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The following Business processes should be started or in progress:

❑ Process 1099 Forms
❑ Budget Process
❑ Next Year Payroll Process

The following business tasks have been identified for the month of March. Use the checklist below to ensure that the tasks are addressed, if applicable.

Application(s)	Task
Finance	❑ Excess Wealth districts make the second payment. ❑ Complete the 1099-MISC filing to the IRS by the appropriate due date. ❑ Complete the Child Nutrition Program Annual Financial Report. (Due April 1st.) ❑ Prepare the SHARS Cost Report. (Due April 1st.)
Personnel	❑ Update leave on the current year service records if already created.