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February

The following Business processes should be started or in progress:

❏ [Process 1095 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	❏ Excess Wealth districts make first payment according to the TEA published calendar (Usually by February 15th). ❏ Complete 1099-NEC filing on or before February 1st, using either paper or electronic filing procedures. ❏ Complete the PEIMS Mid-Year resubmission if required. ❏ E-Rate submission, check with TEA for the deadline. ❏ Make district bond payments by the required dates according to the debt schedule. ❏ (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. ❏ 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.
Payroll	❏ Complete ACA 1095 reporting by the appropriate deadline. ❏ Begin next year payroll preparations for the new school year salaries.