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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.

Application(s)	Task
Finance	❑ First quarter payroll reports for 941 and unemployment. ❑ Chapter 41 districts make the third payment. ❑ Review the status of SAMP compliance for the current year. ❑ Review/approve SHARS Cost Report. ❑ Update/prepare the 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 CAD by April 30)
Human Resources	❑ Update leave on the current year service records if already created. ❑ Provide letters of reasonable assurance if used.


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