

PAYROLL PROCEDURES

A duly certified payroll is one that has been examined and approved by the director of personnel and, in her absence, the deputy superintendent. It shall be the responsibility of the Treasurer and his staff to prepare all payrolls.

The claims auditor will periodically test the district payrolls to verify accuracy and appropriateness.

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

Date Adopted: 5/16/06