

Adopted: 9-31-20

Revised:\_\_\_\_\_\_\_\_\_\_

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**CARDV**

***Payroll Policy***

1. Payroll is paid one time per month. Payroll timesheets are approved by Supervisors and given to the Executive Director. They are checked for accuracy and entered into an Excel spreadsheet which is then forwarded to the Controller.
2. The Excel spreadsheet includes, by employee, pay rate, all hours worked broken down by regular, overtime, holiday, floating holiday and PTO.  It also includes by employee all voluntary deductions (401(k), insurance, etc.).  The deductions are reconciled monthly by the Controller with the invoices received for each of these deductions.
3. Before paychecks are issued or direct deposits are processed, the payroll reports are compared to this spreadsheet to ensure accuracy.
4. Payroll liabilities are processed so as to ensure legal compliance and avoid any penalties. Payroll liabilities resulting from voluntary deductions are paid no later than one week following the pay date each month.
5. Controller files in an organized system the payroll tax liability payment receipts, direct deposit receipt and summary payroll reports (matching the initial Excel file).**.** State and Federal payroll taxes are to be paid monthly by electronic fund transfer within the time frame required to avoid penalty.
6. The Controller reports and pays electronically 401(k) amounts to the agency managing CARDV’s funds immediately following payroll processing.

g) All Federal and State required monthly, quarterly and annual payroll reports will be filed in a timely manner.

**Signed:** Kate Caldwell **Position:** Chair

**Date: 8/31/20**