



August

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The following Business processes should be started or in progress:

- [First Payroll of the School Year Process](#)
- [Moving 11-, 12-, or 13-month Employees from NY Payroll to CY Payroll Checklist](#)

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

Application(s)	Task
Budget	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare a public notice. <input type="checkbox"/> Calculate Effective Tax Rate, Effective M&O Tax Rate, and Rollback Rate. <input type="checkbox"/> Ensure that the budget is prepared by June 20th. <input type="checkbox"/> Post the public notice of budget and tax rate adoption 10-30 days before the board meeting to adopt the budget and tax rate. <input type="checkbox"/> Post the required website budget posting (ESC12) at the same time as the notice is published in the paper. <input type="checkbox"/> Close books/open the new year.
Finance	<ul style="list-style-type: none"> <input type="checkbox"/> Chapter 41 districts make the seventh payment. <input type="checkbox"/> Reclassify transportation costs from function 34 to function 11 or 36 if needed. <input type="checkbox"/> Make district bond payments by required dates according to the debt schedule. <input type="checkbox"/> Submit estimate of tax collections by TEA deadline (usually August 31st) report Sep-Aug or Jul-Jun.

Application(s)	Task
Payroll & Personnel	<ul style="list-style-type: none"> <input type="checkbox"/> Pay comp time if applicable. (payroll run) <input type="checkbox"/> Report new contracts to TRS. <input type="checkbox"/> Update leave on the current year service records if already created. <input type="checkbox"/> Be sure TRS On-behalf is recorded for the entire year after the final payroll is processed. <input type="checkbox"/> Accrue salaries through August 31st for 10-month employees who receive their first payment in September. <input type="checkbox"/> Communicate/update employees about employee handbook and administrative procedures manual. <input type="checkbox"/> Accrue state revenue and set receivables/deferred revenue from the state. <input type="checkbox"/> Prepare final budget amendments for the current fiscal year.
Security Administration	<ul style="list-style-type: none"> <input type="checkbox"/> Inactivate/replace security for non-returning employees in Security Administration.