


MEMORANDUM

**To:** Mayor Bodnar, Council President Saponaro and Members of Council

**From:** Ron Wynne, Director of Finance 

**Re:** Bureau of Workers' Compensation  
Payroll True-Up for 2018

**Date:** February 8, 2019

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In January of each year, a premium is paid to the Bureau of Workers' Compensation based upon estimated payroll for that year. In January of the following year, the prior year's estimate is revised to actual and a payroll true-up report is filed. Any additional premium owed as a result of this payroll true-up report is required to be paid in February.

The payroll true-up liability for 2018 is \$13,054 and is required to be paid by February 15, 2019. As a result of filing this report and paying by February 15<sup>th</sup>, we will remain eligible for the Bureau's Go-Green rebate program and realize a premium rebate of \$1,357.

I am requesting Council's approval of an expenditure in the amount of \$13,054 to the Bureau of Workers' Compensation for the 2018 True-Up Report liability.

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