



ASCENDER GUIDES



February

Table of Contents

February i

February 1

February

The following Business processes should be started or in progress:

- ☐ [Budget - Budget Process](#)
- ☐ [Human Resources - Next Year Payroll Process](#)

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

Application(s)	Task
Finance	<input type="checkbox"/> Complete the PEIMS Mid-Year resubmission if required. <input type="checkbox"/> Complete 1099 filing to the IRS if you are filing on paper. (Due by Feb 28. Forms with amounts in Box 7 are due by Jan 31.) <input type="checkbox"/> Chapter 41 district first payment is due according to the TEA published calendar (usually Feb 15th). <input type="checkbox"/> Complete the e-Rate submission. <input type="checkbox"/> Make district bond payments by the required dates according to the debt schedule. <input type="checkbox"/> Transfer funds from EDA or IFA to I&S account since they will be deposited to the same bank account as ASF and 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.
Human Resources	<input type="checkbox"/> Prepare next year payroll for the new school year salaries.