
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

# March

# Table of Contents

**March** ..... 1

# March

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

| Application(s) | Task |
|---|---|
| **Finance** | ❑ Chapter 41 districts make the second payment.<br><br>❑ Complete the 1099-MISC filing to the IRS. (Due by March 1st if filing by paper or March 31st if filing electronically.)<br><br>❑ Complete the Child Nutrition Program Annual Financial Report. (Due April 1st.)<br><br>❑ Prepare the SHARS Cost Report. (Due April 1st.) |
| **Personnel** | ❑ Update leave on the current year service records if already created. |


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

# Back Cover