



June

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June

Processes

The following Business processes should be started or in progress:

- ☐ [Budget - Budget Process](#)
- ☐ [Human Resources - Next Year Payroll Process](#)

Tasks

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

- ☐ Payoff retirees (payroll run).
- ☐ Chapter 41 districts make fifth payment.
- ☐ Update/prepare template using PEIMS data.
- ☐ Update leave to the current year service records, if already created.
- ☐ Obtain the final child nutrition program commodity report for the current school year and record the commodity revenue and expense.
- ☐ Set up new grants as notifications are received of approvals.
- ☐ Report new contracts to TRS.
- ☐ Payoff any terminations.
- ☐ Review/update the employee handbook/administrative procedures manual as needed.
- ☐ Review/update the investment policy with the board.
- ☐ Review/update the list of providers for investment training with board.
- ☐ Complete the bank depository process by TEA deadlines; file any necessary documents with TEA.
- ☐ June 30 year-ends:
 - Ensure that the budget is prepared by June 20th.

- Post a public notice of budget and tax rate adoption 10-30 days before the board meeting to adopt the budget and tax rate.
- Post required website budget posting (ESC12) at same time as the notice is published in the paper.
- Close books/open new year.



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