

PAYROLL PROCEDURES

The School Business Administrator/Board Secretary shall be responsible for the preparation of all salary checks in accordance with approved contractual salaries and any changes submitted by the Superintendent.

The Board President, School Business Administrator/Board Secretary and Superintendent shall certify the payroll and the warrant to be drawn payable to the salary account.

Source: Regular Board Meeting

Date: August 20, 1986

Revised: February 22, 1995

<u>Legal References:</u>	<u>N.J.S.A.</u>	18A:4-37 expenses	Payment of salaries and
	<u>N.J.S.A.</u>	18A:19-9 etc., payrolls	Compensation of teachers,
	<u>N.J.S.A.</u>	18A:19-10 checks for compensation	Payroll bank account;
	<u>N.J.S.A.</u>	18A:19-11 by Deputy	Signature of payroll checks

