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June

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June

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 the fifth payment.

❑ Update/prepare template using PEIMS data.

❑ Update leave on 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 approval notifications are received.

❑ Report new contracts to TRS.

❑ Payoff 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 the board.

❑ Complete the bank depository process by TEA deadlines. File any necessary documents with TEA.


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