

Title III-B Support Services - Report Requirements and Due Dates FFY19

1. Monthly Invoice starting October of each year, due on the 15th of the following month
 - Monthly Invoices (Oct, the current year – Sept, the following year)
 - Monthly Profit and Loss Statement (matching the reporting monthly invoice)
2. January 15, 2019- 1st Quarter Financial and Program Reports
 - 1st Quarter Financial Report (Oct 1 – Dec 31)
 - 1st Quarter Profit and Loss Statement (matching Oct 1- Dec 31 monthly invoices)
 - 1st Quarter Program Report (Oct 1- Dec 31)
 - 1st Quarter SAMS (Oct 1- Dec 31)
3. April 15, 2019- 2nd Quarter Financial and Program Reports (via email)
 - 2nd Quarterly Financial Report (Jan 1 – Mar 31)
 - 2nd Quarter Profit and Loss Statement (matching Jan 1- Mar 31 monthly invoices)
 - 2nd Quarter Program Report (Jan 1 – Mar 31)
 - 2nd Quarter SAMS (Jan 1- Mar 31)
4. July 15, 2019- 3rd Quarter Financial and Program Report (via email)
 - 3rd Quarterly Financial Report (Apr 1 – Jun 30)
 - 3rd Quarter Profit and Loss Statement (matching Apr 1- Jun 30 monthly invoices)
 - 3rd Quarter Program Report (Apr 1- Jun 30)
 - 3rd Quarter SAMS (Apr 1- Jun 30)
5. October 15, 2019- 4th Quarter Financial and Program Report (via email)
 - 4th Quarterly Financial Report (Jul 1 – Sept 30)
 - 4th Quarter Profit and Loss Statement (matching Jul 1- Sept 30 invoices)
 - YTD Profit and Loss Statement (matching 4th Quarter YTD – Oct - Sept invoices)
 - 4th Quarter Program Report (Jul 1- Sept 30)
 - 4th Quarter SAMS (Oct 1- Sept 30)
 - Current and past years' YTD SAMS reports (Oct 1- Sept 30)
6. November 15, 2019- Closeout Report (if necessary)
 - Closeout report for any under payment or over payment of grant amounts.

*Note: All monthly invoices and quarterly reports can be submitted by email or regular mail to wdh-clspayments@wyo.gov. These reports are due on the 15th day of the month for the required reporting period. Request for extension must be submitted in writing to Betty.Sones@wyo.gov.