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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
Finance	❑ Excess Wealth 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.
Payroll & Personnel	❑ Update/prepare template using PEIMS data. ❑ Update leave on the current year service records if already created. ❑ Report new contracts to TRS. ❑ Payoff retirees and other departing staff for early payoff if requested. ❑ Review/update the employee handbook/administrative procedures manual as needed. ❑ In odd years, complete the bank depository process by TEA deadlines. File any necessary documents with TEA. Reference TEA's website for further information: https://tea.texas.gov/finance-and-grants/financial-compliance

❑ Review/update the investment policy with the board.

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


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