

Standard Payroll Disbursement Report

Payroll Period: 01 June 2024 – 15 June 2024

Company Name:
Acme Corporation

Report Date:
17 June 2024

Prepared by:
Jane Doe, Payroll Officer

Payroll Summary

Employee ID	Name	Position	Gross Pay	Deductions	Net Pay	Payment Method
001	John Smith	Accountant	£40,000.00	£6,000.00	£34,000.00	Bank Transfer
002	Maria Lopez	HR Specialist	£37,000.00	£5,700.00	£31,300.00	Bank Transfer
003	Samuel Tan	Developer	£45,000.00	£6,800.00	£38,200.00	Bank Transfer
004	Ana Cruz	Marketing Lead	£48,500.00	£7,100.00	£41,400.00	Bank Transfer
Total			£170,500.00	£25,600.00	£144,900.00	

Disbursement Details

Date of Disbursement:
15 June 2024

Disbursing Bank:
MetroBank

Reference Number:
MBK20240615-567

Authorized Approvals

Payroll Officer:
Signature: _____ Date: _____

Finance Manager:
Signature: _____ Date: _____

Important Notes:

- This report serves as the official record of payroll disbursement for the specified period.
- Ensure all payroll data are verified and approved before disbursement.
- Maintain this report for compliance and audit purposes.
- Report discrepancies to the payroll department immediately.