

**OFFICE OF DIRECTOR OF BUSINESS SERVICES**

Board of Education

22 Liberty Street

Meriden, Connecticut

**MEMO To: ALL BUILDING ADMINISTRATORS**

**FROM: Donna Carnot**

---

September 1, 2020

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 19/20      All Fall Sports - Payrolls must be submitted by November 6<sup>th</sup>, and the checks will be issued on November 19/20.
- January 21/22      Extra-Curricular Activities- (Midyear pay) Payrolls must be submitted by January 8<sup>th</sup>, and the checks will be issued on January 21/22.
- March 18/19      Winter Sports - The payroll must be submitted by March 5<sup>th</sup>; and the checks will be issued on March 18/19.
- May 20/21      Spring Sports/Extra-Curricular Activities - Payrolls must be submitted by May 7<sup>th</sup>; and the checks will be issued on May 20/21.

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.