FELTON FIRE PROTECTION DISTRICT

STANDARD OPERATING PROCEDURES

ARTICLE: I SOP: 1201

SECTION: 1200 FINANCE

SUBJECT: PAYROLL DISTRIBUTION

Purpose: Provide a consistent secure method of payroll distribution to all District personnel

Scope: All Personnel

Procedure:

1. Payroll checks and/or summary statements for those having Automatic Deposit will be pick up from the County Auditor/Controllers Office on each scheduled payday.
2. Only authorized signers will be able to pick up and sign for the payroll checks and statements from the County Auditor/Controllers office. The Fire Chief and District Secretary will be signers on account with the County Auditor/Controllers office. Additional signers may be included upon review and approval by the Fire Chief.
3. The payroll checks and statements will be distributed by the District Secretary. In the absence of the District Secretary, the Fire Chief will distribute the checks and statements.
4. No checks or statements will be turned over to any person other than the named person on the check or statement, unless there is written and signed permission has been received prior to payroll distribution.
5. The volunteer fire fighter payroll will be submitted for payment on the 24th pay period of each year. This will allow time to receive the checks and statements in time for distribution at the annual Christmas/Pay Day Dinner party. This party is generally held on the first Friday or Saturday of December. Adjustment can be made as to which pay period this payroll is submitted, so long as the checks and statements arrive prior to the dinner party.
6. All personnel are encouraged to sign up for Automatic Deposit of their payroll check.

Revised 9/4/18