

# Departmental Payroll Disbursement Breakdown

Department:

Disbursement Period:

Date Prepared:

Prepared By:

Finance & Accounting

May 2024

2024-06-15

Jane Doe

## Payroll Breakdown

#	Employee Name	Position	Basic Salary	Allowances	Deductions	Net Pay
1	John Smith	Accountant	3,000.00	200.00	150.00	3,050.00
2	Mary Johnson	Payroll Officer	2,800.00	175.00	120.00	2,855.00
3	Ali Wong	Clerk	2,200.00	100.00	95.00	2,205.00
Total Disbursement						8,110.00

## Important Notes

- This document serves as an official record of payroll disbursement for departmental staff during the indicated period.
- Ensure all entries are verified for accuracy before processing payments.
- Keep this breakdown confidential and accessible only to authorized personnel.
- Attach supporting documents for allowances and deductions where applicable.
- This format may be customized based on organizational policy or reporting needs.