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The following Business processes should be started or in progress:

❑ Budget - Budget Process
❑ Human Resources - Next Year Payroll Process

The following business tasks have been identified for the month of June. Use the checklist to ensure that the tasks are addressed, if applicable.

❑ Payoff retirees (payroll run).

❑ Chapter 41 districts make fifth payment.

❑ Update/prepare template using PEIMS data.

❑ Update leave to the current year service records, if already created.

❑ Obtain the final child nutrition program commodity report for the current school year and record the commodity revenue and expense.

❑ Set up new grants as notifications are received of approvals.

❑ Report new contracts to TRS.

❑ Payoff any terminations.

❑ Review/update the employee handbook/administrative procedures manual as needed.

❑ Review/update the investment policy with the board.

❑ Review/update the list of providers for investment training with board.

❑ Complete the bank depository process by TEA deadlines; file any necessary documents with TEA.

❑ 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 same time as the notice is published in the paper.
- Close books/open new year.