



**March**



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# March

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 March. Use the checklist to ensure that the tasks are addressed, if applicable.

Application(s)	Task
Finance	<input type="checkbox"/> Chapter 41 districts make the second payment.
	<input type="checkbox"/> Complete the 1099 filing to the IRS. (Due by March 31 if filing electronically.)
	<input type="checkbox"/> Complete the Child Nutrition Program Annual Financial Report. (Due April 1st.)
	<input type="checkbox"/> Prepare the SHARS Cost Report. (Due April 1st.)
Human Resources	<input type="checkbox"/> Update leave on the current year service records if already created.



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