



# June



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The following Business processes should be started or in progress:

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

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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