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# February

# Table of Contents

**February** ..... i
**February** ..... 1

# February

The following Business processes should be started or in progress:

❑ Process 1095 Forms
❑ Process 1099 Forms
❑ 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 |
|---|---|
| **Finance** | ❑ Excess Wealth districts first payment is due according to the TEA published calendar (Usually by February 15th).<br><br>❑ Complete 1099-NEC filing to the IRS by the due date indicated in the 1099-NEC instructions.<br><br>❑ Complete the 1099-MISC filing to the IRS by the due date indicated in the 1099-MISC instructions.<br><br>❑ Complete the PEIMS Mid-Year resubmission if required.<br><br>❑ E-Rate submission, check with TEA for the deadline.<br><br>❑ Make district bond payments by the required dates according to the debt schedule.<br><br>❑ (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.<br><br>❑ 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.<br><br>❑ Review the ESSA MOE compliance status using the TEA template prior to TEA releasing their preliminary reports. |
| **Budget** | ❑ Develop the budget calendar for the upcoming year.<br><br>❑ Prepare the Budget application for the new school year budget. |
| **Payroll** | ❑ Complete ACA 1095 reporting by the appropriate deadline.<br><br>❑ Begin next year payroll preparations for the new school year salaries. |