

Payroll Disbursement Approval Summary Report

Report Date: 2024-07-10 **Pay Period:** June 2024
Prepared By: Jane Doe **Department:** Finance
Reviewed By: John Smith **Approval Date:** 2024-07-11

Summary of Payroll Disbursement

Category	No. of Employees	Total Amount (USD)
Regular Salaries	120	150,000.00
Overtime Payments	45	7,800.00
Bonuses	12	5,500.00
Allowances	37	2,300.00
Total	214	165,600.00

Bank/Cash Disbursement Details

Payment Mode	Bank Name / Reference	Amount (USD)
Direct Bank Transfer	First National Bank	162,460.00
Cash	Petty Cash Voucher #C-1325	2,140.00

Remarks

All payroll items have been reviewed for accuracy. No discrepancies were found for the pay period. Next payroll cycle scheduled for 2024-08-10.

Approvals

Name	Designation	Signature	Date
Emily Brown	Finance Manager	_____	2024-07-11
Michael Lee	HR Manager	_____	2024-07-11
David Chan	Director	_____	2024-07-11

Important Notes

- This document serves as official approval for payroll disbursement for the specified period.
- All figures should be cross-verified with supporting payroll records before final disbursement.
- Any corrections or amendments must be approved and properly documented.
- Maintaining confidentiality of payroll information is mandatory for all parties involved.
- Retain copies of this summary report as per the organization's record retention policy.