

# PSA 2 AAA REPORTING TIMELINE - FY 2022/2023

Revised 5/31/2022

<p style="text-align: center;"><b>JULY, 2023</b> <b>7/12/2023</b></p> <p><b>July Menus</b> 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/Chore Logs</p> <p style="text-align: center;"><b>7/15/2023</b></p> <p>Closeout Reports and Original Sig. Pages Audit Indication Form Alternative Procedures (if applicable) Inventory Report Profit &amp; Loss Report YTD by Program</p>	<p style="text-align: center;"><b>AUGUST</b> <b>8/9/2023</b></p> <p><b>August Menus</b> July Monthly Fiscal Reports July Monthly SAMS Reports July Board Minutes July I &amp; A Call Logs (Shasta) July Monthly Homemaker/Chore Logs</p>	<p style="text-align: center;"><b>SEPTEMBER</b> <b>9/11/2023</b></p> <p><b>September Menus</b> August Monthly Fiscal Reports August Monthly SAMS Reports August Board Minutes August I &amp; A Call Logs (Shasta) August Monthly Homemaker/Chore Logs</p>
<p style="text-align: center;"><b>OCTOBER</b> <b>10/10/2023</b></p> <p><b>October Menus</b> 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 Mthly Homemaker/Chore Logs</p>	<p style="text-align: center;"><b>NOVEMBER</b> <b>11/9/2023</b></p> <p>Budget Revision #1 23/24 (Due date likely to change- contingent upon receipt of One-Time-Only funding)</p> <p style="text-align: center;"><b>11/9/2023</b></p> <p><b>November Menus</b> October Monthly Fiscal Reports October Monthly SAMS Reports October Board Minutes October I &amp; A Call Logs (Shasta) October Mthly Homemaker/Chore Log</p>	<p style="text-align: center;"><b>DECEMBER</b> <b>12/11/2023</b></p> <p><b>December Menus</b> November Monthly Fiscal Reports November Monthly SAMS Reports November Board Minutes November I &amp; A Call Logs (Shasta) November Mthly Homemaker/Chore Logs</p> <p style="text-align: center;"><b>12/15/2023</b></p> <p><b>Final Budget Transfers 23/24 Due</b></p>
<p style="text-align: center;"><b>JANUARY, 2024</b> <b>1/9/2024</b></p> <p><b>January Menus</b> 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 Mthly Homemaker/Chore Logs</p>	<p style="text-align: center;"><b>FEBRUARY</b> <b>2/9/2024</b></p> <p><b>February Menus</b> January Monthly Fiscal Reports January Monthly SAMS Reports January Board Minutes January I &amp; A Call Logs (Shasta) January Mthly Homemaker/Chore Logs</p>	<p style="text-align: center;"><b>MARCH</b> <b>3/11/2024</b></p> <p><b>March Menus</b> February Monthly Fiscal Reports February Monthly SAMS Reports February Board Minutes February I &amp; A Call Logs (Shasta) February Monthly Homemaker/Chore Logs</p>
<p style="text-align: center;"><b>APRIL</b></p> <p><b>Original Budget 24/25</b> <i>(contingent upon receipt of planning estimates)</i></p> <p style="text-align: center;"><b>4/9/2024</b></p> <p><b>April Menus</b> 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/Chore Logs</p>	<p style="text-align: center;"><b>MAY</b> <b>5/9/2024</b></p> <p><b>May Menus</b> April Monthly Fiscal Reports April Monthly SAMS Reports April Board Minutes April I &amp; A Call Logs (Shasta) April Monthly Homemaker/Chore Logs</p> <p><b>FY 24/25 Nutrition Education Plan</b> <b>FY 24/25 Staff Training Plan</b> <b>FY 24/25 Emergency Plan</b></p>	<p style="text-align: center;"><b>JUNE</b> <b>6/11/2024</b></p> <p><b>June Menus</b> May Monthly Fiscal Reports May Monthly SAMS Reports May Board Minutes May I &amp; A Call Logs (Shasta) May Monthly Homemaker/Chore Logs</p> <p style="text-align: right;"><i>Note: Closeout 23/24 due July 15, 2024</i></p>