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June

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.