

The image shows the Ascender logo and the cover of the Ascender Guides. The logo consists of a stylized 'A' icon followed by the word 'ASCENDER' in a bold, sans-serif font, with the tagline 'ELEVATING TECHNOLOGY SOLUTIONS' underneath. The 'Ascender Guides' cover features a green horizontal band with the text 'ASCENDER GUIDES' in white. Below this, the Ascender logo is repeated in a smaller size. To the right of the logo and text is a vertical image of a tree trunk, tinted with a green color scheme.

**ASCENDER**  
ELEVATING TECHNOLOGY SOLUTIONS

**ASCENDER GUIDES**

**ASCENDER.**  
ELEVATING TECHNOLOGY SOLUTIONS

# April



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# 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
<b>Finance</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Excess Wealth districts make the third payment.</li> <li><input type="checkbox"/> First quarter payroll reports for 941 and unemployment.</li> <li><input type="checkbox"/> Review, approve, and submit the SHARS Cost Report. (Due April 1st.)</li> <li><input type="checkbox"/> Update/prepare the Summary of Finance template for the fourth six weeks.</li> <li><input type="checkbox"/> Review federal grants for any final amendments needed. Begin planning and application for any new grants in the upcoming school year.</li> <li><input type="checkbox"/> Review budgeted tax revenue and template estimates using certified estimates. (Due from County Appraisal District (CAD) by April 30th.)</li> </ul>
<b>Personnel</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Update leave on the current year service records if already created.</li> <li><input type="checkbox"/> Provide letters of reasonable assurance if used.</li> </ul>



## Back Cover