



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 the sixth payment.
- Report new contracts to TRS.
- Payoff any terminations.
- Update leave on the current year service records if already created.
- Set up any new grants as approval 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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