



ASCENDER GUIDES



**April**



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# April

The following Business processes should be started or in progress:

- [Budget - Budget Process](#)
- [Human Resources - Next Year Payroll Process](#)

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

| Application(s)         | Task  |
|------------------------|---|
| <b>Finance</b>         | <ul style="list-style-type: none"> <li><input type="checkbox"/> First quarter payroll reports for 941 and unemployment.</li> <li><input type="checkbox"/> Chapter 41 districts make the third payment.</li> <li><input type="checkbox"/> Review the status of Special Allotment Monitoring Program (SAMP) compliance for the current year.</li> <li><input type="checkbox"/> Review/approve SHARS Cost Report.</li> <li><input type="checkbox"/> Update/prepare the Summary of Finance template for the fourth six weeks.</li> <li><input type="checkbox"/> Review federal grants for any final amendments needed. Begin planning and application for any new grants in the upcoming school year.</li> <li><input type="checkbox"/> Review budgeted tax revenue and template estimates using certified estimates. (Due from CAD by April 30)</li> </ul> |
| <b>Human Resources</b> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Update leave on the current year service records if already created.</li> <li><input type="checkbox"/> Provide letters of reasonable assurance if used.</li> </ul>  |