

Community and Children's Resource Board
Invoicing and Reporting Guide

Payment Cycle: Agencies have a schedule of deadlines –

- Invoices received by the deadline and approved for payment will be mailed on the fourth Thursday of the month.
- Invoices received after the deadline and approved for payment will be processed with the next month's requests.

Fiscal Year Deadlines:

- Final fiscal year invoices are due **by the 2nd Thursday** of the New Year (no exceptions will be made).
- Carryover requests are due by the close of business on December 31 (no exceptions made).

Reporting Deadlines:

- Invoices will not be paid unless all current reports and the audit have been received.
- Semi-annual program and financial reports are due 31 days following the close of the reporting period:

<i>Reporting Period:</i>	<i>Report Due:</i>
January to June 30	August 15
July 1 to December 31	February 15

- Audits are due within 90 days after the close of the agency's fiscal year. Extensions may be requested; however, they require Board approval.