

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

**2008-2010**

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

<b><u>Document</u></b>	<b><u>Due Date</u></b>
Listing of all Community Partner Organizations	January 15
<ul style="list-style-type: none"><li>• <i>If you submitted this last Jan. 15 and it has not changed, you do <u>not</u> need to resubmit</i></li></ul>	
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
<ul style="list-style-type: none"><li>• <i>Your contract says October 31 and I will change this in the next amendment</i></li></ul>	
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