



ASCENDER GUIDES



August

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August

The following Business processes should be started or in progress:

- [August Accruals](#)
- [Finance EOY Process](#)
- [First Payroll of the School Year Process](#)

The following business tasks have been identified for the month of August. Use the checklist to ensure that the tasks are addressed, if applicable.

- Inactivate/replace security for non-returning employees in Security Administration.
- Pay comp time if applicable. (payroll run)
- Chapter 41 districts make the seventh payment.
- Submit estimate of tax collections by TEA deadline (usually Aug 31st) report Sep-Aug or Jul-Jun.
- Report new contracts to TRS.
- Update leave on the current year service records if already created.
- Make district bond payments by required dates according to the debt schedule.
- Be sure TRS On-behalf is recorded for the entire year after the final payroll is processed.
- Reclassify transportation costs from function 34 to function 11 or 36 if needed.
- Budget
 - Prepare a public notice.
 - Calculate Effective Tax Rate, Effective M&O Tax Rate, and Rollback Rate.
 - Ensure that the budget is prepared by June 20th.
 - Post the public notice of budget and tax rate adoption 10-30 days before the board meeting to adopt the budget and tax rate.
 - Post the required website budget posting (ESC12) at the same time as the notice is published in the paper.
 - Close books/open new year.
- Accrue salaries through Aug 31st for 10-month employees who receive their first payment in September.
- Accrue state revenue and set receivables/deferred revenue from the state.
- Prepare final budget amendments for the current fiscal year.

Communicate/update employees about employee handbook and administrative procedures manual.



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