



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	<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"/> 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.