
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
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ELEVATING TECHNOLOGY SOLUTIONS

Quarterly

Table of Contents

Quarterly i
Quarterly 1

Quarterly

In addition to the tasks listed on the individual month tabs and the monthly tab, the following tasks should be addressed quarterly, if applicable, throughout the fiscal or school year.

❑ Prepare the 941 report to send to IRS by the last day of the month. Retain the signed copy for your records.

❑ Prepare and file unemployment reports by TASB deadline or TWC deadline.

❑ Review the status of State Allotment Monitoring Program (SAMP) compliance for the current year. Reference the TEA website for further information: https://tea.texas.gov/finance-and-grants/financial-compliance/state-allotment-programs.