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July

Table of Contents

July i
July 1

July

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).