



## ASCENDER GUIDES



# June



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# June

The following business tasks have been identified for June. Processes that are relevant to your LEA should be initiated or in progress. Use the checklist below to ensure all applicable tasks are addressed.

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

Application(s)	Task
<b>Finance</b>	<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.
<b>Payroll &amp; Personnel</b>	<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: <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.