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# March

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