

Village of Hartwick Operating Procedures
Accounts Payable

Version 3.0

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Section I – Definitions

VOH – Village of Hartwick Resident Association

Residents – Homeowner

Board – Board of Directors of Village of Hartwick Resident Association

Executive Committee – Refers to the officers of Hartwick Village Resident Association that includes the President, Vice President and Secretary/Treasurer

Committee Chairperson – Usually a Board Member assigned to head a specific committee

Project Champion – Person who has primary responsibility for a project. Often this will be the Committee Chairperson

Property Manager – Refers to Cornerstone Property

Vendor – Supplier, Company or individual that has submitted an invoice for payment.

Approver – The designated entity who may approve an invoice.

Section II – Overview

This document defines the Process for paying invoices submitted by Vendors. It states any requirement for approval by the designated Approver.

Section III – Benefits

1. Ensure all invoices are accountable to an Approver
2. Provide clear guidance to the Property Manager who has approval authority
3. Provide a clear paper trail of approvals.
4. Ensures all invoices are reviewed by the Board

Section IV – Designated Approvers

1. The Property Manager will approve the following invoices
 - a. From Vendors for no-bid items less than \$700
 - b. From Spectrum Cable when monthly invoice has not varied from previous months
 - c. From Louisville Water Company (LWC) unless it is more than 10% higher than previous month. (Note: The LWC bill is routinely reviewed by the Executive Committee immediately after Residents water bills are created.)
 - d. All contracted services approved in the budget such as Pest Control and Insurance. (Does not include landscaping)
2. Two Members of the Executive Committee will approve the following:
 - a. Spectrum Cable bill that has an increase from previous month.
 - b. LWC bills that are more than 10% higher than previous billing.
 - c. Any invoice over \$700 that is not assigned to a Project Champion.

3. Project Champion and one member of the Executive Committee will approve Invoices for services/projects assigned to a Project Champion that are less than \$3,000. Examples are Landscaping. (note: All Landscaping invoices regardless of amount falls into this category).
4. Project Champion and two members of the Executive Committee will approve any invoice over \$3,000. This would normally be major capital projects such as painting, road sealing, etc.

Section V – Approval Process

Upon receipt of an invoice the Property Manager will determine who must approve payment of the invoice based on the guidance provided above.

1. The account number/s (From Statement of Operations) will be coded on the invoice. If invoice is split between multiple accounts the amount for each will be entered.
2. Property Manager will scan an image of the invoice and forward it via email to the approvers.
3. The approvers upon receipt will have 3 days to review the invoice and approve or reject the invoice.
 - a. If approved, Reply All to email and reply Approved and Enter Date.
 - b. If rejected, Reply All to email and explain why it is rejected. The approver will then follow up with Property Manager and Vendor to resolve any issues with the invoice.
4. The Approver/s will keep a record of the invoices they approve and, as needed, will report them at the next Board meeting.
5. Upon final approval of the Invoice the Property Manager will then process the invoice for payment according to standard business practices.