



FY 2011-2012

FINANCE DEADLINES

Budget

- Service Provider FY2011-12 Budget – July 15, 2011
- Final Approval – July 29, 2011
- Notification of final approval – August 12, 2011

Contract Amendment Request Form

- Signed Contract Amendment Request Form – January 6, 2012
- First 5 emails budget template to Service Provider – January 13, 2012
- Service Providers revised budget template to First 5 – January 20, 2012
- Final approval/denial sent to Service Provider – January 31, 2012

Financial Reports (Invoice)

- 1st Quarter – 10/23/11 thru 11/3/11 (Technical Assistance for Online Reporting)
- 2nd Quarter – 1/30/12
- 3rd Quarter – 4/30/12
- 4th Quarter – 7/30/12

***Please note any contract that reports on a monthly basis, the financial reports are due 30 days after the month ends.**