



FCCRB

Invoicing and Reporting Guide

Payment Cycle: Agencies have a schedule of deadlines:

- Invoices received by the deadline and approved for payment will be mailed within 30 days of the monthly reimbursement deadline.
- Invoices received after the deadline and approved for payment will be processed with the next month's requests.

Fiscal Year Deadlines:

- Final fiscal year invoices are due **by the 3rd Thursday** of the New Year (no exceptions will be made).

Reporting Deadlines:

- Invoices will not be paid unless all current reports and the most current audit are on file.
- Reporting Period:
 - **Mid -Cycle Report for Purchase of Services Contracts (January 1 - June 30, 2018) due on August 28, 2018**
 - **Annual Report for 2018 Purchase of Services Contracts (January 1 – December 31, 2018) due on February 26, 2019**

Site Visit and Records Reviews: Due to the number of agencies working on a school year calendar it is necessary for the FCCRB to implement rolling records reviews. This means that the records under review will be those that have been billed since your last records review to date regardless of calendar/contract year. (Example: If your last records review was September of 2015 and you are scheduled for a review in March of 2018, the FCCRB will be reviewing your billing and records from October 2014 thru March 2018).

2018 Invoicing, Application, and Reporting Timetable

January 1, 2018	Purchase of Service Contracts Begin
January 18, 2018	Final CY 2017 reimbursement requests due
February 12, 2018	Monthly reimbursement deadline
February 28, 2018	Annual Report for 2017 Purchase of Service Contracts due
March 12, 2018	Monthly reimbursement deadline
April 9, 2018	Monthly reimbursement deadline
May 14, 2018	Monthly reimbursement deadline
June 11, 2018	Monthly reimbursement deadline
July 2, 2018	Applications for CY 2019 funding available on-line
July 9, 2018	Monthly reimbursement deadline
August 13, 2018	Monthly reimbursement deadline
August 29, 2018	Mid -Cycle Report for Purchase of Services Contracts due
August 29, 2018	CY 2019 Regular Purchase of Services applications due
September 10, 2018	Monthly reimbursement deadline
October 15, 2018	Monthly reimbursement deadline
October 31, 2018	CY 2019 Funding Announced
November 12, 2018	Monthly reimbursement deadline
December 10, 2018	Monthly reimbursement deadline
January 17, 2019	Final 2018 reimbursement requests due
February 28, 2019	Annual Report for 2018 Purchase of Services Contracts due