



June

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The following business tasks have been identified for June. Processes that are relevant to your LEA should be initiated or in progress. Use the checklist below to ensure all applicable tasks are addressed.

- [Budget Process](#)
- [Next Year Payroll Process](#)
- [End-of-Year \(EOY\) Accruals for June Year-End LEAs](#)
- [Create Service Records](#)

Application(s)	Task
Budget	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that the budget is prepared by June 19th and adopted by June 30th. • Prepare a public notice. • Calculate No New Revenue Tax Rate, No New Revenue M & O Tax Rate, and Voter-Approval Tax Rate. • The public notice of budget and tax rate adoption must be published in the paper 10-30 days before the board meeting to adopt the budget and tax rate. • Post the required website budget posting (ESC-12 worksheet) at the same time as the notice is published in the paper. <input type="checkbox"/> Close books/open the new year.
Finance	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare final budget amendments for the current fiscal year. <input type="checkbox"/> Excess Wealth districts make the fifth payment. <input type="checkbox"/> Obtain the final Child Nutrition Program commodity report for the current school year and record the commodity revenue and expense. <input type="checkbox"/> Set up new grants as approval notifications are received.
Payroll & Personnel	<ul style="list-style-type: none"> <input type="checkbox"/> Be sure TRS On-behalf is recorded for the entire year after the final payroll is processed. <input type="checkbox"/> Update/prepare template using PEIMS data. <input type="checkbox"/> Update leave on the current year service records if already created. <input type="checkbox"/> Report new contracts to TRS. <input type="checkbox"/> Payoff retirees and other departing staff for early payoff if requested. <input type="checkbox"/> Review/update the employee handbook/administrative procedures manual as needed. <input type="checkbox"/> In odd years, complete the bank depository process by TEA deadlines. File any necessary documents with TEA. Reference the TEA website for further information: https://tea.texas.gov/finance-and-grants/financial-compliance

- Review/update the investment policy with the board.
- Review/update the list of providers for investment training with the board.