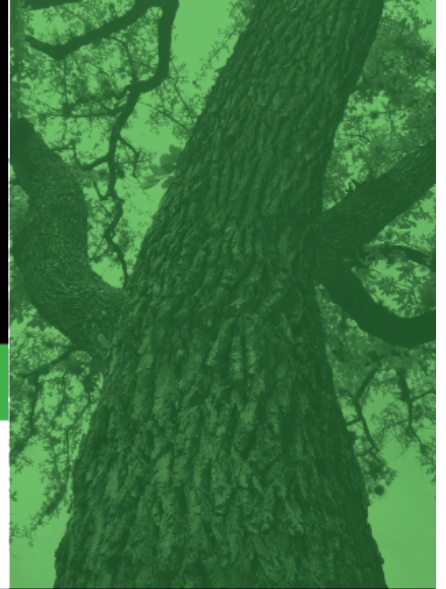




ASCENDER GUIDES



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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
Finance	☐ Chapter 41 districts make the seventh payment. ☐ Reclassify transportation costs from function 34 to function 11 or 36 if needed. ☐ Make district bond payments by required dates according to the debt schedule. ☐ Submit estimate of tax collections by TEA deadline (usually August 31st) report Sep-Aug or Jul-Jun.
Human Resources	☐ Pay comp time if applicable. (payroll run) ☐ Report new contracts to TRS. ☐ Update leave on the current year service records if already created. ☐ Be sure TRS On-behalf is recorded for the entire year after the final payroll is processed. ☐ Accrue salaries through August 31st for 10-month employees who receive their first payment in September. ☐ Communicate/update employees about employee handbook and administrative procedures manual. ☐ Accrue state revenue and set receivables/deferred revenue from the state. ☐ Prepare final budget amendments for the current fiscal year.

Application(s)	Task
Budget	☐ Prepare a public notice. ☐ Calculate Effective Tax Rate, Effective M&O Tax Rate, and Rollback Rate. ☐ Ensure that the budget is prepared by June 20th. ☐ Post the public notice of budget and tax rate adoption 10-30 days before the board meeting to adopt the budget and tax rate. ☐ Post the required website budget posting (ESC12) at the same time as the notice is published in the paper. ☐ Close books/open the new year.
Security Administration	☐ Inactivate/replace security for non-returning employees in Security Administration.