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**To:** Finance Committee – Mayor Nielsen  
**From:** Daron J Haugh – City Administrator  
**Subject:** Payroll Policy  
**Date:** 2024-02-13

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In years past, the City of Mauston staff has dictated our internal payroll procedures to our auditing firm so they can prove what we are doing is being followed. Starting this year, our auditing firm wants us to have an actual payroll policy outlining the overall scope of what it is that needs to be followed. I was informed that if I'm able to get this approved tonight, then it will be added to our audit findings as compliant. The policy highlights what is expected from staff and leaders as it pertains to payroll.