



ASCENDER GUIDES



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

- ☐ June, July, & August checklist.
- ☐ 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)