



# March



# Table of Contents

**March** ..... 1



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

Application(s)	Task
<b>Finance</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Chapter 41 districts make the second payment.</li> <li><input type="checkbox"/> Complete the 1099 filing to the IRS. (Due by March 31st if filing electronically.)</li> <li><input type="checkbox"/> Complete the Child Nutrition Program Annual Financial Report. (Due April 1st.)</li> <li><input type="checkbox"/> Prepare the SHARS Cost Report. (Due April 1st.)</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Update leave on the current year service records if already created.</li> </ul>



## Back Cover