



August

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The following Business processes should be started or in progress:

☐ First Payroll of the School Year Process

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

Application(s)	Task
Budget	<input type="checkbox"/> Prepare a public notice. <input type="checkbox"/> Calculate Effective Tax Rate, Effective M&O Tax Rate, and Rollback Rate. <input type="checkbox"/> Ensure that the budget is prepared by June 20th. <input type="checkbox"/> Post the public notice of budget and tax rate adoption 10-30 days before the board meeting to adopt the budget and tax rate. <input type="checkbox"/> Post the required website budget posting (ESC12) at the same time as the notice is published in the paper. <input type="checkbox"/> Close books/open the new year.
Finance	<input type="checkbox"/> Chapter 41 districts make the seventh payment. <input type="checkbox"/> Reclassify transportation costs from function 34 to function 11 or 36 if needed. <input type="checkbox"/> Make district bond payments by required dates according to the debt schedule. <input type="checkbox"/> Submit estimate of tax collections by TEA deadline (usually August 31st) report Sep-Aug or Jul-Jun.

Application(s)	Task
Payroll & Personnel	<input type="checkbox"/> Pay comp time if applicable. (payroll run) <input type="checkbox"/> Report new contracts to TRS. <input type="checkbox"/> Update leave on the current year service records if already created. <input type="checkbox"/> Be sure TRS On-behalf is recorded for the entire year after the final payroll is processed. <input type="checkbox"/> Accrue salaries through August 31st for 10-month employees who receive their first payment in September. <input type="checkbox"/> Communicate/update employees about employee handbook and administrative procedures manual. <input type="checkbox"/> Accrue state revenue and set receivables/deferred revenue from the state. <input type="checkbox"/> Prepare final budget amendments for the current fiscal year.
Security Administration	<input type="checkbox"/> Inactivate/replace security for non-returning employees in Security Administration.



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