1. **November 30, 2021- Meal Cost Tool**
   - Emailed Excel copy of the cost tool

2. **January 15, 2022- 1st Quarter Report**
   - Quarterly Report (emailed)
   - Meals served- quarter SAMS (Oct 1- Dec 31)
   - Nutrition education units- quarter SAMS (Oct 1- Dec 31)
   - Quarter Profit and Loss Statement (Oct 1- Dec 31)

3. **April 15, 2022- 2nd Quarter Report**
   - Quarterly Report (emailed)
   - Meals served- quarter SAMS (Jan 1- Mar 31)
   - Meals served- YTD SAMS (Oct 1- Mar 31)
   - Nutrition education units- quarter SAMS (Jan 1- Mar 31)
   - Nutrition education units- YTD SAMS (Oct 1 - Mar 31)
   - Quarter Profit and Loss Statement (Jan 1- Mar 31)

4. **July 15, 2022- 3rd Quarter Report**
   - Quarterly Report (emailed)
   - Meals served- quarter SAMS (Apr 1- Jun 30)
   - Meals served- YTD SAMS (Oct 1- Jun 30)
   - Nutrition education units- quarter SAMS (Apr 1- Jun 30)
   - Nutrition education units- YTD SAMS (Oct 1 - Jun 30)
   - Quarter Profit and Loss Statement (Apr 1- Jun 30)

5. **September 30, 2022- Satisfaction Survey results**
   - Cumulative count of results entered into corresponding Google Form

6. **October 15, 2022- 4th Quarter Report**
   - Quarterly Report (emailed)
   - Meals served- quarter SAMS (Jul 1- Sept 30)
   - Meals served- YTD SAMS (Oct 1- Sept 30)
   - Nutrition education units- quarter SAMS (Jul 1- Sept 30)
   - Nutrition education units- YTD SAMS (Oct 1 - Sept 30)
   - Quarter Profit and Loss Statement (Jul 1- Sept 30)
   - YTD Profit and Loss Statement (Oct 1- Sept 30)

7. **November 15, 2022- Closeout Report (if necessary)**

*Note: All monthly invoices are due on the 15th of each month and must be submitted with the monthly SAMS report and the monthly Profit and Loss statement.*