



ASCENDER GUIDES



August

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The following business tasks have been identified for August. Processes that are relevant to your LEA should be initiated or in progress. Use the checklist below to ensure all applicable tasks are addressed.

- ☐ [August Accruals](#)
- ☐ [Finance EOY Process](#)
- ☐ [First Payroll of the School Year Process](#)

Application(s)	Task
Budget	<input type="checkbox"/> Ensure that the budget is prepared by June 19th and adopted by June 30th. <ul style="list-style-type: none"> • Prepare a public notice. • Calculate No New Revenue Tax Rate, No New Revenue M & O Tax Rate, and Voter-Approval Tax Rate. • The public notice of budget and tax rate adoption must be published in the paper 10-30 days before the board meeting to adopt the budget and tax rate. • Post the required website budget posting (ESC-12 worksheet) at the same time as the notice is published in the paper. <input type="checkbox"/> Close books/open the new year.
Finance	<input type="checkbox"/> Excess Wealth districts make the seventh payment. <input type="checkbox"/> Prepare final budget amendments for the current fiscal year. <input type="checkbox"/> Reclassify transportation costs from function 34 to function 11 or 36 if needed. <input type="checkbox"/> Make district bond payments by required dates according to the debt schedule. <input type="checkbox"/> Submit estimate of tax collections by TEA deadline (typically August 31st) report Sep-Aug or Jul-Jun.

Application(s)	Task
Payroll & Personnel	<input type="checkbox"/> Pay comp time if applicable. (payroll run) <input type="checkbox"/> Report new contracts to TRS. <input type="checkbox"/> Update leave on the current year service records if already created. <input type="checkbox"/> Be sure TRS On-behalf is recorded for the entire year after the final payroll is processed. <input type="checkbox"/> Accrue salaries through August 31st for 10-month employees who receive their first payment in September. <input type="checkbox"/> Communicate/update employees about employee handbook and administrative procedures manual. <input type="checkbox"/> Accrue state revenue and set receivables/deferred revenue from the state.
Security Administration	<input type="checkbox"/> Inactivate/replace security for non-returning employees in Security Administration.