

The image contains the Ascender logo and a photograph of a tree. The logo is positioned on the left side of the image, featuring a stylized 'A' icon followed by the word 'ASCENDER' in a large, bold, sans-serif font. Below 'ASCENDER' is the tagline 'ELEVATING TECHNOLOGY SOLUTIONS' in a smaller, all-caps font. The logo is set against a black background. To the right of the logo is a vertical photograph of a tree trunk, showing the bark texture and some branches, with a green color overlay. Below the logo and tree image is a green horizontal bar with the text 'ASCENDER GUIDES' in white, all-caps font. Below the green bar is a white horizontal bar with the Ascender logo and tagline repeated in a smaller size.

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

ASCENDER GUIDES

ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

April

Table of Contents

April 1

April

The following Business processes should be started or in progress:

- [Budget Process](#)
- [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	<ul style="list-style-type: none"> <input type="checkbox"/> Excess Wealth districts make the third payment. <input type="checkbox"/> First quarter payroll reports for 941 and unemployment. <input type="checkbox"/> Review the status of Special Allotment Monitoring Program (SAMP) compliance for the current year. <input type="checkbox"/> Review, approve, and submit the SHARS Cost Report. (Due April 1st.) <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 County Appraisal District (CAD) by April 30th.)
Personnel	<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