



**November**



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

- ☐ 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)
- ☐ 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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