



## 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"/> Ensure that the budget is prepared by June 19th and adopted by June 30th. <ul style="list-style-type: none"> <li>• Prepare a public notice.</li> <li>• Calculate No New Revenue Tax Rate, No New Revenue M &amp; O Tax Rate, and Voter-Approval Tax Rate.</li> <li>• 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.</li> <li>• Post the required website budget posting (<a href="#">ESC-12 worksheet</a>) at the same time as the notice is published in the paper.</li> </ul> <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><br><input type="checkbox"/> Excess Wealth districts make the fifth payment.<br><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><br><input type="checkbox"/> Set up new grants as approval notifications are received.  |
| <b>Payroll &amp; Personnel</b> | <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 retirees and other departing staff for early payoff if requested.<br><br><input type="checkbox"/> Review/update the employee handbook/administrative procedures manual as needed.<br><br><input type="checkbox"/> In odd years, complete the bank depository process by TEA deadlines. File any necessary documents with TEA. Reference TEA's website for further information: <a href="https://tea.texas.gov/finance-and-grants/financial-compliance">https://tea.texas.gov/finance-and-grants/financial-compliance</a> |

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