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# June

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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 below to ensure that the tasks are addressed, if applicable.

| Application(s) | Task |
|---|---|
| **Finance** | ❑ Chapter 41 districts make the fifth payment.<br><br>❑ Obtain the final Child Nutrition Program commodity report for the current school year and record the commodity revenue and expense.<br><br>❑ Set up new grants as approval notifications are received. |
| **Human Resources** | ❑ Payoff retirees. (payroll run)<br><br>❑ Update/prepare template using PEIMS data.<br><br>❑ Update leave on the current year service records if already created.<br><br>❑ Report new contracts to TRS.<br><br>❑ Payoff terminations.<br><br>❑ Review/update the employee handbook/administrative procedures manual as needed.<br><br>❑ Complete the bank depository process by TEA deadlines. File any necessary documents with TEA. |

❑ Review/update the investment policy with the board.

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