

1080. Payroll and Quarterly Taxes

Payroll is processed twice a month, on the working day nearest the 15th day and the last working day of the month. A signature from the President or Treasurer is required on the Manager's paycheck and time sheet, with a second signature if the amount is \$1000 or over.

Payment to the Internal Revenue Service is done on a monthly basis with the proper form being filed each quarter. Payment and filing to the Department of Labor and Industries and the Employment Security Department are done on a quarterly basis.

This policy shall be in force until incorporated in Policy 3001 "Financial Management."

"where community and nature walk hand-in-hand"