

DA	LOCAL GOVERNMENT ACT, 1995 – PAYMENTS FROM MUNICIPAL AND TRUST FUNDS
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DIVISION:	Finance
BUSINESS UNIT:	Finance
SERVICE UNIT:	Management Accounting
RESPONSIBLE OFFICER:	Chief Financial Officer
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	10 December 2020
ATTACHMENTS:	N/A
VERSION NO.	10

Dates of Amendments / Reviews:		
DAP Meeting:	24 May 2012	18 May 2017
	23 May 2013	24 May 2018
	22 May 2014	23 May 2019
	2 June 2015	26 November 2020
	26 May 2016	
OCM:	9 June 2011	9 June 2016
	14 June 2012	8 June 2017
	13 June 2013	14 June 2018
	12 June 2014	13 June 2019
	11 June 2015	

FUNCTION DELEGATED:

The authority to make payments from the City's Municipal Fund and Trust Fund.

CONDITIONS/GUIDELINES:

- (1) All electronic bank file payments are to be authorised as follows:
 1. payment files under \$500,000 require one/authorised Delegate,
 2. payments files over \$500,000 require two Authorised Delegates
- (2) Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing:
 1. the payee's name;
 2. the amount of the payment;
 3. the date of the payment; and
 4. sufficient information to identify the transaction

This list is to be:

1. presented to the Council at the next Ordinary Meeting of the Council following the preparation of the list; and
2. recorded in the Minutes of the meeting at which it is presented.

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- (3) All decisions taken under this authority are to be recorded on the Payments-Listing as presented to Council, by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer..

AUTONOMY OF DISCRETION:

As provided under Legislative requirements and conditions (1) to (3) above.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Local Government Act 1995, Section 6.10

Local Government (Financial Management) Regulations 1996, Regulation 13

DELEGATE:

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:

SUB-DELEGATE/S:

Chief Financial Officer

Executive Governance & Strategy

Head of Finance

Accounting Services Manager