



Section	05	ACCOUNTS PAYABLE, INTER AND INTRA UNIT PAYMENTS	Effective Date	7/1/2015
Sub-section	10	Municipality Payments (Including LGIP-Direct)	Revision Date	4/30/2015
SAM Ref	n/a			

BACKGROUND

Prior to STAR, agencies paid municipalities through a variety of specialized disbursement applications using their own data. Those applications are being replaced with a standard municipality payment process within STAR.

POLICIES

1. Agencies must use STAR - Accounts Payable to record payments to municipalities, special districts, school districts and technical colleges. These payments must be recorded to the proper municipality Supplier ID. The State will utilize STAR to prepare municipality payment information for a variety of users.

PROCEDURES

Agencies should find the appropriate Municipality Supplier and Location per the instructions in Wisconsin Accounting Manual Section 05-08.

LGIP-DIRECT MUNICIPALITY PAYMENTS

Municipalities that have been receiving their payments directly to their participant account within the Local Government Investment Pool (LGIP), have a Location ID “LGIP” within the STAR Supplier Table. Agencies should use that Location ID to make an LGIP-Direct payment.

Additionally, the Department of Revenue Locations for their State and Local Finance Program (those locations that begin with “DORS”) will automatically be tied to an LGIP-Direct payment for those counties, cities, villages, townships, and special districts that were receiving payments that way as of May 2015. If an agency is not sure how a payment to a county, city, village, township or special district should be made, it should select the “DORS” location for that entity, and the payment will be made via the most current payment method - check, ACH or LGIP-Direct.