



ASCENDER GUIDES



**April**



# Table of Contents

|                    |          |
|--------------------|----------|
| <b>April</b> ..... | <b>i</b> |
| <b>April</b> ..... | <b>1</b> |



# April

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).