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March

Table of Contents

March i
March 1

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	❑ Chapter 41 districts make the second payment. ❑ 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.) ❑ Complete the Child Nutrition Program Annual Financial Report. (Due April 1.)	
Human Resources	❑ Update leave on the current year service records if already created.	