

SOUTHERN ADIRONDACK LIBRARY SYSTEM

22 WHITNEY PLACE • SARATOGA SPRINGS NY 12866-4596

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Payroll Procedures and Cash Transfers to Cover Warrants:

1. On **Monday** of payroll week, the Finance & Administration Manager prepares the payroll report.
2. The Director approves the payroll report.
3. The Finance & Administration Manager:
 - a. Reports payroll to Paychex for pre-processing reports. The Paychex representative emails Cash Requirements and Payroll Journal reports showing the cash that is needed to cover payroll. The reports are reviewed and approved with Paychex to process payroll.
 - b. Creates a new Trust & Agency Fund Journal Entry. Determines if there is sufficient cash in General Fund NOW account to 1) transfer payroll cash requirements by check to Trust and Agency account, and 2) cover the biweekly General Fund warrant(s).
4. If a transfer to the General Fund NOW account is required:
 - a. The Finance & Administration Manager requests that the Treasurer (or Board President, Vice President, or Secretary) transfer the necessary amount from the Money Market account into the NOW account at Saratoga National Bank.
 - b. The Treasurer (or Board President, Vice President, or Secretary) calls in or transfers online the funds.
 - c. The Finance & Administration Manager prepares a check from the Saratoga National NOW account payable to Southern Adirondack Library System. Treasurer (or Board President, Vice President, or Secretary) signs the check.
 - d. Finance & Administration Manager deposits the check in the Adirondack Trust Company General Fund NOW account.
5. Finance & Administration Manager prepares a Trust and Agency warrant to write the following checks:
 - a. (Biweekly) SALS Employee benefit account – Unreimbursed Medical expenses (URM) withheld from the employees' pay. Deposit this check in the SALS Employee Benefit account at Adirondack Trust Co.
 - b. (Monthly) AFLAC
 - c. (Monthly) NYS Employees' Health Insurance Pending Account
6. Finance & Administration Manager submits the following by ACH transfer from the Trust & Agency –Payroll account (not on a warrant, no check written).
 - a. (Biweekly) NYS Deferred Compensation Plan
 - i. The Director approves the "invoice" prepared by Finance & Administration Manager. Treasurer initials for approval. Payment is submitted.
 - b. (Monthly) NYS Employees' Retirement System
 - i. The Director approves the report prepared by Finance & Administration Manager. Payment is submitted by the 7th of each month. Treasurer initials to show they have viewed it.