

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 photograph of a tree trunk, showing the texture of the bark and the branches extending upwards. The photograph is overlaid with a semi-transparent green filter. Below the logo and photograph, there 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

# 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 below to ensure that the tasks are addressed, if applicable.

Application(s)	Task
<b>Budget</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare a public notice.</li> <li><input type="checkbox"/> Calculate Effective Tax Rate, Effective M&amp;O Tax Rate, and Rollback Rate.</li> <li><input type="checkbox"/> Ensure that the budget is prepared by June 20th.</li> <li><input type="checkbox"/> Post the public notice of budget and tax rate adoption 10-30 days before the board meeting to adopt the budget and tax rate.</li> <li><input type="checkbox"/> Post the required website budget posting (ESC12) at the same time as the notice is published in the paper.</li> <li><input type="checkbox"/> Close books/open the new year.</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Excess Wealth districts make the seventh payment.</li> <li><input type="checkbox"/> Prepare final budget amendments for the current fiscal year.</li> <li><input type="checkbox"/> Reclassify transportation costs from function 34 to function 11 or 36 if needed.</li> <li><input type="checkbox"/> Make district bond payments by required dates according to the debt schedule.</li> <li><input type="checkbox"/> Submit estimate of tax collections by TEA deadline (usually August 31st) report Sep-Aug or Jul-Jun.</li> </ul>

<b>Application(s)</b>	<b>Task</b>
<b>Payroll &amp; Personnel</b>	<input type="checkbox"/> Pay comp time if applicable. (payroll run) <input type="checkbox"/> Report new contracts to TRS. <input type="checkbox"/> Update leave on the current year service records if already created. <input type="checkbox"/> Be sure TRS On-behalf is recorded for the entire year after the final payroll is processed. <input type="checkbox"/> Accrue salaries through August 31st for 10-month employees who receive their first payment in September. <input type="checkbox"/> Communicate/update employees about employee handbook and administrative procedures manual. <input type="checkbox"/> Accrue state revenue and set receivables/deferred revenue from the state.
<b>Security Administration</b>	<input type="checkbox"/> Inactivate/replace security for non-returning employees in Security Administration.



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