

17.06 Payroll Control

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that its retail stores maintain a weekly payroll budget.

Procedure:

A weekly payroll budget will be determined for each store by the store manager and/or the Director of Retail. A prepared schedule shall be converted to a dollar amount and compared to the budgeted payroll total.

The store manager and/or Director of Retail are responsible for payroll control and for a weekly comparison to budget.