



# July



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

- Second quarter payroll reports for 941 and unemployment.
- Chapter 41 districts make sixth payment.
- Report new contracts to TRS.
- Payoff any terminations.
- Update leave to the current year service records if already created.
- June 30th year-ends:
  - Begin audit preparations.
  - Set up campus activity (fund 461) and student activity (865) fund accounts, if needed.
  - Review records for retention and filing
- Set up any new grants approved as notifications are received.
- File transportation services route services report (due Aug 1st).
- Update budget and template estimates for certified values (due by July 25 from CAD).



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