



February

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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 February. Use the checklist below to ensure that the tasks are addressed, if applicable.

Application(s)	Task
<p><input type="checkbox"/> Excess Wealth districts first payment is due according to the TEA published calendar (Usually by February 15th).</p> <p>Complete 1099-NEC filing on or before February 1st, using either paper or electronic filing procedures.</p> <p><input type="checkbox"/> Complete the PEIMS Mid-Year resubmission if required.</p> <p><input type="checkbox"/> E-Rate submission, check with TEA for the deadline.</p> <p><input type="checkbox"/> Make district bond payments by the required dates according to the debt schedule.</p> <p><input type="checkbox"/> (If applicable.) Transfer funds from Existing Debt Allotment (EDA) or Instructional Facilities Allotment (IFA) to Interest & Sinking (I&S) account since they will be deposited to the same bank account as Available School Fund (ASF) and Foundation School Program (FSP) payments.</p> <p><input type="checkbox"/> Review the IDEA-B MOE compliance status using the TEA template prior to TEA releasing their preliminary reports. Gather information for any exceptions or adjustments that the LEA intends to claim.</p> <p><input type="checkbox"/> Review the ESSA MOE compliance status using the TEA template prior to TEA releasing their preliminary reports.</p>	
Budget	<p><input type="checkbox"/> Develop the budget calendar for the upcoming year.</p> <p><input type="checkbox"/> Prepare the Budget application for the new school year budget.</p>
Payroll	<p><input type="checkbox"/> Begin next year payroll preparations for the new school year salaries.</p>