



ASCENDER GUIDES



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The following Business processes should be started or in progress:

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

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

Application(s)	Task
Budget	<input type="checkbox"/> Prepare a public notice. <input type="checkbox"/> Calculate Effective Tax Rate, Effective M&O Tax Rate, and Rollback Rate. <input type="checkbox"/> Ensure that the budget is prepared by June 19th and adopted by June 30th. <input type="checkbox"/> Post the public notice of budget and tax rate adoption 10-30 days before the board meeting to adopt the budget and tax rate. <input type="checkbox"/> Post the required website budget posting (ESC12) at the same time as the notice is published in the paper. <input type="checkbox"/> Close books/open the new year.
Finance	<input type="checkbox"/> Chapter 41 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	<input type="checkbox"/> Payoff retirees, if applicable. (payroll run) <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 terminations. <input type="checkbox"/> Review/update the employee handbook/administrative procedures manual as needed. <input type="checkbox"/> Complete the bank depository process by TEA deadlines. File any necessary documents with TEA.

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