



November

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From August Year-End Doc →

Complete the fall PEIMS submission.

- Once the final file is submitted, be sure to review all final reports to ensure that you have an accurate record of submission.

Order W-2 and 1099 tax forms if needed.

Complete the Transportation Operations report. (Due Dec 1)

Complete fourth quarter payroll reports for 941 and unemployment. Coordinate the completion of the audit for the June 30th audit preparation. (no later than Nov 27th)

- Review the audit draft and pay attention to items that impact the FIRST rating: unmodified audit opinion, no material weaknesses in internal controls, no instances of noncompliance material to financial statements, and positive net assets on the Statement of Net Assets.
- The important dates report will be delivered to the school board.
- Verify if the auditor or LEA will electronically submit the audit to TEA.
- Verify if the auditor will send to MAC if the LEA has outstanding bonds, and if any other entities should receive a copy of the audit (grant agencies, etc.).
- Publish audit Statement of Revenues, Expenditures, and Changes in Fund Balances in the local newspaper.
- Post audit opening balances, if needed.



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