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April

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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 below 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 Special Allotment Monitoring Program (SAMP) compliance for the current year. ❑ 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.)
Human Resources	❑ Update leave on the current year service records if already created. ❑ Provide letters of reasonable assurance if used.


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