



ASCENDER GUIDES



June

Table of Contents

| | |
|------------|---|
| June | i |
| June | 1 |

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.

| Application(s) | Task |
|------------------------|--|
| Finance | <ul style="list-style-type: none"> <input type="checkbox"/> Chapter 41 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. |
| Human Resources | <ul style="list-style-type: none"> <input type="checkbox"/> Payoff retirees. (payroll run) <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 terminations. <input type="checkbox"/> Review/update the employee handbook/administrative procedures manual as needed. <input type="checkbox"/> Complete the bank depository process by TEA deadlines. File any necessary documents with TEA. |

- June, July, & August checklist.
- Review/update the investment policy with the board.
- Review/update the list of providers for investment training with the board.