

Business Year-at-a-Glance July Start FY (April)

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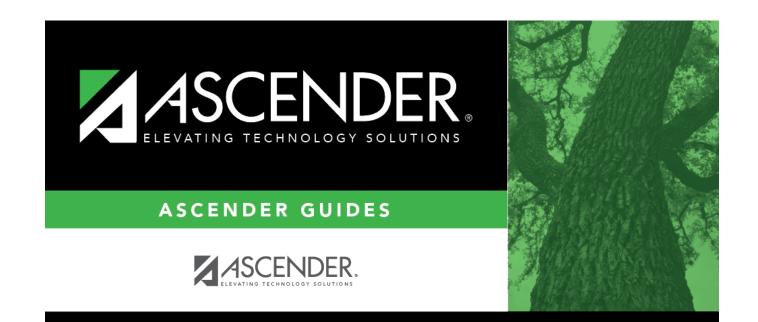
April

The following Business processes should be started or in progress:

Budget ProcessNext Year Payroll Process

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

| Application(| s) Task |
|--------------|--|
| Finance | First quarter payroll reports for 941 and unemployment. |
| | Excess Wealth districts make the third payment. |
| | □ Review, approve, and submit the SHARS Cost Report. (Due April 1st.) |
| | Update/prepare the Summary of Finance template for the fourth six weeks. |
| | Review federal grants for any final amendments needed. Begin planning and application for any new grants in the upcoming school year. |
| | Review budgeted tax revenue and template estimates using certified estimates. (Due from County Appraisal District (CAD) by April 30th.) |
| Personnel | Provide letters of reasonable assurance if used. |



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