

Village of Fairport
Office of Community + Economic Development

31 South Main Street
Fairport, New York 14450

**POLICY
REGARDING THE PAYMENT OF BILLS**

In this document, the Village of Fairport Industrial Development Agency, the Village of Fairport Urban Renewal Agency and the Village of Fairport Section 8 Housing Assistance Program will be collectively referred to as the Village of Fairport Office of Community and Economic Development (OCED).

1. The Purpose

of this policy is to provide guidance to the Executive Director of OCED about the expectations of the Board of Directors regarding the payment of bills submitted to that Board for approval at their monthly meetings.

2. Approval Authority

The Executive Director is authorized to process, audit, approve and pay bills submitted by vendors for payment. A summary of those bills will then be included on a Resolution that will be submitted to the Board of Directors for post-approval at their next regularly scheduled Board Meeting. The Resolution will include the claimant's name in full, the amount paid, the check number of the payment and a sufficient description of the billing so that the Board can determine the purpose of the payment. The Resolution will also include a total amount of all the bills included on the Resolution.

All bills approved by the Executive Director will be available for review by the Board of Directors during normal business hours. Any additional supporting information or copies of the bills requested by members of the Board of Directors will be provided by the Executive Director.

In the discretion of the Executive Director any bills that are or may possibly be considered illegal or inconsistent with the intent of this Policy will not be paid until they are submitted to the Board of Directors for review, audit and approval.

3. Responsibilities of Executive Director in paying bills

The Executive Director will be responsible for

- carrying out this policy;
- making sure that all bills approved are proper and paid in accordance with all applicable state and federal laws;
- that all bills approved and paid contain sufficient supporting documentation and justification to meet audit requirements and the intent of this Policy;
- that all bills approved and paid are paid on the basis of proper invoices, receipts and claims submitted by the payee;
- that all bills approved and paid are mathematically correct, are paid at the correct amount and are included on the Resolution submitted to the Board of Directors for post-approval.

4. Specific Provisions in reviewing and approving payments

- To the extent possible, single payments relating to the operations of both, the Industrial Development Agency and Urban Renewal Agency, such as rental of office space, will be apportioned, upon payment, to the proper program.
- Expenditures for memberships will include a short statement as to the benefit derived by OCED from participating in that organization.
- All mileage reimbursement claims submitted for payment will include the purpose for which the travel was incurred as well as the destinations.
- The annual mileage rate of reimbursement to the employees of OCED will be automatically indexed to the rate of mileage reimbursement established by the federal government.
- All expenses paid must be supported by an actual invoice.
- Travel expenses (tolls, meals, taxis, parking, etc.) will be reimbursed only on the basis of receipts indicating that the expenses were actually incurred.
- Sales Tax Exemption Forms will be used for lodging and the purchase of office supplies. Applicable sales taxes in these cases will not be reimbursed to the claimant.

- All travel and conferences will be approved in advance. Travel to conferences specifically included in the OCED Annual Budget are considered as having been approved at the time that the budget was adopted and therefore no additional approvals are required. In those cases, a copy of the applicable page in the budget will be attached to the specific claim vouchers.
- Credit card reimbursements will include the submission of the actual receipt and a statement as to the purpose of the purchase.
- In case of meals, including those charged on a credit card, reimbursement will be made on the basis of the actual meal receipt and a statement as to the purpose and with whom the meal expenses were incurred.
- Personal phone call charges will not be reimbursed.

The Audit Committee of OCED will annually review this Policy to reassess its adequacy and recommend proposed changes to the OCED Board of Directors.