

# PSA 2 AAA REPORTING TIMELINE - FY 2025/2026

Revised 6/2/2025

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| <p><b>JULY, 2025</b><br/><b>7/10/2025</b></p> <p><b>July Menus</b><br/>4th Qtr. Nutrition Site Monitoring Report<br/>4th Qtr. Data Reports (Titles IIID and IIIE)<br/>June Monthly Fiscal Reports<br/>June Monthly SAMS Reports<br/><b>June Board Minutes</b><br/>June I &amp; A Call Logs (Shasta)<br/>Profit and Loss for previous year.</p> <p><b>7/15/2025</b><br/>Closeout Reports and Original Sig. Pages<br/>Audit Indication Form<br/>Alternative Procedures (if applicable)<br/>Inventory Report<br/>Profit &amp; Loss Report YTD by Program</p> | <p><b>AUGUST</b><br/><b>8/11/2025</b></p> <p><b>August Menus</b><br/>July Monthly Fiscal Reports<br/>July Monthly SAMS Reports<br/><b>July Board Minutes</b><br/>July I &amp; A Call Logs (Shasta)<br/>Profit and Loss for the month</p>   | <p><b>SEPTEMBER</b><br/><b>9/9/2025</b></p> <p><b>September Menus</b><br/>August Monthly Fiscal Reports<br/>August Monthly SAMS Reports<br/><b>August Board Minutes</b><br/>August I &amp; A Call Logs (Shasta)<br/>August Monthly Homemaker/Chore Logs<br/>Profit and Loss for the month</p>                                     |
| <p><b>OCTOBER</b><br/><b>10/9/2025</b></p> <p><b>October Menus</b><br/>1st Qtr. Nutrition Site Monitoring Tool<br/>1st Qtr. Data Reports (Titles IIID and IIIE)<br/>September Monthly Fiscal Reports<br/>September Monthly SAMS Reports<br/><b>September Board Minutes</b><br/>September I &amp; A Call Logs (Shasta)<br/>Profit and Loss for the month</p>   | <p><b>NOVEMBER</b><br/><b>11/12/2024</b></p> <p>Budget Revision #1 25/26<br/>(Due date likely to change- contingent upon receipt of One-Time-Only funding fromCDA)</p> <p><b>11/12/2025</b><br/><b>November Menus</b><br/>October Monthly Fiscal Reports<br/>October Monthly SAMS Reports<br/><b>October Board Minutes</b><br/>October I &amp; A Call Logs (Shasta)<br/>Profit and Loss for the month</p>  | <p><b>DECEMBER</b><br/><b>12/9/2025</b></p> <p><b>December Menus</b><br/>November Monthly Fiscal Reports<br/>November Monthly SAMS Reports<br/><b>November Board Minutes</b><br/>November I &amp; A Call Logs (Shasta)<br/>Profit and Loss for the month</p> <p><b>12/15/2025</b><br/><b>Final 25/26 Budget Transfers Due</b></p> |
| <p><b>JANUARY, 2026</b><br/><b>1/12/2026</b></p> <p><b>January Menus</b><br/>2nd Qtr. Nutrition Site Monitoring Tool<br/>2nd Qtr. Data Reports (Titles IIID and IIIE)<br/>December Monthly Fiscal Reports<br/>December Monthly SAMS Reports<br/><b>December Board Minutes</b><br/>December I &amp; A Call Logs (Shasta)<br/>Profit and Loss for the month</p>   | <p><b>FEBRUARY</b><br/><b>2/10/2026</b></p> <p><b>February Menus</b><br/>January Monthly Fiscal Reports<br/>January Monthly SAMS Reports<br/><b>January Board Minutes</b><br/>January I &amp; A Call Logs (Shasta)<br/>Profit and Loss for the month</p>   | <p><b>MARCH</b><br/><b>3/10/2026</b></p> <p><b>March Menus</b><br/>February Monthly Fiscal Reports<br/>February Monthly SAMS Reports<br/><b>February Board Minutes</b><br/>February I &amp; A Call Logs (Shasta)<br/>Profit and Loss for the month</p>  |
| <p><b>APRIL</b><br/><b>4/9/2026</b></p> <p><b>April Menus</b><br/>3rd Qtr. Nutrition Site Monitoring Tool<br/>3rd Qtr. Data Reports (Titles IIID and IIIE)<br/>March Monthly Fiscal Reports<br/>March Monthly SAMS Reports<br/><b>March Board Minutes</b><br/>March I &amp; A Call Logs (Shasta)<br/>Profit and Loss for the month</p>  | <p><b>MAY</b><br/><b>5/11/2026</b></p> <p><b>May Menus</b><br/>April Monthly Fiscal Reports<br/>April Monthly SAMS Reports<br/><b>April Board Minutes</b><br/>April I &amp; A Call Logs (Shasta)<br/>Profit and Loss for the month</p> <p><b>FY 26/27 Nutrition Education Plan</b><br/><b>FY 26/27 Staff Training Plan</b><br/><b>FY 26/27 Emergency Plan</b></p> <p><b>Original Budget 26/27</b><br/>(Contingent upon receipt of planning estimates from CDA)</p> | <p><b>JUNE</b><br/><b>6/9/2026</b></p> <p><b>June Menus</b><br/>May Monthly Fiscal Reports<br/>May Monthly SAMS Reports<br/><b>May Board Minutes</b><br/>May I &amp; A Call Logs (Shasta)<br/>Profit and Loss for the month</p> <p><i>Note: Closeout 25/26 due July 15, 2026</i></p>  |