

SUBJECT: PAYROLL PROCEDURES

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

Tests will be conducted **at least annually by the Assistant Superintendent for Finance and Operations** to verify accuracy and appropriateness of District payrolls. **The results of the tests will be reported to the Board of Education.**

Education Law Sections 1604, 1719, 1720 and 2116-a

Adopted: 5/19/15