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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.

Application(s)	Task
Finance	☐ Chapter 41 districts make the sixth payment.
	☐ Set up any new grants as approval notifications are received.
	☐ File transportation services route services report. (Due Aug 1)
	☐ Update budget and template estimates for certified values. (Due by July 25 from CAD)
Human Resources	☐ Second quarter payroll reports for 941 and unemployment.
	☐ Report new contracts to TRS.
	☐ Payoff any terminations.
	☐ Update leave on the current year service records if already created.

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