



## Funded Partner Reporting Schedule

This document is intended to support Funded Partners in meeting deadlines set by First 5 Fresno County regarding programmatic and fiscal data reporting, and contract timelines. The Funded Partner Manual should be referenced for submission instructions.

<p><b>Programmatic Data Deadlines</b></p>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Quarter - October 15</li> <li>• 2<sup>nd</sup> Quarter - January 15</li> <li>• 3<sup>rd</sup> Quarter - April 15</li> <li>• 4<sup>th</sup> Quarter - July 15</li> </ul>
<p><b>Financial Reports (Invoices) Deadlines</b></p>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Quarter - October 30</li> <li>• 2<sup>nd</sup> Quarter - January 30</li> <li>• 3<sup>rd</sup> Quarter - April 30</li> <li>• 4<sup>th</sup> Quarter - July 30</li> </ul>
<p><b>Contract Amendment Request (CAR) Timeline (Scope of Work and/or Budget Revisions)</b></p>	<ul style="list-style-type: none"> <li>• CAR Form and revised budget due via email to contract manager - Last Friday of January</li> <li>• Approval/denial notifications sent to Funded Partners - Last week of February</li> </ul>

**Please note:**

- If a due date falls on a weekend or holiday the due date will be the following business day.
- For contracts that report monthly, financial reports are due 30 days after the month ends (i.e. for period ending July 30<sup>th</sup>, the financial report is due on August 30<sup>th</sup>).
- Multi-Year contracts with unspent funds in the previous fiscal year must submit a CAR to allocate unspent funds to subsequent budget.