



## ASCENDER GUIDES



# June



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# June

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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Budget</b>  | <input type="checkbox"/> Prepare a public notice.<br><input type="checkbox"/> Calculate Effective Tax Rate, Effective M&O Tax Rate, and Rollback Rate.<br><input type="checkbox"/> Ensure that the budget is prepared by June 19th and adopted by June 30th.<br><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.<br><input type="checkbox"/> Post the required website budget posting (ESC12) at the same time as the notice is published in the paper.<br><input type="checkbox"/> Close books/open the new year. |
| <b>Finance</b> | <input type="checkbox"/> Prepare final budget amendments for the current fiscal year.<br><input type="checkbox"/> Chapter 41 districts make the fifth payment.<br><input type="checkbox"/> Obtain the final Child Nutrition Program commodity report for the current school year and record the commodity revenue and expense.<br><input type="checkbox"/> Set up new grants as approval notifications are received.                                                                                                                                                                                                    |

| Application(s)                 | Task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Payroll &amp; Personnel</b> | <input type="checkbox"/> Payoff retirees, if applicable. (payroll run)<br><br><input type="checkbox"/> Be sure TRS On-behalf is recorded for the entire year after the final payroll is processed.<br><br><input type="checkbox"/> Update/prepare template using PEIMS data.<br><br><input type="checkbox"/> Update leave on the current year service records if already created.<br><br><input type="checkbox"/> Report new contracts to TRS.<br><br><input type="checkbox"/> Payoff terminations.<br><br><input type="checkbox"/> Review/update the employee handbook/administrative procedures manual as needed.<br><br><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.