



# December



# Table of Contents

<b>December</b> .....	<b>i</b>
<b>December</b> .....	<b>1</b>



# December

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

Application(s)	Task
<b>Finance, Payroll</b>	<ul style="list-style-type: none"> <li data-bbox="363 517 1358 555"><input type="checkbox"/> W-2 preparation: balance payroll for each month, quarter, and the year.</li> <li data-bbox="363 589 1107 627"><input type="checkbox"/> Complete your LEA's Payroll calendar year-end tasks.</li> <li data-bbox="363 660 1469 801"><input type="checkbox"/> Complete the time and effort documentation for employees who are paid wholly or partially through federal grants, and who may use semi-annual certifications rather than monthly records of time and effort. Perform any required payroll adjustments.</li> <li data-bbox="363 835 1422 907"><input type="checkbox"/> During the holiday break, monitor incoming mail for unemployment filings in order to allow sufficient time for the LEA to respond.</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li data-bbox="363 913 730 952"><input type="checkbox"/> Continue the audit tasks.</li> <li data-bbox="363 985 1406 1057"><input type="checkbox"/> Begin preparing for the indirect cost rate application if needed. (Note: LEAs claiming SHARS/Medicaid reimbursement will usually need to do this.)</li> </ul>