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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 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)