



ASCENDER GUIDES



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The following Business processes should be started or in progress:

- ☐ [Budget Process](#)
- ☐ [Next Year Payroll Process](#)

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

Application(s)	Task
Finance	<ul style="list-style-type: none"><input type="checkbox"/> First quarter payroll reports for 941 and unemployment.<input type="checkbox"/> Chapter 41 districts make the third payment.<input type="checkbox"/> Review the status of Special Allotment Monitoring Program (SAMP) compliance for the current year.<input type="checkbox"/> Review, approve, and submit the SHARS Cost Report. (Due April 1st.)<input type="checkbox"/> Update/prepare the Summary of Finance template for the fourth six weeks.<input type="checkbox"/> Review federal grants for any final amendments needed. Begin planning and application for any new grants in the upcoming school year.<input type="checkbox"/> Review budgeted tax revenue and template estimates using certified estimates. (Due from County Appraisal District (CAD) by April 30th.)
Personnel	<ul style="list-style-type: none"><input type="checkbox"/> Update leave on the current year service records if already created.<input type="checkbox"/> Provide letters of reasonable assurance if used.