

The Gray Charter School

Board of Trustees

Policy

PROCEDURES FOR FICA

REIMBURSEMENT

BP8602

1. Contact State Department of Education to register for Web – enabled programs and obtain information needed such as user name, password, etc.
2. Obtain from State Department of Education the web site to download the Web – enabled programs.
3. When Web-based programs are installed, advise Treasury Department of Bank name, account number for wire transfer for reimbursement.(Note: DOE will only transfer all monies to one (1) bank account for all fund transfers. All funds are currently being transferred for another fund, use this account number.
4. Total all TPAF payrolls for each payroll period (twice a month). Breakout regular compensation and extra compensation.
5. Enter payroll information in FICA system.
6. Compare FICA reimbursement figure with payroll calculation. Reconcile differences, if any.
7. Verify receipt of FICA reimbursement and compared to calculated amount to ensure proper amount received.

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Adopted September 2000

Re-adopted/updated January 2009