

The image shows the Ascender logo and branding. On the left, there is a black rectangular area containing 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. Below this, a green horizontal bar contains the text 'ASCENDER GUIDES' in white, uppercase letters. Underneath the green bar, the Ascender logo is repeated in a smaller size. To the right of these elements is a vertical image of a tree trunk, rendered in a green color scheme, extending from the top of the black area to the bottom of the white area.

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

ASCENDER GUIDES

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

December

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December

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

Application(s)	Task
Finance, Payroll	<ul style="list-style-type: none"> <input type="checkbox"/> W-2 preparation: balance payroll for each month, quarter, and the year. <input type="checkbox"/> Complete your LEA's Payroll calendar year-end tasks. <input type="checkbox"/> Complete the time and effort documentation for employees who are paid wholly or partially through federal grants, and who may use semi-annual certifications rather than monthly records of time and effort. Perform any required payroll adjustments. <input type="checkbox"/> During the holiday break, monitor incoming mail for unemployment filings in order to allow sufficient time for the LEA to respond.
Finance	<ul style="list-style-type: none"> <input type="checkbox"/> Continue the audit tasks. <input type="checkbox"/> Begin preparing for the indirect cost rate application if needed. (Note: LEAs claiming SHARS/Medicaid reimbursement will usually need to do this.)



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