



State Board of Civil Legal Aid

Category: Finance
Policy Number: 205
Title: Payroll and Expenses
Effective Date: July 1, 2025
Revision Date(s):

Payroll and Expenses

I. POLICY STATEMENT

It is the policy of the Board to ensure the timely and accurate payment of employee compensation and expenses utilizing procedures which provide for accounting checks and balances that preserve the integrity of payroll process.

The Board shall establish uniform guidelines for processing payroll and expense claims, including time keeping and the internal controls necessary to ensure the integrity of these processes.

II. IMPLEMENTATION AUTHORITY

Implementation of this policy shall be the responsibility of the Program Administrator.

III. EXECUTIVE LIMITATIONS

In carrying out this implementation authority, the Program Administrator shall consult with the Board.