

The image contains the Ascender logo and a photograph of a tree trunk. The logo is positioned on the left side of the image, featuring a stylized 'A' icon followed by the word 'ASCENDER' in a large, bold, sans-serif font. Below 'ASCENDER' is the tagline 'ELEVATING TECHNOLOGY SOLUTIONS' in a smaller, all-caps font. The logo is set against a black background. To the right of the logo is a vertical photograph of a tree trunk, showing the bark texture and some branches, with a green color overlay. Below the logo and tree image is a green horizontal bar with the text 'ASCENDER GUIDES' in white, all-caps font. Below the green bar is a white horizontal bar with the Ascender logo and tagline repeated in a smaller size.

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

ASCENDER GUIDES

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

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.

- June, July, & August checklist.
- 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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