



**June**



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# June

The following Business processes should be started or in progress:

- ☐ [Budget Process](#)
- ☐ [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
<b>Finance</b>	<input type="checkbox"/> Excess Wealth districts make the fifth payment.  <input type="checkbox"/> Obtain the final Child Nutrition Program commodity report for the current school year and record the commodity revenue and expense.  <input type="checkbox"/> Set up new grants as approval notifications are received.
<b>Payroll &amp; Personnel</b>	<input type="checkbox"/> Update/prepare template using PEIMS data.  <input type="checkbox"/> Update leave on the current year service records if already created.  <input type="checkbox"/> Report new contracts to TRS.  <input type="checkbox"/> Payoff retirees and other departing staff for early payoff if requested.  <input type="checkbox"/> Review/update the employee handbook/administrative procedures manual as needed.  <input type="checkbox"/> 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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