To Do:

**Monthly**

MEPERS

Bank Recs

Financials

DOL Report

Grant Billing

21st Century Billing

Lunch Claim

Lunch Financials

**Quarterly**

941’s & 941CME

NEO Uploads- F/S

Shared Service Billing

Quarterly Wage- DOL

**Semi- Annual**

Wage Certs (Feb 1 and June 30)

Title I Application 8/1

Performance Report 9/1

**Annual**

Budget Upload

Audit

April- Group Life Update

OSHA Report- 2/1

ACA

W-2’s & W-3ME

1099’s

Open Enrollment

Program New Payroll/ Deductions