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November

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November

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, 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 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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