



ASCENDER GUIDES



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

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