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# April

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# April

The following Business processes should be started or in progress:

❑ Budget Process
❑ Next Year Payroll Process

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

| Application(s) | Task |
|---|---|
| **Finance** | ❑ Excess Wealth districts make the third payment.<br><br>❑ First quarter payroll reports for 941 and unemployment.<br><br>❑ Review the status of Special Allotment Monitoring Program (SAMP) compliance for the current year.<br><br>❑ Review, approve, and submit the SHARS Cost Report. (Due April 1st.)<br><br>❑ Update/prepare the Summary of Finance template for the fourth six weeks.<br><br>❑ Review federal grants for any final amendments needed. Begin planning and application for any new grants in the upcoming school year.<br><br>❑ Review budgeted tax revenue and template estimates using certified estimates. (Due from County Appraisal District (CAD) by April 30th.) |
| **Personnel** | ❑ Update leave on the current year service records if already created.<br><br>❑ Provide letters of reasonable assurance if used. |