

# Payroll Disbursement Approval Meeting Minutes

Meeting Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

## Attendees

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Agenda

1. Review of Payroll Summary
2. Verification of Employee Records
3. Confirmation of Payroll Amounts
4. Authorization for Payroll Disbursement
5. Discussion of Pending Items

## Key Discussions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Decisions Made

- \_\_\_\_\_
- \_\_\_\_\_

## Action Items

- Description: \_\_\_\_\_ Responsible: \_\_\_\_\_ Due By: \_\_\_\_\_
- Description: \_\_\_\_\_ Responsible: \_\_\_\_\_ Due By: \_\_\_\_\_

## Approvals

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

## Important Notes

- Ensure that all attendees sign the approval section before disbursement.
- Secure and retain this document as part of payroll audit records.
- All discussed decisions and action items must be clearly documented.
- Follow up on action items before the next scheduled payroll cycle.

