



## ASCENDER GUIDES



# August



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# August

The following Business processes should be started or in progress:

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

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

Application(s)	Task
<b>Budget</b>	<input type="checkbox"/> Ensure that the budget is prepared by June 19th and adopted by June 30th. <ul style="list-style-type: none"> <li>• Prepare a public notice.</li> <li>• Calculate No New Revenue Tax Rate, No New Revenue M &amp; O Tax Rate, and Voter-Approval Tax Rate.</li> <li>• 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.</li> <li>• Post the required website budget posting (<a href="#">ESC-12 worksheet</a>) at the same time as the notice is published in the paper.</li> </ul> <input type="checkbox"/> Close books/open the new year.
<b>Finance</b>	<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 (usually August 31st) report Sep-Aug or Jul-Jun.

Application(s)	Task
<b>Payroll &amp; Personnel</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Pay comp time if applicable. (payroll run)</li><li><input type="checkbox"/> Report new contracts to TRS.</li><li><input type="checkbox"/> Update leave on the current year service records if already created.</li><li><input type="checkbox"/> Be sure TRS On-behalf is recorded for the entire year after the final payroll is processed.</li><li><input type="checkbox"/> Accrue salaries through August 31st for 10-month employees who receive their first payment in September.</li><li><input type="checkbox"/> Communicate/update employees about employee handbook and administrative procedures manual.</li><li><input type="checkbox"/> Accrue state revenue and set receivables/deferred revenue from the state.</li></ul>
<b>Security Administration</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Inactivate/replace security for non-returning employees in Security Administration.</li></ul>