



**CINS /FINS CHECK SHEET  
OF INFORMATION DUE THE STATE OFFICE BY THE 7TH OF EACH MONTH**

DATE \_\_\_\_\_

AGENCY \_\_\_\_\_

MONTH	Due Date	Fixed rate Invoice	Staff Vacancies greater than 60 days	MBE/CMBE Report	IV-E Invoice	TANF Invoice	Volunteer Form	Updated Inventory Reports (annual)	Financial Audit (annual)	Staff Roster (annual)	DCF License renewal (annual)	List of Community Partners (annual)	Outreach Plan (annual)	Training Plan (annual)
July	5-Aug													
August	5-Sep													
September	5-Oct													
October	5-Nov													
November	5-Dec													
December	5-Jan													
January	5-Feb													
February	5-Mar													
March	5-Apr													
April	5-May													
May	5-Jun													
June	5-Jul													