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November

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November

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

Application(s)	Task
Payroll	❑ Order W-2 and 1099 tax forms, if needed. ❑ Verify access to the Social Security and IRS sites for calendar year-end reporting.
Finance	❑ Complete the Transportation Operations report. (Due December 1st.) ❑ File the Annual Financial Report (audit) with TEA. (Due November 27th.) • 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. • Ensure that the board will accept the audit prior to TEA's due date. • Verify if the auditor or LEA will electronically submit the audit to TEA. • 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.). • Publish the audit Statement of Revenues, Expenditures, and Changes in Fund Balances in the local newspaper. • 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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