

OFFICE OF DIRECTOR OF BUSINESS SERVICES

Board of Education

22 Liberty Street

Meriden, Connecticut

MEMO To: ALL BUILDING ADMINISTRATORS

FROM: Donna Carnot

September 1, 2023

RE: Payment of Athletic and Extra-Curricular Activities

Payment for the above-mentioned activities will be processed four (4) times yearly.

The following payroll dates have been established:

PAYROLLS

November 16/17 All Fall Sports - Payrolls must be submitted by November 3rd, and the checks will be issued on November 16/17.

January 25/26 Extra-Curricular Activities- (Midyear pay) Payrolls must be submitted by January 12th, and the checks will be issued on January 25/26.

March 21/22 Winter Sports - The payroll must be submitted by March 8th; and the checks will be issued on March 21/22

May 16/17 Spring Sports/Extra-Curricular Activities - Payrolls must be submitted by May 3rd and the checks will be issued on May 16/17.

Please be certain to institute procedures to ensure that no staff member is omitted from a payroll on a given date.

Please contact the Business Office if there are any questions.

*Due before holiday