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# November

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# November

The following business tasks have been identified for November. Processes that are relevant to your LEA should be initiated or in progress. Use the checklist below to ensure all applicable tasks are addressed.

| Application(s) | Task |
|---|---|
| **Payroll** | ❑ Order W-2 and 1099 tax forms, if needed.<br><br>❑ Verify access to the Social Security and IRS sites for calendar year-end reporting. |
| **Finance** | ❑ Complete the Transportation Operations report. (Due December 1st.)<br><br>❑ File the Annual Financial Report (audit) with TEA. (Due November 27th.)<br>• Review the audit draft, and pay attention to the items that impact FIRST rating: unmodified audit opinion, no material weaknesses in internal controls, no instances of noncompliance material to financial statements, and positive net assets on the Statement of Net Assets.<br>• Ensure that the board will accept the audit prior to TEA's due date.<br>• Verify if the auditor or LEA will electronically submit the audit to TEA.<br>• Verify if the auditor will send to MAC if the LEA has outstanding bonds. Verify if any other entities should receive a copy of the audit (grant agencies, etc.).<br>• Publish the audit Statement of Revenues, Expenditures, and Changes in Fund Balances in the local newspaper.<br>• Post audit opening balances, if needed. Review the opening balances and correct them as needed. |

**PEIMS Business Reminders**:

❑ Continue reviewing Business elements for the Fall PEIMS Submission.

❑ The Fall PEIMS snapshot date is the last Friday in October.

❑ Coordinate the timing of the PEIMS fall submission with the PEIMS Coordinator and student campus PEIMS staff.


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