

SCHOOL ADMINISTRATIVE UNIT 79

DK

PAYMENT PROCEDURES

In keeping with the District's desire for efficient fiscal management, the following procedure for payment of its liabilities is in effect:

1. All manifests, supported by original invoices, will be approved and signed by the Finance Committee of the School Board.
2. The School District's Treasurer will sign all checks. Electronic signature of checks is permitted.

Approved: December 13, 1999
Reviewed: May 12, 2003
Reviewed: June 8, 2010
Revised: October 12, 2010

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PAYROLL PROCEDURES

All salaries and supplements paid regular staff members, substitute or part-time personnel and student workers will be paid through the business office.

Proper payroll procedures are dependent on staff attendance accounting. The necessary procedures for this will be established by the Superintendent and carried out by the administrative personnel.

Compensation records kept by the business office will reflect an accurate history of the compensation and related benefits paid to each employee.

Pay Day Schedule

The School District pays salaries on a regular schedule throughout the school year. There shall be no salary advances.

Salary Deductions

Salary deductions are allowed. They are subject to the limitation of the accounting equipment. Authorized payroll deductions include:

1. Credit Union
2. Tax-Sheltered Annuities
3. Union Dues
4. Insurance Premium Contributions
5. Flexible Spending Account as per IRA regulations.

All salary deductions, other than those regulated by federal or state laws, will be deducted only upon written request of the employee and approval of the Superintendent.

1st Reading: April 14, 2003
2nd Reading: May 12, 2003
Adopted: May 12, 2003
Amended: June 8, 2010

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EXPENSE REIMBURSEMENTS

District personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed by the District upon submission of a properly filled out and approved voucher and such supporting receipts as required by the administrator responsible for business affairs. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the Board.

All travel outside New Hampshire must have the prior written approval of the Superintendent of Schools.

Approved: December 13, 1999

Reviewed: May 12, 2003

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SECOND MONTHLY WARRANT

The School Board authorizes the Superintendent to sign on their behalf a warrant on or about the first day of each month and such warrant shall include only payment for those items that will allow the district to realize a savings due to time limits set by vendors.

Any payments shall be included in the second warrant on or about the 15th of each month for confirmation by the School Board in the warrant approval process.

Approved: December 13, 1999

Reviewed: May 12, 2003