



ASCENDER GUIDES



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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
Finance	<input type="checkbox"/> First quarter payroll reports for 941 and unemployment. <input type="checkbox"/> Chapter 41 districts make the third payment. <input type="checkbox"/> Review the status of Special Allotment Monitoring Program (SAMP) compliance for the current year. <input type="checkbox"/> Review/approve SHARS Cost Report. <input type="checkbox"/> Update/prepare the Summary of Finance template for the fourth six weeks. <input type="checkbox"/> Review federal grants for any final amendments needed. Begin planning and application for any new grants in the upcoming school year. <input type="checkbox"/> Review budgeted tax revenue and template estimates using certified estimates. (Due from County Appraisal District (CAD) by April 30)
Human Resources	<input type="checkbox"/> Update leave on the current year service records if already created. <input type="checkbox"/> Provide letters of reasonable assurance if used.