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# March

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# March

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.<br><br>❑ Complete the 1099-MISC filing to the IRS by the appropriate due date.<br><br>❑ Complete the Child Nutrition Program Annual Financial Report. (Due April 1st.)<br><br>❑ Prepare the SHARS Cost Report. (Due April 1st.) |
| **Personnel** | ❑ Update leave on the current year service records if already created. |