



Policy: Payroll

Policy Number: FI12

Effective Date: June 26, 2018

Editions:

Controls must be in place for the administration of activity related to payroll. The Coalition will pay appropriate compensation for time worked and comply with statutory deductions and other administrative requirements. Net pay due to employees will be deposited directly into each employee's self-identified bank account(s).

It is the responsibility of the Coalition Board of Directors to regularly approve a salary scale as well as benefits offered to employees. The bank account statements associated with Payroll transactions are reviewed monthly by the Board Treasurer. It is the Executive Management team's responsibility to maintain procedures related to Payroll.