

Schedule of Payment Runs July to December 2021



*Deadline for Invoices to be saved in Finance Mailbag	** Payment Run Date	*** Bank Authorisation to be Complete by 9.00pm	Comments
All Staff	Karen & Pat	M Gray, C Knight, S Fyfe A Gulliver, D Prattent	
Thurs 8 July	Tuesday 13 July	Mon 19 July	Jane on leave 12 to 16 July
Mon 19 July	Thurs 22 July	Weds 28 July	
Mon 2 August	Thurs 5 August	Weds 11 August	
Mon 16 August	Thurs 19 August	Weds 25 August	Jane on leave 13 to 27 August
Mon 30 August	Thurs 2 September	Weds 8 September	Org Audit 30 & 31 Aug
Mon 13 September	Thurs 16 September	Weds 22 September	
Fri 24 September	Thurs 30 September	Weds 6 October	Mon 27 th Queens Birthday Public Holiday
Mon 11 October	Thurs 14 October	Weds 20 October	
Mon 25 October	Thurs 28 October	Weds 3 November	
Mon 8 November	Thurs 11 November	Weds 17 November	
Mon 22 November	Thurs 25 November	Weds 1 December	
Mon 6 December	Thurs 9 December	Weds 15 December	
Mon 13 December	Thurs 16 December	Weds 22 December	

* **Deadline for Invoices – Invoices need to be approved and authorised by this date**

** **Payment Run – The date Finance prepares and lodges current Batch with ANZ Bank**

*** **Bank Authorisation Complete – Bank Signatories have 7 days from Payment Date (ie 9pm the night before) to authorise. This is the date to quote to Supplier of expected payment date.**

Prepared by: Patricia Sutton 07/07/2021