



ASCENDER GUIDES



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March

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 March. Use the checklist to ensure that the tasks are addressed, if applicable.

Application(s)	Task	
Finance	<input type="checkbox"/> Chapter 41 districts make the second payment. <input type="checkbox"/> Complete the 1099 filing to the IRS. (Due by March 31 if filing electronically. Forms with amounts in Box 7 are due by Jan. 31.) <input type="checkbox"/> Complete the Child Nutrition Program Annual Financial Report. (Due April 1.)	
Human Resources	<input type="checkbox"/> Update leave on the current year service records if already created.	