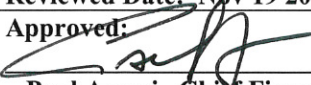





**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 2037	Payroll Taxes
Origination Date: May 1997	
Revision Date: March 2004; April 14, 2006; June 22, 2007; July 2, 2012	
Reviewed Date: Nov 19 2009; June 2011; July 21, 2013; October 10, 2014; October 17, 2016	
Approved:	
 Paul Ascari, Chief Financial Officer	 Bryan G. Stephens, Interim Executive Director

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board to accurately calculate and pay all payroll taxes according to state and federal law.

PROCEDURE:

1. The 941 (Federal) payroll tax deductions are calculated when payroll is processed in the accounting system, according to the federal tax tables, which are updated annually.
2. The Payroll Associate enters totals from the payroll register into a spreadsheet to calculate the employer's portion of federal taxes (i.e., FICA and Medicare) to determine the total tax due.
3. 941 payroll taxes are paid by Electronic Funds Transfer on payday.
4. The state taxes are calculated according to the state tax tables, which are updated annually. The state taxes are paid by electronic funds transfer each payday.
5. The Payroll Associate prepares a general journal entry, which the Accountant enters into the general journal to record the disbursement.
6. The record of all payroll tax calculations is maintained in a spreadsheet on the network drive by payroll staff and verified by the accounting supervisor.
7. Quarterly 942 reports and Annual reports are prepared by the payroll associate, reviewed by the Assistant Finance Director, and submitted to the IRS and the Department of Revenue for the State of Georgia by the submission deadline.
8. Copies of payment reports and quarterly reports are filed in the payroll office.