staff will continue to review the manual cheque signing procedures to develop a more electronic approach, without reducing internal controls, but will reinstate the manual signing of cheque's in excess of \$5,000 at this time.

Submitted by: \_\_\_\_\_  
Teri Fong, CPA, CGA, Chief Financial Officer

Approved by: \_\_\_\_\_  
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer

Alberni-Clayoquot Regional District  
PAYMENT PROCESSING POLICY

Policy Issued by: Board of Directors  
Date Adopted: August 8, 2012  
Date Amended:

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***Purpose:***

The objective of this policy is to outline the accounting process for the payment of invoices.

***Scope:***

This policy applies to all Regional District payables.

***Definitions:***

**Cheque** is a document that orders a payment of money from a bank account.

**Electronic Funds Transfer (EFT)** is the electronic exchange or transfer of money from one account to another, either within a single financial institution or across multiple institutions, through computer-based systems.

***Policy:***

Vendors will be given the choice of receiving payments by either cheque or EFT.

**Cheque Payments**

Payments, made by cheque, will be subjected to the following approval process:

1. Cheque payments under \$5,000 will be approved by the Chief Financial Officer and the Chief Administrative Officer. In the absence of either, another member of management will approve on their behalf.
2. Cheque payments over \$5,000 will be individually signed by one of the Board appointed signing authorities.

Payments by cheques will be made by sequentially pre-numbered cheques. This is the default payment method.

**EFT Payments**

Payments, made by EFT, will be subjected to the following approval process:

1. Payments under \$5,000 will be approved by the Chief Financial Officer and the Chief Administrative Officer. In the absence of either, another member of management will approve on their behalf.
2. Payments over \$5,000 will be approved by email by one of the Board appointed signing authorities

Suppliers who have requested to be paid by EFT will fill in an EFT Application form for the Finance Department to change their payment preference.