

**4.0 POLICY TYPE:** FINANCE & PAYROLL

**4.3 POLICY TITLE:** Payment Policy

**DATE ADOPTED:** 12 August 2010

**AUTHORISED BY:** Finance Manager

**SIGNED:** Rodney Draper

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## **POLICY STATEMENT**

With the expectation of ever increasing numbers accessing Individualised Funding through Manawanui it is becoming increasingly apparent that a set of guidelines need to be put in place to ensure that the payment process is as seamless as possible.

The following, although possibly not exhaustive will go some way to facilitating that aim.

### **General**

- This policy has been developed to ensure Manawanui fully complies with the requirements of its funders.
- All payment requests must be on the current templates available on this website. The current templates can be found under Client Resources/ Payment Documents/ Expense Claim Form or Fortnight Timesheet. Any payment requests not made on current templates will result in them needing to be resubmitted which may result in a delay in payment.
- All payment requests must be for expenditure already incurred or supports already received.

### **Payroll**

- All timesheets must be received no later than 8am on the Tuesday of payroll week in order to be processed and payment to be received on Thursday.
- Any timesheets received after 8am on Tuesday will only be processed and paid on the following Friday (money in bank on Saturday).
- Payroll payments will ONLY be processed on a Wednesday (in bank on Thursday) and Friday (in bank on Saturday) without additional charges.
- All timesheets for Friday payments are to be received by 4pm on the preceding Thursday.
- If an urgent payment is required outside these times then an administration fee of \$50 (incl gst) will be billed to the employer (IF Manager).
- Any requests for reimbursive, non taxable (ie. no PAYE) expenditure in excess of \$499.99 may be required to be supported by a copy of a suitable receipt indicating the type and amount of expenditure.
- Any reimbursive expenditure that totals more than 30% of the total amount claimed on the timesheet may also be required to be supported by a copy of a suitable receipt indicating the type and amount of expenditure.

- All timesheets must be signed by either the IF Manager or their agent (signature or typed name) indicating that they fully understand the conditions and requirements of individualised funding claims and that expenditure is only for approved HSCC purposes.

### **Expense Claim Form (Self Managing)**

- All expense claim forms (on the approved template) sent by email or fax must be received no later than midday on the Monday of payroll week.
- If the expense claim form is mailed we will process all invoices received in the office on the Tuesday of payroll week.
- All expense claim forms received later than midday on Monday (fax & email) or Tuesday's mail will be paid on Friday (in bank on Saturday).
- Expense claim form payments will be made on Tuesdays and Fridays without additional charges.
- If an urgent payment is required outside these times then an administration fee of \$50 (incl gst) will be billed.
- All requests for Friday payments are to be received by 4pm on the preceding Thursday.
- All expense claim forms must be signed by either the IF Manager or their agent (signature or typed name) indicating that they fully understand the conditions and requirements of individualised funding claims and that expenditure is only for approved HCSS purposes.

### **REVIEW**

This payment policy will be reviewed as part of Manawanui's quality management process.