



ASCENDER GUIDES



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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 the third payment.
- ☐ Review the status of SAMP compliance for the current year.
- ☐ Review/approve SHARS Cost Report.
- ☐ Update/prepare the template for the fourth six weeks.
- ☐ Update leave on 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 any new grants in the upcoming school year.
- ☐ Review budgeted tax revenue and template estimates using certified estimates. (Due from CAD by April 30)