



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	<ul style="list-style-type: none"> <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	<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.

Application(s)	Task
Payroll & Personnel	<ul style="list-style-type: none"> <li data-bbox="416 172 1481 246"><input type="checkbox"/> Be sure TRS On-behalf is recorded for the entire year after the final payroll is processed. <li data-bbox="416 280 1481 313"><input type="checkbox"/> Update/prepare template using PEIMS data. <li data-bbox="416 347 1481 380"><input type="checkbox"/> Update leave on the current year service records if already created. <li data-bbox="416 414 1481 448"><input type="checkbox"/> Report new contracts to TRS. <li data-bbox="416 481 1481 515"><input type="checkbox"/> Payoff retirees and other departing staff for early payoff if requested. <li data-bbox="416 548 1481 622"><input type="checkbox"/> Review/update the employee handbook/administrative procedures manual as needed. <li data-bbox="416 656 1481 730"><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.