



**April**



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# April

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

- ☐ First quarter payroll reports for 941 and unemployment.
- ☐ Chapter 41 districts make third payment.
- ☐ Review the status of SAMP compliance for the current year.
- ☐ Review/approve SHARS Cost Report (???)
- ☐ Update/prepare template for fourth six weeks.
- ☐ Update leave to the current year service records, if already created.
- ☐ Provide letters of reasonable assurance if used.
- ☐ Review federal grants for any final amendments needed; begin planning and application for new grant in upcoming school year.
- ☐ Review budgeted tax revenue and template estimates using certified estimates (due from CAD by April 30).



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