

**Spring Branch Independent School District  
Agenda Item Information**

**Date of Board Meeting:** January 21, 2008

**Subject:** Adoption of Policy: CFE (LOCAL) ACCOUNTING: PAYROLL  
PROCEDURES

**Administrator Responsible:**

**Name:** Diane Jackson, Ed.D.

**Position:** Policy Administration & Governmental Relations

**Purpose of Agenda Item:**

Information only       Action needed       Report

**Additional Information and/or Back-Up:**

Recommend adoption of policy CFE (LOCAL) ACCOUNTING: PAYROLL  
PROCEDURES.

Copy is attached.

Spring Branch ISD  
101920

ACCOUNTING  
PAYROLL PROCEDURES

CFE  
(LOCAL)

SALARY PAYMENTS

District employees who are normally expected to work for ten or 11 months shall receive their salary spread out over 12 months. This practice is referred to as "annualization" of income.

DATE ISSUED: 10/26/2007  
LDU 2007.15  
CFE(LOCAL)-X  
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ADOPTED

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