

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 the logo area is a smaller version of the Ascender logo. To the right of the logo area is a vertical image of a tree trunk, tinted with a green color, extending from the top of the logo area to the bottom of the page.

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

ASCENDER GUIDES

ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

January

Table of Contents

January 1

January

From August Year-End Doc →

The following Business processes should be started or in progress in the month of January.

- [First Payroll of the Calendar Year Checklist](#)
- [Process W-2 Forms](#)
- [Process 1099-MISC Forms](#)

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

- Complete the W-2 filing to the SSA by Jan 31.
- Complete 1099 filing to the IRS by Jan 31.
- Complete ACA 1095 reporting.
- Complete fourth quarter payroll reports for 941 and unemployment.
- Verify tax tables to IRS Circular E. After the last December payroll or prior to the first January payroll, upload the new tax tables.
- Verify access to Social Security and IRS sites for the calendar year-end reporting. Revise the unemployment rates and maximum wage limits as needed.
- Review the limits in payroll tax tables for Social Security and Medicare wages as published in IRS Circular E.
- Remind employees to file a new W-4 to claim exemption from withholding.
- Complete indirect cost rate application, if needed (note districts claiming SHARS/Medicaid reimb will usually need to do this)
- In odd years begin bank depository contract renewal or prepare for RFP or RFQ.
- Coordinate completion of audit for Aug 31 audit preparation (no later than Jan 28th)
 - Review the audit draft, and pay particular attention to the items that impact FIRST rating such as: unmodified audit opinion, no material weaknesses in internal controls, no instances of noncompliance material to financial statements, and net assets is positive on Statement of Net Assets.

- Important dates report will be delivered to the school board.
- Verify whether the auditor or LEA will electronically submit the audit to TEA.
- Verify if the auditor will send to MAC if the LEA has outstanding bonds and if any other entities need to receive a copy of the audit (grant agencies, etc.).
- Publish the audit Statement of Revenues, Expenditures, and Changes in Fund Balances in the local newspaper.
- Post audit opening balances, if needed.

Complete the PEIMS Mid-Year submission.

Fiscal agents should send member districts 033 records to use in reviewing final prior year compliance with IDEA-B MOE.

Complete the template estimate using first semester data. </div>



Back Cover