

The image features the Ascender logo on a black background. The logo consists of a stylized 'A' icon followed by the word 'ASCENDER' in a bold, sans-serif font, with the tagline 'ELEVATING TECHNOLOGY SOLUTIONS' underneath. Below this, a green horizontal bar contains the text 'ASCENDER GUIDES' in white. At the bottom of the black section is a smaller version of the Ascender logo. To the right of the black section is a vertical image of a tree trunk, tinted with a green color, extending from the top of the black section to the bottom of the white section.

**ASCENDER**  
ELEVATING TECHNOLOGY SOLUTIONS

**ASCENDER GUIDES**

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ELEVATING TECHNOLOGY SOLUTIONS

# 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.

Application(s)	Task
<b>Finance</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Enter campus activity (fund 461) and student activity balances (fund 865), if needed.</li> <li><input type="checkbox"/> Begin audit preparations.</li> <li><input type="checkbox"/> Review records for retention and filing.</li> <li><input type="checkbox"/> Review and verify prior year Near-Final Summary of Finances and TEA settle-up. Also, review the Excess Wealth Cost of Recapture report and settle-up.                             <ul style="list-style-type: none"> <li>• Student data should match PEIMS.</li> <li>• Tax revenue should match the amount reported by the LEA via the TEAL FSP System in August.</li> </ul> </li> <li>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.</li> <li><input type="checkbox"/> Fiscal agents should send the estimate of Mid-Year PEIMS 033 records to LEAs to use in reviewing the IDEA_B MOE compliance status.</li> </ul>
<b>Human Resources</b>	



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