

The image contains the Ascender logo, which consists of a stylized 'A' icon followed by the word 'ASCENDER' in a bold, sans-serif font, with the tagline 'ELEVATING TECHNOLOGY SOLUTIONS' underneath. Below the logo is a green horizontal bar with the text 'ASCENDER GUIDES' in white. At the bottom of this section is another smaller version of the Ascender logo. To the right of the text is a vertical image of a tree trunk, tinted with a green color that matches the bar above.

# August



# Table of Contents

**August** ..... 1



# 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"/> Ensure that the budget is prepared by June 19th and adopted by June 30th.                             <ul style="list-style-type: none"> <li>• Prepare a public notice.</li> <li>• Calculate No New Revenue Tax Rate, No New Revenue M &amp; O Tax Rate, and Voter-Approval Tax Rate.</li> <li>• The public notice of budget and tax rate adoption must be published in the paper 10-30 days before the board meeting to adopt the budget and tax rate.</li> <li>• Post the required website budget posting (<a href="#">ESC-12 worksheet</a>) at the same time as the notice is published in the paper.</li> </ul> </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 (typically 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.



## Back Cover