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July

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❑ 2nd quarter payroll reports for 941 and unemployment

❑ Chapter 41 districts make 6th payment

❑ Report new contracts to TRS

❑ Payoff any terminations

❑ Update leave to current year service records, if already created

❑ June 30 year-ends

- begin audit preparations
- set up campus activity (fund 461) and student activity (865) fund accounts, if needed
- Review records for retention and filing

❑ Set up any new grants approved as notifications are received

❑ File transportation services route services report – due Aug 1

❑ Update budget and template estimates for certified values (due by July 25 from CAD)