



April

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April

The following Business processes should be started or in progress:

- ☐ [Budget Process](#)
- ☐ [Next 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. ☐ Chapter 41 districts make the third payment. ☐ Review the status of Special Allotment Monitoring Program (SAMP) compliance for the current year. ☐ 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	☐ Update leave on the current year service records if already created. ☐ Provide letters of reasonable assurance if used.



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