

POLICY

2006

Fiscal Management

PAYROLL PROCEDURES

A duly certified payroll is one that has been examined and approved by the School Business Official or in his/her absence, the Superintendent of Schools. It shall be the responsibility of the School Business Official and his/her staff to prepare all payrolls.

A periodic test will be conducted to verify accuracy and appropriateness of district payrolls.

Ref: Education Law §§1604; 1719; 1720; 2116-a

Adopted: October 26, 2005

Revised/Adopted: 6/14/06