

The image contains 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. This logo is presented in two versions: a large one on a black background and a smaller one on a white background. A green horizontal bar with the text 'ASCENDER GUIDES' is positioned between the two logo versions. To the right of the logos is a vertical image of a tree trunk, tinted with a green color scheme.

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

ASCENDER GUIDES

ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

February

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February

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 February. Use the checklist below to ensure that the tasks are addressed, if applicable.

Application(s)	Task
Finance	<ul style="list-style-type: none"> <input type="checkbox"/> Complete 1099-NEC filing on or before February 1st, using either paper or electronic filing procedures. <input type="checkbox"/> Complete the PEIMS Mid-Year resubmission if required. <input type="checkbox"/> Chapter 41 district first payment is due according to the TEA published calendar (Usually by February 15th). <input type="checkbox"/> E-Rate submission, check with TEA for the deadline. <input type="checkbox"/> Make district bond payments by the required dates according to the debt schedule. <input type="checkbox"/> (If applicable.) Transfer funds from Existing Debt Allotment (EDA) or Instructional Facilities Allotment (IFA) to Interest & Sinking (I&S) account since they will be deposited to the same bank account as Available School Fund (ASF) and Foundation School Program (FSP) payments. <input type="checkbox"/> Review the IDEA-B MOE compliance status using the TEA template prior to TEA releasing their preliminary reports. Gather information for any exceptions or adjustments that the LEA intends to claim. <input type="checkbox"/> Review the ESSA MOE compliance status using the TEA template prior to TEA releasing their preliminary reports.
Budget	<ul style="list-style-type: none"> <input type="checkbox"/> Develop the budget calendar for the upcoming year. <input type="checkbox"/> Prepare the Budget application for the new school year budget.
Payroll	<ul style="list-style-type: none"> <input type="checkbox"/> Begin next year payroll preparations for the new school year salaries.



Back Cover