



ASCENDER GUIDES



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The following Business processes should be started or in progress:

- ☐ [Budget Process](#)
- ☐ [Next Year Payroll Process](#)

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
Finance	<ul style="list-style-type: none"><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.
Payroll & Personnel	<ul style="list-style-type: none"><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"/> In odd years, complete the bank depository process by TEA deadlines. File any necessary documents with TEA. Reference TEA's website for further information: https://tea.texas.gov/finance-and-grants/financial-compliance

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