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PAYROLL AND INVOICE PROCESSING POLICY

EFFECTIVE JANUARY 2021

Payroll and invoice processing to be completed each month; processing closing date is the last day of each month.

Paycheck for a township employee is based upon the submitted time sheet that is due five days before the last day of each month. Monthly paychecks are to be issued on the first day of each calendar month for wages earned during the preceding calendar month (Public Act 390 of 1978, MCL 408.471). As outlined in the General Appropriations Act, payroll expenditures do not require prior approval by the Board and, if necessary, are to be submitted for post-audit Board approval. Paychecks are to be issued based upon the salary schedule approved by the Board:

- Township Officers (Supervisor, Treasurer, and Clerk) and Board Trustees per meeting
- Positions paid on a monthly basis based upon time sheet submittal of hours or days worked during the month:
 - Fire Chief - month
 - Deputy Treasurer - number of hours
 - Deputy Clerk - number of hours
 - Grounds Maintenance - number of days
 - Water Supply System Operator - number of days
 - Water Supply System Technician - number of days
 - Sewer System Technician - number of days
 - Sewer System Technician replacement - number of days
 - Election Official - number of hours
 - Board of Review Member - number of hours

Invoice is defined as a receipt, bill, or any document relating to a purchase regardless of payment method including:

- Employee Incidental expenses
- Vendor charge account receipts
- Purchase receipts
- Credit card charge receipts
- Purchase order statement
- Net-30 day statements

Vendor invoice submittal is to be within two days of the purchase or order placement. Invoices are to include information regarding the purchaser's name, listing of item(s) purchased, itemized pricing, total cost, purpose of acquisition, and account to be charged. Purchaser is responsible for appropriateness of procurement and lawfulness of expenditure.

Monthly listing of invoices is to be made available to Board members within two business days after the last day of the month. All invoices submitted by the last day of the month are to be processed in accounting software as a pending payment unless otherwise noted.

Utility bills, including telephone, electricity, and propane, are to be paid before the due date so as to avoid late fees. As outlined in the General Appropriations Act, utility bills do not require prior approval by the Board and, if necessary, are to be submitted for post-audit Board approval.

Invoices with penalties or discounts are to be paid before the due date; including credit card statement and vendor charge account balances. As outlined in the General Appropriations Act, any invoices with penalties or discounts do not require prior approval by the Board and, if necessary, are to be submitted for post-audit Board approval.

Vendor monthly invoices are to be paid before the due date so as to avoid late fees. These invoices are limited to routine expenses already approved in the budget such as insurance, hydrant rental, auditor, assessor, park toilet cleaning, dues, permit fee, and fuel. As outlined in the General Appropriations Act, any invoices with penalties or discounts do not require prior approval by the Board and, if necessary, are to be submitted for post-audit Board approval.