

The image contains the Ascender logo, which consists of a stylized 'A' icon followed by the word 'ASCENDER' in a bold, sans-serif font, with the tagline 'ELEVATING TECHNOLOGY SOLUTIONS' underneath. This logo is presented in two versions: a large one on a black background and a smaller one on a white background. A green horizontal bar with the text 'ASCENDER GUIDES' is positioned between the two logo versions. To the right of the logos is a vertical image of a tree trunk, tinted with a green color scheme.

**ASCENDER**  
ELEVATING TECHNOLOGY SOLUTIONS

**ASCENDER GUIDES**

**ASCENDER**  
ELEVATING TECHNOLOGY SOLUTIONS

# July



# Table of Contents

July ..... 1



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



## Back Cover