



July

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July

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

Application(s)	Task
Finance	<ul style="list-style-type: none"> <li data-bbox="394 521 1031 555">☐ Chapter 41 districts make the sixth payment. <li data-bbox="394 591 1243 624">☐ Set up any new grants as approval notifications are received. <li data-bbox="394 660 1251 694">☐ File transportation services route services report. (Due Aug 1) <li data-bbox="394 730 1430 801">☐ Update budget and template estimates for certified values. (Due by July 25 from CAD)
Human Resources	<ul style="list-style-type: none"> <li data-bbox="394 813 1214 846">☐ Second quarter payroll reports for 941 and unemployment. <li data-bbox="394 882 815 916">☐ Report new contracts to TRS. <li data-bbox="394 952 751 985">☐ Payoff any terminations. <li data-bbox="394 1021 1331 1055">☐ Update leave on the current year service records if already created.



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