

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.

