



## **Business Year-at-a-Glance (February)**



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# February

The following Business processes should be started or in progress:

- [Process 1095 Forms](#)
- [Process 1099 Forms](#)
- [Budget Process](#)
- [Next Year Payroll Process](#)

The following business tasks have been identified for the month of February. 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 first payment according to the TEA published calendar (typically by February 15th).</li> <li><input type="checkbox"/> Complete the 1099-NEC filing to the IRS by the appropriate due date.</li> <li><input type="checkbox"/> Complete the 1099-MISC filing to the IRS by the appropriate due date.</li> <li><input type="checkbox"/> Complete the PEIMS Mid-Year resubmission if required.</li> <li><input type="checkbox"/> E-Rate submission, check with TEA for the deadline.</li> <li><input type="checkbox"/> Make district bond payments by the required dates according to the debt schedule.</li> <li><input type="checkbox"/> (If applicable) Transfer funds from Existing Debt Allotment (EDA) or Instructional Facilities Allotment (IFA) to Interest &amp; Sinking (I&amp;S) account since they will be deposited to the same bank account as Available School Fund (ASF) and Foundation School Program (FSP) payments.</li> <li><input type="checkbox"/> Review the IDEA-B MOE compliance status using the TEA template prior to TEA releasing their preliminary reports. Gather information for any exceptions or adjustments that the LEA intends to claim.</li> <li><input type="checkbox"/> Review the ESSA MOE compliance status using the TEA template prior to TEA releasing their preliminary reports.</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop the budget calendar for the upcoming year.</li> <li><input type="checkbox"/> Prepare the Budget application for the new school year budget.</li> </ul>
<b>Payroll</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete ACA 1095 reporting by the appropriate due date.</li> <li><input type="checkbox"/> Begin next year payroll preparations for the new school year salaries.</li> </ul>



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