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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 the sixth payment.

❑ Report new contracts to TRS.

❑ Payoff any terminations.

❑ Update leave on the current year service records if already created.

❑ Set up any new grants as approval 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)