

Accounts Payable/Purchases/Vender Payments

- Invoices are required to be coded and approved by the Department Manager or Borough Manager as per the current approved budget.
- New Venders are required to complete a W9 prior to any payments being processed – enter in Edmunds by Finance Bookkeeper or Finance Manager
- Purchase Orders will be created/processed for the Approved invoices to be created by Finance Bookkeeper or the Finance Manager
- Purchase Orders to be signed by Department Manager and Borough Manager. Or the Borough Manager for regular administrative costs that are not department specific.
- Purchase Orders will be set to be approved in Edmunds by Finance Bookkeeper or the Finance Manager for processing payments.
- Run a Purchase Order Listing from Edmunds of APPROVED Purchase Orders, prior to printing checks. Confirm every Purchase Order. Completed by Finance Manager or Finance Bookkeeper.
- Checks will be written Thursday or Friday (subject to change if there is a holiday) prior to a regular council meeting which occurs on a Tuesday by either the Finance Manager or the Finance Bookkeeper. Check Register need to be run for each Council meeting and included in the packet.
- Two signatures required for each check. Council members will sign these checks at those two monthly meetings.
- Authorized signors for checks are council members, Borough Manager, Finance Manager is authorized but does not sign checks.
- Blank Check Stock is used in the accounting software. The MICR numbers are printed on the checks through the Software set up. There are no signature stamps. There are no checks in the office that are printed.
- See attached resolution for process for ACH/online payments/regular monthly payments.
- On occasion there may be a check needed to be written out of the schedule of the meetings. This will only be done by approval only by the Council President/Financial Lead.
- Some Purchases are made on a credit card. See the attached user agreement. There is always a Purchase Order created with details from Credit Card Statements.
- The Borough Manager is authorized to make purchases up to \$10,000.00 without prior council approval. The expectation is that the Borough Manager will work within the confines of the current Annual Budget in place.
- Monthly expenditure reports are created for the last council meeting of the month for review by Finance Manager
- Vender Statements are reviewed by Finance Manager.
- If Invoice/Vender disputes arise these are pushed back to the Department Managers if it cannot be resolved by Finance Manager or Finance Bookkeeper.
- All purchases are completed as per the requirements of Borough regulations through the Commonwealth of PA guidelines.

Segregated duties defined:**Finance Bookkeeper:**

Creation of Purchase Orders (approx. 90 percent on the time)
Expenditure batches in EDMUNDS for all ACH payments/non purchase order payments.
G/L batches/Expenditures batches in EDMUNDS for Payroll, 457B payments, pensions
Daily closing of the front window (receivables/receipts)
Bank Deposits to the bank.

Finance Manager:

Creation of Purchase Orders (approx. 10 percent of the time)
Payroll processing in online Payroll Platform
Reconciliation of all Bank Accounts, Retirement Accounts, Escrow Accounts, Payroll monthly, quarterly, and annually
Processing of Payroll Taxes not paid through the online Payroll Platform
Monthly reclassification G/L entries for Payables, Receivables, other in Edmunds, as needed and necessary.
Month End close, report preparations for Borough Council review and approval.

PAYROLL Processing:

- Payroll is completed bi-weekly by the Finance Manager.
- Timesheets must be turned in by Department Managers on Mondays prior to payroll by or before 3 pm. All time sheets must be signed/approved by Department Managers
- The Finance Manager will review timesheets for accuracy.
- Finance Manager processes payroll through the Online Payroll Portal. This must be completed on the Tuesday of each payroll period.
- The Finance Manager will set up all new staff members in the Online Payroll Portal and is responsible for secure storage of all sensitive information.
- The Finance Manager will terminate all staff members in the Online Payroll Portal.
- Increases for Police and Non-Uniform Union staff are per the Union Contract in place. It is budgeted year to year. Contracts are approved by the Council in a four-year cycle. Increases are completed the first payroll of the calendar year.
- Increases for Managers are approved by Council and are completed the first payroll of the calendar year.
- Police Officers within the Step-Defined by the Union Contract receive increases on their anniversary date for the first six years of their employment.
- Other increases based upon job duty changes are presented by Department Managers to the Borough Manager who then presents these requests to Council in a regular scheduled meeting.
- Bonuses: Longevity and Educations (Police only) License Bonus (Public Works only) – these are also set by the Union Contracts.
- Quarterly, annually reviews on tax filings by Finance Manager
- Annual reviews of PTO, SICK, VACATION. – These are dictated by the Union Contracts in place by Finance Manager
- Payroll G/L Batch create by Finance Manager and entered in the accounting software by Finance Bookkeeper

Accounts Receivables/Revenues/Receipts:

- Payments received by the Borough are accepted at the Front Window by the Front Desk Administrative Assistant. This is reviewed and closed daily by Finance Bookkeeper. It is proved by the Finance Bookkeeper and a daily packet is created and retained.
- Bank deposits made daily by Finance Bookkeeper.
- Bank Account Transfers between funds completed by the Finance Manager. Borough Manager and Council President will sign off on these. Typical transfers are from PLGIT to GF for credit cards payment (done monthly). Others on an as needed basis.
- Tax Collection by the Borough is completed through the Front Window. Proved by the Finance Bookkeeper. Month end and year end reporting is completed by the Finance Manager.
- Monthly revenue reports are created for the last council meeting of the month for review by Finance Manager.