



## **Business Year-at-a-Glance (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
<b>Finance</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Excess Wealth districts make the third payment.</li><li><input type="checkbox"/> First quarter payroll reports for 941 and unemployment.</li><li><input type="checkbox"/> Review, approve, and submit the SHARS Cost Report. (Due April 1st.)</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 County Appraisal District (CAD) by April 30th.)</li></ul>
<b>Personnel</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>