|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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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