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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.

Application(s)	Task
Finance	❑ Excess Wealth districts make the sixth payment. ❑ Set up any new grants as approval notifications are received. ❑ File transportation services route services report. (Due August 1st.) ❑ Update budget and template estimates for certified values. (Due by July 25th from CAD.)
Payroll & Personnel	❑ Second quarter payroll reports for 941 and unemployment. ❑ Report new contracts to TRS. ❑ Payoff any terminations. ❑ Update leave on the current year service records if already created.