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February

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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	❑ Complete the PEIMS Mid-Year resubmission if required. ❑ 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.) ❑ Chapter 41 district first payment is due according to the TEA published calendar (usually Feb 15th). ❑ Complete the e-Rate submission. ❑ Make district bond payments by the required dates according to the debt schedule. ❑ 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. ❑ 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. ❑ Review the ESSA MOE compliance status using the TEA template prior to TEA releasing their preliminary reports.
Budget	❑ Develop the budget calendar for the upcoming year. ❑ Prepare the Budget application for the new school year budget.
Human Resources	❑ Prepare next year payroll for the new school year salaries.