

LINCOLN COUNTY RESOURCE BOARD
Lincoln County, Missouri



2011 Invoicing and Reporting Guide

Payment Cycle: Agencies have a schedule of deadlines –

- Invoices received by the deadline and approved for payment will be mailed on the third Friday of the month.
- 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 2nd Wednesday of the New Year** (no exceptions will be made).
- Carryover requests are due by the close of business on December 31 (no exceptions made).

Reporting Deadlines:

- Invoices will not be paid unless all current reports and the audit have been received.
- Program Reports: Mid-year and annual service reports and financial reports are due as follows:

<u>Reporting Period</u>	<u>Report Due</u>
1-1-2011 to 6-30-2011	July 31, 2011 (Mid-Year Service Report)
1-1-2011 to 12-31-2011	February 8, 2012 (Annual Service Report)

- The reports should include the number of Lincoln County children and youth served, ages of the children and youth served and a comparison of the clinical results to the goals. Any variance below or above the stated goals should be explained.
- Audits are due within 120 days after the close of the agency's fiscal year. Extensions may be requested; however, they require Board approval.