

<b>DA</b>	<b>LOCAL GOVERNMENT ACT 1995 - PAYMENTS FROM MUNICIPAL AND TRUST FUNDS</b>
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<b>DIVISION:</b>	Finance
<b>BUSINESS UNIT:</b>	Finance
<b>SERVICE UNIT:</b>	Management Accounting
<b>RESPONSIBLE OFFICER:</b>	Chief Financial Officer
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	9 December 2021
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	11

<b>Dates of Amendments / Reviews:</b>		
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	25 November 2021
	OCM:	9 June 2011
	14 June 2012	8 June 2017
	13 June 2013	14 June 2018
	12 June 2014	13 June 2019
	11 June 2015	10 December 2020

**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