



February

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The following Business processes should be started or in progress:

- ☐ [Budget - Budget Process](#)
- ☐ [Human Resources - Next Year Payroll Process](#)

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

Application(s)	Task
Finance	☐ Complete the PEIMS Mid-Year resubmission if required. ☐ Chapter 41 district first payment is due according to the TEA published calendar (usually Feb 15th). ☐ Complete the e-Rate submission. ☐ Make district bond payments by the required dates according to the debt schedule. ☐ Transfer funds from EDA or IFA to I&S account since they will be deposited to the same bank account as ASF and FSP payments. ☐ 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. ☐ Review the ESSA MOE compliance status using the TEA template prior to TEA releasing their preliminary reports.
Budget	☐ Develop the budget calendar for the upcoming year. ☐ Prepare the Budget application for the new school year budget.
Human Resources	☐ Prepare next year payroll for the new school year salaries.



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