



ASCENDER GUIDES



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The following Business processes should be started or in progress:

- ☐ [Process 1095 Forms](#)
- ☐ [Process 1099 Forms](#)
- ☐ [Budget Process](#)
- ☐ [Next Year Payroll Process](#)

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

Application(s)	Task
Finance	<input type="checkbox"/> Excess Wealth districts make first payment according to the TEA published calendar (Usually by February 15th). <input type="checkbox"/> Complete the 1099-NEC filing to the IRS by the appropriate due date. <input type="checkbox"/> Complete the 1099-MISC filing to the IRS by the appropriate due date. <input type="checkbox"/> Complete the PEIMS Mid-Year resubmission if required. <input type="checkbox"/> E-Rate submission, check with TEA for the deadline. <input type="checkbox"/> Make district bond payments by the required dates according to the debt schedule. <input type="checkbox"/> (If applicable) Transfer funds from Existing Debt Allotment (EDA) or Instructional Facilities Allotment (IFA) to Interest & Sinking (I&S) account since they will be deposited to the same bank account as Available School Fund (ASF) and Foundation School Program (FSP) payments. <input type="checkbox"/> Review the IDEA-B MOE compliance status using the TEA template prior to TEA releasing their preliminary reports. Gather information for any exceptions or adjustments that the LEA intends to claim. <input type="checkbox"/> Review the ESSA MOE compliance status using the TEA template prior to TEA releasing their preliminary reports.
Budget	<input type="checkbox"/> Develop the budget calendar for the upcoming year. <input type="checkbox"/> Prepare the Budget application for the new school year budget.
Payroll	<input type="checkbox"/> Complete ACA 1095 reporting by the appropriate due date. <input type="checkbox"/> Begin next year payroll preparations for the new school year salaries.