



ASCENDER GUIDES



**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  |
|--------------------------------|---|
| <b>Finance</b>                 | <ul style="list-style-type: none"> <li><input type="checkbox"/> Chapter 41 districts make the sixth payment.</li> <li><input type="checkbox"/> Set up any new grants as approval notifications are received.</li> <li><input type="checkbox"/> File transportation services route services report. (Due August 1st.)</li> <li><input type="checkbox"/> Update budget and template estimates for certified values. (Due by July 25th from CAD.)</li> </ul> |
| <b>Payroll &amp; Personnel</b> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Second quarter payroll reports for 941 and unemployment.</li> <li><input type="checkbox"/> Report new contracts to TRS.</li> <li><input type="checkbox"/> Payoff any terminations.</li> <li><input type="checkbox"/> Update leave on the current year service records if already created.</li> </ul>  |



## Back Cover