



ASCENDER GUIDES



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



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