
STUDENT ACTIVITY FUNDS PAYROLL & BENEFITS (PAY-P009)

1.0 SCOPE:

- 1.1 To distribute funds from Student Activity Accounts to City of Milford for payroll checks.

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2.0 RESPONSIBILITY:

- 2.1 Director of Management Services; Payroll Supervisor; Chief Accountant; Grants Dept Mgr

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Management Services

Approval Signature on File
Signed _____ Date _____

4.0 DEFINITIONS:

- 4.1 MBOE: Milford Board of Ed
- 4.2 StudAct: Student Activity Funds
- 4.3 PR: Payroll

5.0 PROCEDURE:

- 5.1 Upon receipt of payroll distribution excel sheet from Chief Accountant, verify and distribute the funds according to correct activity account codes on APAR-F014 and APAR-F015 forms.
- 5.2 Once Payroll Supervisor confirms dollar amount of the payroll, checks are cut from the appropriate student activity account to be sent to City of Milford treasurer to cover the StudAct payroll for that week.
 - 5.2.1 Checks are processed in QuickBooks as per normal check procedures found in APAR-P002.
 - 5.2.2 Checks and City of Milford disbursement form are given to Chief Accountant for review and signature.
 - 5.2.3 Two copies are made. One copy goes with originals to Payroll Supervisor. One copy is kept with StudAct records.
- 5.3 At the end of each quarter, benefits are calculated for each StudAct as per pre-determined percentages by the Director of Management Services and Chief Accountant.
 - 5.3.1 Each activity account is reviewed in QuickBooks for total payroll distributed during that quarter. This is done through reports and data available on QuickBooks.
 - 5.3.2 Checks are processed from the account and given to Chief Accountant for deposit into MBOE appropriate account.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 MBOE Stud Act Distribution - APAR-F014
- 6.2 MBOE Stud Act Medicare Distribution - APAR-F015
- 6.3 MBOE disbursements (to City of Milford) - PAY-F012
- 6.4 Spread sheet from Chief Accountant
- 6.5 QuickBooks data and account reports

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
QuickBooks Data	Electronic	2 years	Dispose as desired	electronic
Check backup, etc	File cabinet	6 years	Dispose as desired	Locked office
Excel Spreadsheet	Electronic	2 years	Dispose as desired	Electronic

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8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
04/26/2004	A	Initial release of the document.