**Accounts Payable**

***Amend as required to suit your specific needs***

* *Change the logo in the Header to your own*
* *Use the select all then replace all to amend the document for your NGB*
* *If your NGB is an unincorporated organisation i.e. not a Company replace all reference to the Board of Directors with the name of your NGB governing committee e.g. Executive or Management Group*
* *If your NGB is a charity your governing group may be the Trustees or similar*
* *The “responsible person” may be different in different parts of this document*

**Enter Name of NGB**

**Accounts Payable Procedure**

Issue date:

Review date:

Version:

Responsible:

Introduction

The purpose of this document is to provide detailed guidance on the payment for goods and services received by insert NGB.

Receipt of Invoices

Mail is opened and distributed by (responsible person).

Invoices received are date stamped and passed to the (responsible person) for processing.

Segregation of Duties\*

Duties related to the set-up of new suppliers, purchase, receipt and payment for goods and services are to be segregated. \*template policy can be found on WSA website

Invoice Payments

All payments for goods or services to insert NGB must be processed through the financial accounting system (insert name) except for those made using the credit card procedure.

Purchase Order Invoices

Purchase order invoices received by (responsible person) that satisfy the three way match against the purchase order (value, volume and price) will be posted to the financial accounting system for payment.

For purchase order invoices that do not satisfy the three way match the (responsible person) will send an email to the budget holder to resolve the query and to progress the invoices for payment.

Non Purchase Order Invoices

Budget Holders should note that insert NGB’s preferred method of payment for goods or services is via a Purchase Order or the Company Credit Card.

There are limited exceptions as to when a Purchase Order will not be required. Invoices received without a purchase order will be returned to the supplier unpaid.

For those invoices that may be processed without a Purchase Order in place (examples of exceptions include utility bills, legal expenses, audit fees (*amend as necessary)*), the (responsible person) will scan the invoice and send a copy via email to the Budget Holder for review.

The Budget Holder should review the invoice for accuracy and if satisfied with the invoice notify the (responsible person) via email of the relevant budget allocation coding and cost centre for processing *(amend as necessary).*

Invoice Queries

It is the Budget Holders responsibility to resolve invoice queries with the supplier on a timely basis and keep the (responsible person) informed of progress.

Cheque Requests

Cheques and other forms of payment cannot be issued without an invoice or suitable alternative.

On the infrequent occasion when it is not possible to obtain an invoice a Cheque Request Form (available from the (responsible person)) should be completed by the Budget Holder and returned to (responsible person) for payment together with documentation to support the request.

All cheque payments require two designated signatories (see cash and banking procedure).

Prompt Payment of Suppliers

insert NGB is committed to the prompt payment of suppliers and it is our policy to pay suppliers within 30 days of date of invoice.

BACS (Banks Automated Credit System)

To facilitate the prompt payment of invoices insert NGB’s preferred payment method to suppliers is by BACS/online authorisation (amend as necessary).

All BACS/online payments require authorisation by two designated signatories (see cash and banking procedure)

New suppliers are required to provide bank details directly to the (responsible person) (either via an email from the company addressed to (responsible person) or by post on headed paper).

(Responsible person) will also verify the existence of the company by searching for the company on the internet.

Any amendments to bank details must also follow this methodology; (responsible person) should also contact the company directly, having independently sourced the contact details, to check the bank details provided.

1. **Relationship to Other Procedures.**
   1. The Accounts Payable Procedure will be implemented in conjunction with the other governance and financial policies\* and procedures of insert NGB, *(amend as necessary):* \*examples of these may be found on the WSA website

* Purchasing Procedure
* Financial Delegations of Authority
* Procurement Card Procedure
* Cash and Banking Procedure

1. **Review of Procedure**
   1. This procedure will be reviewed in outline by the Chief Executive Officer/ Finance Director (*amend as necessary)* and will be reviewed in detail every two years or more frequently if appropriate due to changes in circumstances. Changes to the procedure will be recommended by the Finance Committee (*amend as necessary)* to the Board)