



**julyfy**



# Table of Contents

May ..... 1



# May

---

---

From August Year-End Doc —→

The following business tasks have been identified for the month of July. Use the checklist to ensure that the tasks are addressed, if applicable.

- ☐ Second quarter payroll reports for 941 and unemployment.
- ☐ Chapter 41 districts make sixth payment.
- ☐ Report new contracts to TRS.
- ☐ Payoff any terminations.
- ☐ Update leave to the current year service records if already created.
- ☐ Set up any new grants approved as notifications are received.



## Back Cover