



## P O L I C Y

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Policy Title <b>AUTOMATED PAYMENT APPROVALS</b>	Date: <b>April 22, 2021</b>	Resolution No. <b>C/192/21</b>

### **Policy Statement:**

Pursuant to Section 213(5) of the Municipal Government Act, Lacombe County authorizes the use of reproduced printed signatures and payment approvals through the electronic processes provided through its financial software program.

### **Guidelines/Procedures:**

1. The financial software program must provide security access controls that meet with the approval of Lacombe County's independent financial auditors.
2. Access to software system security controls shall be limited to the Manager of Finance and Financial Coordinator.
3. Approval of payroll and accounts payable payments will be authorized electronically through secure passwords with restrictive access to the County Manager, Director of Corporate Services and in their absence, the Acting County Manager. No other employees will be granted access to this functionality of the software program.
4. This process applies to both cheque and electronic payment methods.
5. Software system access for final processing of accounts payable and payroll will be denied until the electronic approval process is complete.
6. Software system access for final processing of accounts payable and payroll payments will be restricted to staff positions approved by the County Manager, or designate, and must exclude the Manager of Finance, Financial Coordinator and staff positions authorized to approve payroll and accounts payable payments
7. Where the electronic approval process is not in use, manual approval processes shall remain in place. Digital signatures on approval documents may be used in place of manual signatures for this process.
8. Digital signatures will be stored in a secure server located at the software vendor's location. The software vendor will have no security access to software modules used in processing payments.
9. Accounts payable cheques will be printed with the digital signatures of the Reeve and the County Manager.
10. All blank cheques must be stored in the central vault except during the printing process.

Approved: April 8, 2004  
Revised: April 12, 2007  
October 13, 2011