

The image shows the Ascender logo and the cover of the Ascender Guides. 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. The 'A' icon is white with a green triangle on its left side. The text is white on a black background. Below the logo is a green horizontal bar with the text 'ASCENDER GUIDES' in white, uppercase letters. Underneath the green bar is a white background with the Ascender logo and tagline in a smaller size. To the right of the logo and text is a vertical image of a tree trunk, tinted with a green color, showing the texture of the bark and some branches in the background.

September

Table of Contents

September 1

September

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

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

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

Application(s)	Task
Finance	<ul style="list-style-type: none"> <input type="checkbox"/> Enter campus activity (fund 461) and student activity balances (fund 865), if needed. <input type="checkbox"/> Begin audit preparations. <input type="checkbox"/> Review records for retention and filing. <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"> • 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. <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.

Application(s)	Task
Payroll & Personnel	<ul style="list-style-type: none"><li data-bbox="416 172 1481 217">☐ Verify the accuracy of payroll distribution and program intent codes (PIC).<li data-bbox="416 239 1481 318">☐ Import or update employee benefits and verify data for the new plan year (Sep-Aug).<li data-bbox="416 340 1481 418">☐ Verify the TRS rates and state minimum salaries prior to processing any payrolls.<li data-bbox="416 441 1481 486">☐ Report new contracts to TRS.<li data-bbox="416 508 1481 586">☐ (Recommended) Perform a direct deposit audit. Print the HRS1650 - Employee Salary Information Report and send to the campuses for signatures.<li data-bbox="416 609 1481 728">☐ Generate the EEOC-5 report for the pay date closest to October 1 and maintain data for submission at a later time when required. For further information, reference the Federal EEOC Report Overview.



Back Cover