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June

Table of Contents

June 1

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 below to ensure that the tasks are addressed, if applicable.

Application(s)	Task
Finance	❑ Chapter 41 districts make the fifth payment. ❑ 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.
Human Resources	❑ Payoff retirees. (payroll run) ❑ Update/prepare template using PEIMS data. ❑ Update leave on the current year service records if already created. ❑ Report new contracts to TRS. ❑ Payoff terminations. ❑ Review/update the employee handbook/administrative procedures manual as needed. ❑ Complete the bank depository process by TEA deadlines. File any necessary documents with TEA.

❑ Review/update the investment policy with the board.

❑ Review/update the list of providers for investment training with the board.


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Back Cover