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July

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

Application(s)	Task
Finance	❑ Excess Wealth districts make the sixth payment. ❑ Set up any new grants as approval notifications are received. ❑ File transportation services route services report. (Due August 1st.) ❑ Update budget and template estimates for certified values. (Due by July 25th from CAD.)
Payroll & Personnel	❑ Second quarter payroll reports for 941 and unemployment. ❑ Report new contracts to TRS. ❑ Payoff any terminations. ❑ Update leave on the current year service records if already created.