

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~~ Revised October 19, 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 12/13 All Fall Sports - Payrolls must be submitted by **October 30th**, and the checks will be issued on November 12/13.

January 21/22 Extra-Curricular Activities- (Midyear pay) Payrolls must be submitted by January 8th, and the checks will be issued on January 21/22.

March 18/19 Winter Sports - The payroll must be submitted by March 5th; and the checks will be issued on March 18/19.

May 13/14 Spring Sports/Extra-Curricular Activities - Payrolls must be submitted by **April 30th**; and the checks will be issued on May 13/14.

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.