ASCENDER®
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

June

Table of Contents

June 1

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
☐ Create Service Records

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	☐ Prepare final budget amendments for the current fiscal year. ☐ Excess Wealth 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.

Application(s)	**Task**
Payroll & Personnel	❑ Payoff retirees, if applicable. (payroll run) ❑ Be sure TRS On-behalf is recorded for the entire year after the final payroll is processed. ❑ 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.

ASCENDER®
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover