| Haverhill Township | Payroll Claim | Olmsted County, MN |
|---|---|---|

Name _____  ☐Supervisor ☐Clerk  ☐Dep Clerk ☐Treasurer ☐Dep Treasurer

1. "X" attended board mtgs.

| Q1: | Jan | Feb | Mar | Q2: | Apr | May | Jun | Q3: | Jul | Aug | Sep | Q4: | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

2. Enter hours (supervisors) and/or miles (all).

| Date | Description | Hours | Miles |
|---|---|---|---|
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|  |  |  |  |
|  | TOTALS |  |  |

3. "X" phone and/or internet.   ☐   Phone @ $30/Qtr      ☐   Internet @ $30/Qtr

4. Enter other misc expenses and attach receipts.

| Date | Description | Expense |
|---|---|---|
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  | other misc TOTAL | $ |

Signature _____  Date _____

Summary *(https://haverhill-payroll-calc.herokuapp.com)*

| | | *for office use* | | |
|---|---|---|---|---|
| | | Fund | Account | Obj Code |
| $ | Total Wage (Mtg Amt + Salary or Hourly Amt) | | | |
| − $ | - PERA (Total Wage * 0.05) | | | |
| − $ | - Medicare (Total Wage * 0.0145) | | | |
| = $ | NET wage | | | |
| + $ | + Mileage (Total miles * 0.625) | | | |
| + $ | + Misc (phone + internet) | | | |
| + $ | + Misc (other total expenses) | | | |
| = $ | Total Payment Amount | | | |

| Wage/Salary Reference | All | Supervisor | Clerk | Deputy Clerk | Treasurer | Deputy Treasurer |
|---|---|---|---|---|---|---|
|  | $50/mtg | $20/hr | $750/qtr | $150/qtr | $550/qtr | $0/qtr |