



FY 2016-2017

**FINANCE DEADLINES
As of July 1, 2016**

Contract Amendment Request Form (SOW and/or Budget Revisions)

- Submitted Contract Amendment Request Form via Persimmony – January 13, 2017
- First 5 staff emails budget template to Service Provider – January 20, 2017
- Service Providers updated budget template to First 5 – January 27, 2017
- Final approval/denial sent to Service Provider – February 10, 2017

Annual Budgets

- First 5 staff emails budget template to Service Provider – TBD
- Service Providers updated budget template to First 5 – TBD
- Final Approved Budgets – TBD

Financial Reports (Invoices)

- 1st Quarter – October 31, 2016
- 2nd Quarter – January 31, 2017
- 3rd Quarter – May 1, 2017
- 4th Quarter – July 31, 2017

***Please note:**

- **Any contract that reports on a monthly basis, the financial reports are due 30 days after the month ends. (e.g. financial reports for period ending July 30th reimbursement request is due August 30th)**
- **Cash match and other funding documentation must be included with each financial report when requesting reimbursement.**