



ASCENDER GUIDES



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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.

☐ Finance EOY Process

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