



**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)