



ASCENDER GUIDES



**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
<b>Payroll</b>	<input type="checkbox"/> Order W-2 and 1099 tax forms, if needed. <input type="checkbox"/> Verify access to the Social Security and IRS sites for calendar year-end reporting.
<b>Finance</b>	<input type="checkbox"/> Complete the Transportation Operations report. (Due December 1st.) <input type="checkbox"/> File the Annual Financial Report (audit) with TEA. (Due November 27th.) <ul style="list-style-type: none"> <li>• 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.</li> <li>• Ensure that the board will accept the audit prior to TEA's due date.</li> <li>• Verify if the auditor or LEA will electronically submit the audit to TEA.</li> <li>• 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.).</li> <li>• Publish the audit Statement of Revenues, Expenditures, and Changes in Fund Balances in the local newspaper.</li> <li>• Post audit opening balances, if needed. Review the opening balances and correct them as needed.</li> </ul>

## 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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