



# February



# Table of Contents

**February** ..... 1



# February

The following Business processes should be started or in progress:

- [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"/> Complete 1099-NEC filing on or before February 1st, using either paper or electronic filing procedures.</li> <li><input type="checkbox"/> Complete the PEIMS Mid-Year resubmission if required.</li> <li><input type="checkbox"/> Chapter 41 district first payment is due according to the TEA published calendar (Usually by February 15th).</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"/> Begin next year payroll preparations for the new school year salaries.</li> </ul>   |



## Back Cover