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March

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The following Business processes should be started or in progress:

❑ Budget Process
❑ Next Year Payroll Process

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

Application(s)	Task
Finance	❑ Excess Wealth districts make the second payment. ❑ Complete the 1099-MISC filing to the IRS. (Due by March 1st if filing by paper or March 31st if filing electronically.) ❑ Complete the Child Nutrition Program Annual Financial Report. (Due April 1st.) ❑ Prepare the SHARS Cost Report. (Due April 1st.)
Personnel	❑ Update leave on the current year service records if already created.


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