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September

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September

The following processes should begin or be in progress:

❑ Human Resources - August Accruals
❑ Finance - Finance EOY Process
❑ Human Resources - First Payroll of the School Year Process

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

❑ Enter campus activity (fund 461) and student activity balances (fund 865), if needed.

❑ Begin audit preparations.

❑ Review records for retention and filing.

❑ Verify the accuracy of payroll distribution and program intent codes (PIC).

❑ Work on fall staff unique IDs (UID).

❑ Import or update employee benefits and verify data for the new plan year (Sep-Aug).

❑ Verify the TRS rates and state minimum salaries prior to processing any payrolls.

❑ Report new contracts to TRS.

❑ Review and verify prior year Near-Final Summary of Finances and TEA settle-up. Also, review the Chapter 41 Cost of Recapture report and settle-up.

- Student data should match PEIMS.
- Tax revenue should match the amount reported by the LEA via the TEAL FSP System in August.
- Be sure certain staff allotment and transportation allotment have amounts. If zero, the LEA missed the reporting deadlines. Take the appropriate steps to complete the required reporting so that TEA can revise in the spring when the Final SOFs are generated.

❑ Fiscal agents should send the estimate of Mid-Year PEIMS 033 records to LEAs for use in reviewing the IDEA_B MOE compliance status.


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