



ASCENDER GUIDES



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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 the fifth payment.
- ☐ Update/prepare template using PEIMS data.
- ☐ Update leave on 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 approval notifications are received.
- ☐ Report new contracts to TRS.
- ☐ Payoff 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 the board.
- ☐ Complete the bank depository process by TEA deadlines. File any necessary documents with TEA.