



# March



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# March

The following Business processes should be started or in progress:

- [Process 1099 Forms](#)
- [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   |
|------------------|--|
| <b>Finance</b>   | <input type="checkbox"/> Excess Wealth districts make the second payment.<br><input type="checkbox"/> Complete the 1099-MISC filing to the IRS by the appropriate due date.<br><input type="checkbox"/> Complete the Child Nutrition Program Annual Financial Report. (Due April 1st.)<br><input type="checkbox"/> Prepare the SHARS Cost Report. (Due April 1st.) |
| <b>Personnel</b> | <input type="checkbox"/> Update leave on the current year service records if already created.  |



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