

Procedure for The Boulder School
Payroll
Deposits
Tax Deposits
Expense Reports

Payroll

Employee: Merritt Horn, Director
Salary: \$1,700 bi-weekly (the off-week of GTI's payroll)

f2

- Pull Merritt's file.
- Pull the Boulder School check book
- Open up file in Excel called g:\admin\sherrib\misc\merritt.xls.
- In the YTD column, change formula accordingly (B9 * current pay period).
- Change the Pay Period in the bottom right hand corner to the next number, this being the next pay period.
- Highlight this area, set the print area, then print, this being the payroll stub.
- Get check out of checkbook and type check to Merritt accordingly.
- Attach Payroll stub to check and have John sign check.
- Make copy of both the check and payroll stub for file.
- Put original Payroll stub and check into envelope with Merritt's name on it.
- Give envelope to front desk Friday morning for Merritt to pick up.

Deposits

When money is needed in the Boulder School account:

- Notify John, he will give his check book, or instruct otherwise.
- Type a check to The Boulder School, have John sign it. (\$5,000 in the past)
- Deposit the check into the Boulder School account.

Federal & State Tax Deposits

Federal

- Pull out the Federal Tax File
- Open up the file in Excel called g:\admin\sherrib\misc\merritt.xls.
- The forms needed to be filled out are in the Federal Tax file.
 - Federal Tax Deposit Receipt
 - Federal Tax Deposit Coupon
- The Federal deposits need to be deposited by the 15th of every month.
- To figure out the amount of the deposit:

Open up the Excel file merritt.xls (as above)

The amount of the deposit should be the following amounts from the previous month: federal tax withheld, & both the employer and employee FICA & Medicare taxes.

Please see the examples in the file to see how to fill out the forms. Make sure you make a copy of the coupon, receipt & check to keep in the file.

Type check from The Boulder School, referencing the deposit, have John sign. Take all documents to Norwest bank to deposit.

State (deposited on a Quarterly basis)

Pull out the State Tax Deposit file

Open up the file in Excel called g:\admin\sherrib\misc\merritt.xls.

The forms needed to be filled out are in the State Tax file

Colorado Dept. of Revenue Income Withholding Tax Return

The State deposits need to be mailed by the end of the month after the quarter has ended.

To figure out the amount of deposit:

Open up the Excel file merritt.xls (as above)

Calculate the amount of State tax that was withheld for the current quarter.

Fill out the State Coupon (please see example in file).

Type check to the Colorado Department of Revenue for the appropriate amount making note of what Quarter the deposit is for

Make copies of the coupon and the check

Put coupon and check into envelope and affix address label or mail to:

State of Colorado

Department of Revenue

1375 Sherman St.

Denver, CO 80261-0009

Expense Reports

Occasionally, Merrit will bring in expense reports with receipts attached.

Verify the total amounts are correct by adding the receipts together.

Type up check from the Boulder School, have John sign.

Make copies of all receipts for Merritt, & copy of check for our file.

Put copy of receipts & check in envelope and give to front desk for Merritt to pick up.

Put original receipts and copy of check in the Boulder School Expense file.