



January

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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.

Application(s)	Task
Finance	<ul style="list-style-type: none"> <input type="checkbox"/> Complete the template estimate using first semester data. <input type="checkbox"/> In odd years, begin bank depository contract renewal or prepare for RFP or RFQ. <input type="checkbox"/> Complete indirect cost rate application if needed. (Note: LEAs claiming SHARS/Medicaid reimbursement will usually need to do this.) <input type="checkbox"/> File the Annual Financial Report (audit) with TEA. (Due January 28th.) <ul style="list-style-type: none"> • Review the audit draft, and pay attention to the items that impact FIRST rating: unmodified audit opinion, no material weaknesses in internal controls, no instances of noncompliance material to financial statements, and positive net assets on the Statement of Net Assets. • Ensure that the board will accept the audit prior to TEA's due date. • Verify if 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. Verify if any other entities should 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. Review the opening balances and correct them as needed. <input type="checkbox"/> Complete the PEIMS Mid-Year submission. <input type="checkbox"/> Fiscal agents should send member districts 033 records to use in reviewing final prior year compliance with IDEA-B MOE.

Application(s)	Task
Human Resources	<ul style="list-style-type: none"> <li data-bbox="395 174 1118 208">❑ Complete the W-2 filing to the SSA. (Due by Jan 31.) <li data-bbox="395 241 1074 275">❑ Complete 1099 filing to the IRS. (Due by Jan 31.) <li data-bbox="395 309 831 342">❑ Complete ACA 1095 reporting. <li data-bbox="395 376 1334 409">❑ Complete fourth quarter payroll reports for 941 and unemployment. <li data-bbox="395 443 1457 521">❑ Compare tax tables to IRS Circular E. After the last December payroll or prior to the first January payroll, upload the new tax tables. <li data-bbox="395 555 1477 633">❑ Verify access to the Social Security and IRS sites for calendar year-end reporting. Revise the unemployment rates and maximum wage limits as needed. <li data-bbox="395 667 1461 745">❑ Review the limits in payroll tax tables for Social Security and Medicare wages as published in the IRS Circular E. <li data-bbox="395 779 1422 813">❑ Remind employees to file a new W-4 to claim exemption from withholding. <li data-bbox="395 846 1369 902">❑ Complete indirect cost rate application if needed. (Note: LEAs claiming SHARS/Medicaid reimbursement will usually need to do this.)



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