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|  **Reporting Year:** [ ]  **Year 1 (2022-2023)** [ ]  **Year 2 (2023-2024)** [ ]  **Year 3 (2024-2025)** [ ]  **Year 4 (2025-2026)** [ ]  **Year 5 (2026-2027)** |
| **Quarterly Reports** | **1** | **2** | **3** | **4** |
| Quarterly Program Report |  |  |  |  |
| Quarterly Expenditure Report |  |  |  |  |
| Quarterly Staffing Report |  |  |  |  |
| **Monthly Reports** | **J** | **A** | **S** | **O** | **N** | **D** | **J** | **F** | **M** | **A** | **M** | **J** |
| Monthly Enrollment Report (By 15th)  |  |  |  |  |  |  |  |  |  |  |  |  |
| Monthly PDSA (CQI) – 18th  |  |  |  |  |  |  |  |  |  |  |  |  |
| Data Entry (By 10th)  |  |  |  |  |  |  |  |  |  |  |  |  |
| Calls with Programs (Dates) |  |  |  |  |  |  |  |  |  |  |  |  |
| **YEARLY REPORTS** |
| CQI Team Plan – August 31st  |  |  |  |  |  |  |  |  |  |  |  |  |
| CQI Summary Report – Within 30 days of end of CQI Project |  |  |  |  |  |  |  |  |  |  |  |  |
| GL Reconciliation |  |  |  |  |  |  |  |  |  |  |  |  |
| Fiscal Audit |  |  |  |  |  |  |  |  |  |  |  |  |
| Grant Renewals  |  |  |  |  |  |  |  |  |  |  |  |  |
| **TWICE A YEAR** |
| CTF Outcomes Report |  |  |  |  |  |  |  |  |  |  |  |  |
| **NOTES** |
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