



ASCENDER GUIDES



# February



# Table of Contents

**February** ..... 1



# February

The following business tasks have been identified for February. Processes that are relevant to your LEA should be initiated or in progress. Use the checklist below to ensure all applicable tasks are addressed.

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

| 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>  |



## Back Cover