

OFFICE OF DIRECTOR OF BUSINESS SERVICES

Board of Education

22 Liberty Street

Meriden, Connecticut

MEMO To: ALL BUILDING ADMINISTRATORS

FROM: Donna Carnot

September 1, 2025

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 13/14	<u>All Fall Sports</u> - Payrolls must be submitted by October 31 st , and the checks will be issued on November 13/14.
January 22/23	<u>Extra-Curricular Activities</u> - (Midyear pay) Payrolls must be submitted by January 9 th , and the checks will be issued on January 22/23.
March 19/20	<u>Winter Sports</u> - The payroll must be submitted by March 6 th ; and the checks will be issued on March 19/20.
May 14/15	<u>Spring Sports/Extra-Curricular Activities</u> - Payrolls must be submitted by May 1 st and the checks will be issued on May 14/15.

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