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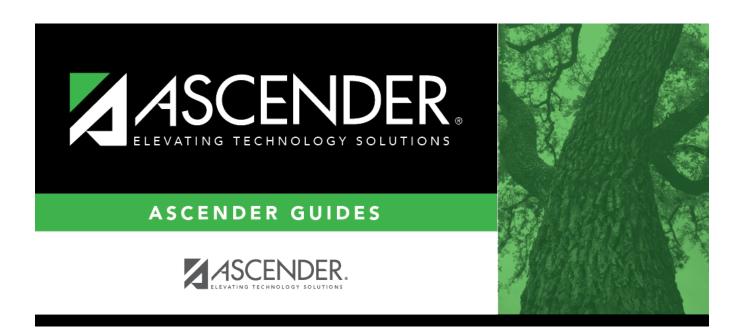
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## July

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.
$\square$ Set up any new grants approved as notifications are received.
☐ File transportation services route services report (due Aug 1st).
☐ Undate hudget and template estimates for certified values (due by July 25 from CAD)

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## **Back Cover**

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