



April

Table of Contents

April 1

April

The following Business processes should be started or in progress:

- [Budget - Budget Process](#)
- [Human Resources - Next Year Payroll Process](#)

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 | <ul style="list-style-type: none"> <input type="checkbox"/> First quarter payroll reports for 941 and unemployment. <input type="checkbox"/> Chapter 41 districts make the third payment. <input type="checkbox"/> Review the status of Special Allotment Monitoring Program (SAMP) compliance for the current year. <input type="checkbox"/> Review/approve SHARS Cost Report. <input type="checkbox"/> Update/prepare the Summary of Finance template for the fourth six weeks. <input type="checkbox"/> Review federal grants for any final amendments needed. Begin planning and application for any new grants in the upcoming school year. <input type="checkbox"/> Review budgeted tax revenue and template estimates using certified estimates. (Due from CAD by April 30) |
| Human Resources | <ul style="list-style-type: none"> <input type="checkbox"/> Update leave on the current year service records if already created. <input type="checkbox"/> Provide letters of reasonable assurance if used. |



Back Cover