



ASCENDER GUIDES



**June**



# Table of Contents

June .....	i
June .....	1



# June

[Homepage](#)

- [Jul](#)
- [Aug](#)
- [Sep](#)
- [Oct](#)
- [Nov](#)
- [Dec](#)
- [Jan](#)
- [Feb](#)
- [Mar](#)
- [Apr](#)
- [May](#)
- [Jun](#)

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## Summer Jobs

Task	Resources
<b>NY Budget Processing</b>	<a href="#">Budget - Budget Process</a>
<b>NY Payroll Processing</b>	<a href="#">Human Resources - Next Year Payroll Process</a>

June 30 year-ends:

- Ensure that the budget is prepared by June 20th.
- Post a public notice of budget and tax rate adoption 10-30 days before the board meeting to adopt the budget and tax rate.
- Post required website budget posting (ESC12) at the same time that the notice is published in the paper.
- Close books/open new year.