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June

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June

The following Business processes should be started or in progress:

❑ Budget Process
❑ Next Year Payroll Process
❑ End-of-Year (EOY) Accruals for June Year-End LEAs

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

Application(s)	Task
Budget	❑ Prepare a public notice. ❑ Calculate Effective Tax Rate, Effective M&O Tax Rate, and Rollback Rate. ❑ Ensure that the budget is prepared by June 19th and adopted by June 30th. ❑ Post the public notice of budget and tax rate adoption 10-30 days before the board meeting to adopt the budget and tax rate. ❑ Post the required website budget posting (ESC12) at the same time as the notice is published in the paper. ❑ Close books/open the new year.
Finance	❑ Chapter 41 districts make the fifth payment. ❑ Obtain the final Child Nutrition Program commodity report for the current school year and record the commodity revenue and expense. ❑ Set up new grants as approval notifications are received.
Payroll & Personnel	❑ Payoff retirees. (payroll run) ❑ Update/prepare template using PEIMS data. ❑ Update leave on the current year service records if already created. ❑ Report new contracts to TRS. ❑ Payoff terminations. ❑ Review/update the employee handbook/administrative procedures manual as needed. ❑ Complete the bank depository process by TEA deadlines. File any necessary documents with TEA.

❑ Review/update the investment policy with the board.

❑ Review/update the list of providers for investment training with the board.


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