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Town Clerk, Duxbury

Addendum to Treasurer Procedures Town of Duxbury

PAYROLL Procedures Updated for use of PayData Payroll Services

Road Crew/Town Clerk/Town Treasurer (prior to end of workday Friday):

1. Provide Timesheet of hours worked and leave time, if applicable.
 - a. Road crew are paid weekly
 - b. Town Clerk, Assistant Town Clerk, Treasurer are paid bi-weekly
 - c. Assistant Treasurer, Zoning Admin are paid bi-weekly as worked

Town Treasurer:

1. Send hours to PayData by NOON Monday.
 - o NOTE - if any adjustments are needed such as an update to deductions, a separate email should be sent and a copy of the updated employee profile kept by the treasurer.
 - o Payroll changes should be approved by the board.
2. Reviews weekly payroll reports (initialing the reports) and prepares package for SB signature/approval.
 - o When payroll documents arrive from PayData, print and download them.
 - Post journal entry to the general ledger as itemized in PayData reports.
 - Create Payroll Warrant signature page
 - File highway time usage detail sheets separately
 - Send check to VMERS quarterly as per PayData report.
3. Authorizes direct deposit (if applicable) within Community Bank online portal.
4. Prints, reviews, and weekly Payroll packages as well as state and Federal tax payments processed by PayData.
5. Reconciles all payments monthly as part of bank reconcile.

Payroll Service Provider - PayData

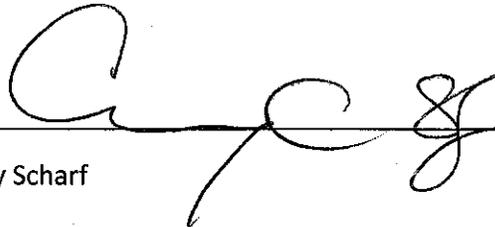
1. Provides employee paycheck on Wednesday except certain weeks with Monday holidays.
2. Maintains all employee payroll information including deductions, leave, etc.
3. Processes all weekly, quarterly and yearly state and federal taxes.
4. Processes all quarterly and yearly VT dept. of labor unemployment filing.

* All Reports are filed by Year, by Quarter in a Binder stored in the located Treasurer file cabinet. Access to the file cabinet can be obtained by the Treasurer, Assistant Treasurer, or Designated Selectboard Member.

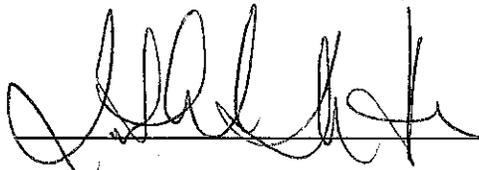
Selectboard Approval Signatures:


Date 6-12-17

Steffan Defeo


Date 6/12/17

Amy Scharf


Date 6/12/17

Tamatha Thomas-Haase


Date 6/12/17

Erin Lander


Date 6/12/17

Stacy Grandfield