

## PSA 2 AAA REPORTING TIME LINE - FY 2016/17

Revised 07/21/16

<p style="text-align: center;"><b>JULY, 2016</b></p> <p style="text-align: center;"><b>7/12/2016</b></p> <p>Menu's for October through Dec. 2016 4th Qtr. Nutrition Site Monitoring Report 4th Qtr. Data Reports (Titles IIID and IIIE) June Monthly Fiscal Reports June Monthly SAMS Reports June Board Minutes June I &amp; A Call Logs (Shasta) June Monthly Homemaker Logs</p> <p style="text-align: center;"><b>7/15/2016</b></p> <p>Closeout report and original signatures; Inventory Report; Alternative Procedures/Audit Indication; Cash &amp; In- kind Match Verification; Profit &amp; Loss YTD by Program</p>	<p style="text-align: center;"><b>AUGUST</b> <b>8/9/2016</b></p> <p>July Monthly Fiscal Reports July Monthly SAMS Reports July Board Minutes July I &amp; A Call Logs (Shasta) July Monthly Homemaker Logs</p>	<p style="text-align: center;"><b>SEPTEMBER</b> <b>9/12/2016</b></p> <p>August Monthly Fiscal Reports August Monthly SAMS Reports August Board Minutes August I &amp; A Call Logs (Shasta) August Monthly Homemaker Logs</p> <p><b>FY 16/17 Nutrition Education Plan*</b> <b>FY 16/17 Staff Training Plan*</b></p> <p><i>*Subsequent years due in May</i></p>
<p style="text-align: center;"><b>OCTOBER</b> <b>10/11/2016</b></p> <p>Menu's for January through March, 2017 1st Qtr. Nutrition Site Monitoring Tool 1st Qtr. Data Reports (Titles IIID and IIIE) September Monthly Fiscal Reports September Monthly SAMS Reports September Board Minutes September I &amp; A Call Logs (Shasta) September Monthly Homemaker Logs</p>	<p style="text-align: center;"><b>NOVEMBER</b> <b>11/4/2016</b></p> <p>Budget Revision #1 16/17 (Due date Subject to Change)</p> <p style="text-align: center;"><b>11/9/2016</b></p> <p>October Monthly Fiscal Reports October Monthly SAMS Reports October Board Minutes October I &amp; A Call Logs (Shasta) October Monthly Homemaker Logs</p>	<p style="text-align: center;"><b>DECEMBER</b> <b>12/9/2016</b></p> <p>November Monthly Fiscal Reports November Monthly SAMS Reports November Board Minutes November I &amp; A Call Logs (Shasta) November Monthly Homemaker Logs</p>
<p style="text-align: center;"><b>JANUARY, 2017</b> <b>1/11/2017</b></p> <p>Menu's for April through June, 2017 2nd Qtr. Nutrition Site Monitoring Tool 2nd Qtr. Data Reports (Titles IIID and IIIE) December Monthly Fiscal Reports December Monthly SAMS Reports December Board Minutes December I &amp; A Call Logs (Shasta) December Monthly Homemaker Logs</p>	<p style="text-align: center;"><b>FEBRUARY</b> <b>2/9/2017</b></p> <p>January Monthly Fiscal Reports January Monthly SAMS Reports January Board Minutes January I &amp; A Call Logs (Shasta) January Monthly Homemaker Logs</p>	<p style="text-align: center;"><b>MARCH</b> <b>3/3/2017</b></p> <p>Original Budget 17/18 Final Budget 16/17 (Due date for both Subject to Change)</p> <p style="text-align: center;"><b>3/9/2017</b></p> <p>February Monthly Fiscal Reports February Monthly SAMS Reports February Board Minutes February I &amp; A Call Logs (Shasta) February Monthly Homemaker Logs</p>
<p style="text-align: center;"><b>APRIL</b> <b>4/11/2017</b></p> <p>Menu's for July through September, 2017 3rd Qtr. Nutrition Site Monitoring Tool 3rd Qtr. Data Reports (Titles IIID and IIIE) March Monthly Fiscal Reports March Monthly SAMS Reports March Board Minutes March I &amp; A Call Logs (Shasta) March Monthly Homemaker Logs</p>	<p style="text-align: center;"><b>MAY</b> <b>5/9/2017</b></p> <p>April Monthly Fiscal Reports April Monthly SAMS Reports April Board Minutes April I &amp; A Call Logs (Shasta) April Monthly Homemaker Logs</p> <p><b>FY 17/18 Nutrition Education Plan</b> <b>FY 17/18 Staff Training Plan</b></p>	<p style="text-align: center;"><b>JUNE</b> <b>6/9/2017</b></p> <p>May Monthly Fiscal Reports May Monthly SAMS Reports May Board Minutes May I &amp; A Call Logs (Shasta) May Monthly Homemaker Logs</p> <p><i>Note: Closeout 16/17 due July 20, 2017</i></p>