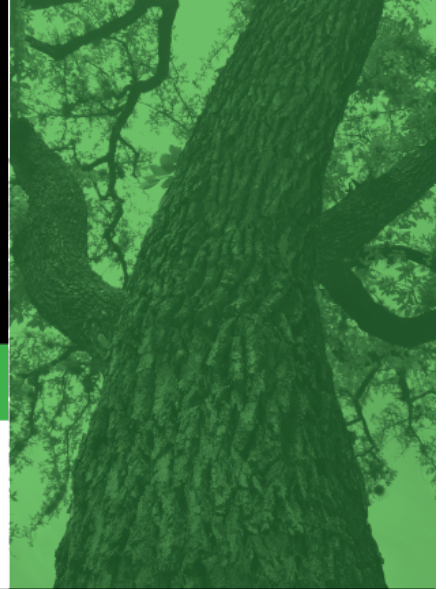




ASCENDER GUIDES



July

Table of Contents

July i

July 1

July

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

Application(s)	Task
Finance	☐ Chapter 41 districts make the sixth payment. ☐ Set up any new grants as approval notifications are received. ☐ File transportation services route services report. (Due August 1st.) ☐ Update budget and template estimates for certified values. (Due by July 25th from CAD.)
Payroll & Personnel	☐ Second quarter payroll reports for 941 and unemployment. ☐ Report new contracts to TRS. ☐ Payoff any terminations. ☐ Update leave on the current year service records if already created.