



ASCENDER GUIDES



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Tasks

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

- ☐ Second quarter payroll reports for 941 and unemployment.
- ☐ Chapter 41 districts make sixth payment.
- ☐ Report new contracts to TRS.
- ☐ Payoff any terminations.
- ☐ Update leave to the current year service records if already created.
- ☐ June 30th 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 1st).
- ☐ Update budget and template estimates for certified values (due by July 25 from CAD).