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# July

# Table of Contents

**July** ..... 1

# July

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

❑ Finance EOY Process

| Application(s) | Task |
|---|---|
| **Finance** | ❑ Chapter 41 districts make the sixth payment.<br><br>❑ Set up any new grants as approval notifications are received.<br><br>❑ File transportation services route services report. (Due August 1st.)<br><br>❑ Update budget and template estimates for certified values. (Due by July 25th from CAD.) |
| **Payroll & Personnel** | ❑ Second quarter payroll reports for 941 and unemployment.<br><br>❑ Report new contracts to TRS.<br><br>❑ Payoff any terminations.<br><br>❑ Update leave on the current year service records if already created. |


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# Back Cover