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November

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Tasks

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

❑ Watch cash balances to ensure all LEA funds are secured.

❑ Complete the fall PEIMS submission.

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

❑ Order needed tax forms for W-2 and 1099 filings.

❑ Complete the Transportation Operations report, which is due on Dec 1.

❑ Coordinate the completion of audit for the June 30th audit preparation (no later than Nov 27th).

- Review the audit draft, and pay particular attention to items that impact the FIRST rating such as: unmodified audit opinion, no material weaknesses in internal controls, no instances of noncompliance material to financial statements, and net assets is positive on Statement of Net Assets.
- Important dates report will be delivered to the school board.
- Verify whether 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 need to 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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