

Children and Family Services Authority of St. Charles County  
**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 2<sup>nd</sup> 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>
<b>January to June 30</b>	<b>August 15</b>
<b>July 1 to December 31</b>	<b>February 15</b>

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