

BYLAW 2023-04

**A BYLAW OF THE TOWN OF CARNDUFF IN THE PROVINCE OF  
SASKATCHEWAN TO ESTABLISH OPERATING PROCEDURES FOR THE  
PAYROLL BANK ACCOUNT**

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The Council of the Town of Carnduff in the Province of Saskatchewan enacts as follows:

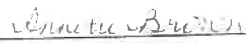
1. The treasurer has established a separate "Payroll" bank account.
2. The council shall monthly authorize the transfer of sufficient funds to the account mentioned in section 1 to cover the monthly payroll. The funds shall not exceed \$120,000.00 (One Hundred and Twenty Thousand Dollars), unless the total that exceeds the aforementioned amount represents outstanding cheques as approved for payroll payment.
3. The treasurer shall, on or before the 15<sup>th</sup> day of the month in which the payroll is payable, transfer an amount to cover the estimated payroll for that month.
4. The payment of the monthly payroll is hereby authorized to be paid out by a payroll service provider as agreed by council and/or on cheques signed by two authorized representatives of the Town of Carnduff. The authorized representatives shall include: the mayor, deputy mayor, administrator, and assistant administrator. Further one council member in conjunction with one staff member must sign the cheque.
5. That Bylaw No. 440-13 is hereby repealed.



  
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Mayor

  
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Administrator

Certified a true copy of the bylaw passed by the resolution of the Council present at their regular meeting held on March 14<sup>th</sup>, 2023.

  
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Administrator