

The image contains the Ascender logo and a photograph of a tree. The logo is positioned on the left side of the image, featuring a stylized 'A' icon followed by the word 'ASCENDER' in a large, bold, sans-serif font. Below 'ASCENDER' is the tagline 'ELEVATING TECHNOLOGY SOLUTIONS' in a smaller, all-caps font. The logo is set against a black background. To the right of the logo is a vertical photograph of a tree trunk, showing the bark texture and some branches, with a green color overlay. Below the logo and tree image is a green horizontal bar with the text 'ASCENDER GUIDES' in white, all-caps font. Below the green bar is a white horizontal bar with the Ascender logo and tagline repeated in a smaller size.

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:

- [Process 1095 Forms](#)
- [Process 1099 Forms](#)
- [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
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.
Finance	<ul style="list-style-type: none"> <input type="checkbox"/> Excess Wealth districts first payment is due according to the TEA published calendar (Usually by February 15th). <input type="checkbox"/> Complete the 1099-NEC filing to the IRS by the appropriate due date. <input type="checkbox"/> Complete the 1099-MISC filing to the IRS by the appropriate due date. <input type="checkbox"/> Complete the PEIMS Mid-Year resubmission if required. <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.
Payroll	<ul style="list-style-type: none"> <input type="checkbox"/> Complete ACA 1095 reporting by the appropriate due date.



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