

**CINS/FINS Local Agency
Documents Due Dates**

2008-2010

- Monthly invoice (includes check sheet, CMBE report, volunteer report and Title IV-E) by the 5th business day of each month

Document

Due Date

Listing of all Community Partner Organizations

January 15

- *If you submitted this last Jan. 15 and it has not changed, you do not need to resubmit*

Annual Staff Roster

March 1

Inventory Report

March 1

Emergency Preparedness Plans

March 1

Targeting Plan

April 1

Training Plan

September 15

Annual Revenue and Expense report

December 1

Annual Financial Audit

December 31

- *Your contract says October 31 and I will change this in the next amendment*

DCF License (shelters only)

Upon renewal