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April

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April

The following business tasks have been identified for April. Processes that are relevant to your LEA should be initiated or in progress. Use the checklist below to ensure all applicable tasks are addressed.

❑ Budget Process
❑ Next Year Payroll Process

Application(s)	Task
Finance	❑ Excess Wealth districts make the third payment. ❑ First quarter payroll reports for 941 and unemployment. ❑ Review, approve, and submit the SHARS Cost Report. (Due April 1st.) ❑ Update/prepare the Summary of Finance template for the fourth six weeks. ❑ Review federal grants for any final amendments needed. Begin planning and application for any new grants in the upcoming school year. ❑ Review budgeted tax revenue and template estimates using certified estimates. (Due from County Appraisal District (CAD) by April 30th.)
Personnel	❑ Update leave on the current year service records if already created. ❑ Provide letters of reasonable assurance if used.


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