



ASCENDER GUIDES



**July**



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# July

The following business tasks have been identified for July. Processes that are relevant to your LEA should be initiated or in progress. Use the checklist below to ensure all applicable tasks are addressed.

<b>Application(s)</b>	<b>Task</b>
<b>Finance</b>	<ul style="list-style-type: none"><li data-bbox="419 562 1477 600"><input type="checkbox"/> Excess Wealth districts make the sixth payment.</li><li data-bbox="419 629 1477 667"><input type="checkbox"/> Set up any new grants as approval notifications are received.</li><li data-bbox="419 696 1477 734"><input type="checkbox"/> File transportation services route services report. (Due August 1st.)</li><li data-bbox="419 763 1477 837"><input type="checkbox"/> Update budget and template estimates for certified values. (Due by July 25th from CAD.)</li></ul>
<b>Payroll &amp; Personnel</b>	<ul style="list-style-type: none"><li data-bbox="419 848 1477 887"><input type="checkbox"/> Second quarter payroll reports for 941 and unemployment.</li><li data-bbox="419 916 1477 954"><input type="checkbox"/> Report new contracts to TRS.</li><li data-bbox="419 983 1477 1021"><input type="checkbox"/> Payoff any terminations.</li><li data-bbox="419 1050 1477 1088"><input type="checkbox"/> Update leave on the current year service records if already created.</li></ul>