

OFFICE OF DIRECTOR OF BUSINESS SERVICES

Board of Education

22 Liberty Street

Meriden, Connecticut

MEMO To: ALL BUILDING ADMINISTRATORS

FROM: Donna Carnot

September 1, 2024

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 14/15 | <u>All Fall Sports</u> - Payrolls must be submitted by November 1 st , and the checks will be issued on November 14/15. |
| January 23/24 | <u>Extra-Curricular Activities</u> - (Midyear pay) Payrolls must be submitted by January 10 th , and the checks will be issued on January 23/24. |
| March 20/21 | <u>Winter Sports</u> - The payroll must be submitted by March 7 th ; and the checks will be issued on March 20/21 |
| May 15/16 | <u>Spring Sports/Extra-Curricular Activities</u> - Payrolls must be submitted by May 2 nd and the checks will be issued on May 15/16. |

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