



## ASCENDER GUIDES



# 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.

Application(s)	Task
<b>Finance</b>	<input type="checkbox"/> Chapter 41 districts make the sixth payment. <input type="checkbox"/> Set up any new grants as approval notifications are received. <input type="checkbox"/> File transportation services route services report. (Due Aug 1) <input type="checkbox"/> Update budget and template estimates for certified values. (Due by July 25 from CAD)
<b>Human Resources</b>	<input type="checkbox"/> Second quarter payroll reports for 941 and unemployment. <input type="checkbox"/> Report new contracts to TRS. <input type="checkbox"/> Payoff any terminations. <input type="checkbox"/> Update leave on the current year service records if already created.