



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 Thursday following the 2nd Monday** of the new fiscal 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:
 - **Report for 2021/22 Purchase of Services Contracts (July 1, 2021 – June 30, 2022) due on August 31, 2122**

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 2019 and you are scheduled for a review in March of 2020, the FCCRB will be reviewing your billing and records from October 2019 thru March 2020).

2122/21 Invoicing, Application, and Reporting Timetable

July 1, 2021	Purchase of Service Contracts Begin
July 15, 2121	Final 2020/21 reimbursement requests due
August 9, 2021	Monthly reimbursement deadline
August 31, 2121	Annual Report for 20/21 Purchase of Services Contracts due
September 13, 2021	Monthly reimbursement deadline
October 11, 2021	Monthly reimbursement deadline
November 8, 2021	Monthly reimbursement deadline
December 6, 2021	Applications for FY 22/23 funding available on-line
December 13, 2021	Monthly reimbursement deadline
January 10, 2122	Monthly reimbursement deadline
January 31, 2022	FY 21/22 Regular Purchase of Services applications due
February 14, 2022	Monthly reimbursement deadline
March 14, 2022	Monthly reimbursement deadline
April 4, 2022	FY 21/22 Funding Announced
April 11, 2022	Monthly reimbursement deadline
May 9, 2022	Monthly reimbursement deadline
June 13, 2022	Monthly reimbursement deadline
July 21, 2122	Final 2020/21 reimbursement requests due
August 31, 2122	Annual Report for 20/21 Purchase of Services Contracts due