

PAYROLL PROCEDURES

A duly certified payroll is one that has been examined and approved by the Assistant District Superintendent for Business Services. It shall be the responsibility of the Assistant District Superintendent for Business Services and his/her staff to prepare all payrolls.

Annual audit testing will be conducted to verify accuracy and appropriateness of BOCES payrolls.

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

Adoption date: December 17, 2007