

PAYMENT PROCEDURES

PAYROLL

All salaries and supplements paid to regular staff members, substitute or part-time personnel, game officials (if applicable) and student workers will be paid through the SAU #7 Business Office.

Proper payroll procedures are dependent on staff attendance accounting, maintenance of time cards or time sheets as applicable for all hourly personnel and signature forms from game officials. The SAU business office will set procedure.

Pay Day Schedule

The SAU pays salaries on a biweekly basis. There shall be no salary advances.

Authorized Signatures

Checks drawn on the general fund or any special fund (with the exception of activity fund) will be drawn on a payroll voucher which will require the signatures of the majority of the School Board and Superintendent or Business Administrator in the absence of the Superintendent. The School District Treasurer will upon receipt of the voucher sign payroll checks and return them to the SAU office for distribution on payday only. The school district treasurer will make direct deposit verification.

ACCOUNTS PAYABLE

All vouchers, supported by original invoices, must be approved and signed by the majority of the School Board. The School District's Treasurer will sign all checks and return them to the SAU#7 business office. The business office will mail the checks to vendors.

The checks are numbered as assigned in a continuous numbering sequence by the computer system.

STUDENT ACTIVITY FUNDS

All invoices must be reviewed and signed by the Advisor or managing staff member on the account. The school secretary or authorized staff member will generate payment vouchers. The building principal (or assistant principal in the absence of the principal) will review payment vouchers and sign checks.

Compensation due to individuals will be processed through the SAU payroll system.

REVENUE

All revenue received will be recorded on the deposit form and submitted to the school office within one business day of receipt. Office staff will verify funds, fill out deposit slips and deposit within one business day.

The Secretary or designated staff member will record all revenue and expenses and post monthly activity in the balance sheet.

SAU #7 Policy Committee Reviewed/Revised: April 6, 2023

SAU #7 Board Reviewed/Revised: April 13, 2023