



ASCENDER GUIDES



**March**



# Table of Contents

<b>March</b> .....	<b>i</b>
<b>March</b> .....	<b>1</b>



# 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
<b>Finance</b>	<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.) <input type="checkbox"/> Complete the Child Nutrition Program Annual Financial Report. (Due April 1st.) <input type="checkbox"/> Prepare the SHARS Cost Report. (Due April 1st.)
<b>Human Resources</b>	<input type="checkbox"/> Update leave on the current year service records if already created.