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April

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The following business tasks have been identified for the month of April. Use the checklist to ensure that the tasks are addressed, if applicable.

❑ First quarter payroll reports for 941 and unemployment.

❑ Chapter 41 districts make third payment.

❑ Review the status of SAMP compliance for the current year.

❑ Review/approve SHARS Cost Report (???).

❑ Update/prepare template for fourth six weeks.

❑ Update leave to the current year service records, if already created.

❑ Provide letters of reasonable assurance if used.

❑ Review federal grants for any final amendments needed; begin planning and application for new grant in upcoming school year.

❑ Review budgeted tax revenue and template estimates using certified estimates (due from CAD by April 30).