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Quarterly

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In addition to the tasks listed on the individual month tabs and the monthly tab, the following tasks should be addressed quarterly, if applicable, throughout the fiscal or school year.

❑ Prepare the 941 report to send to IRS by the last day of the month. Retain the signed copy for your records.

❑ Prepare and file unemployment reports by TASB deadline or TWC deadline.

❑ Review the status of State Allotment Monitoring Program (SAMP) compliance for the current year. Reference the TEA website for further information: https://tea.texas.gov/finance-and-grants/financial-compliance/state-allotment-programs.


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