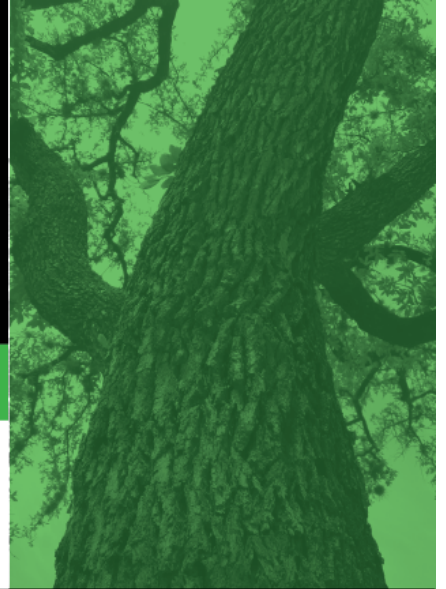




ASCENDER GUIDES



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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)