



# STEPS Alaska Key Report Dates

## **Monthly** (Due by the 5<sup>th</sup> of the following month)

### Data Collection and Reporting:

- Update the performance measures described in your work plan, such as program participation numbers and outcome evaluation (when relevant).
- Committee participation update.
- Provide a *brief* narrative - what do the numbers mean? challenges? successes? Anything we should know to help us stay on course?
- Send monthly reports to [stepsak@aasb.org](mailto:stepsak@aasb.org) and [eferry@aasb.org](mailto:eferry@aasb.org).

## **Quarterly** (Due the 20<sup>th</sup> day after each quarter ends)

### Financial Reports with Back-up for Reimbursement:

- Due on or before (April 20<sup>th</sup>, July 20<sup>th</sup>, Oct. 20<sup>th</sup>, Jan. 20<sup>th</sup>)
- Reimbursement checks will be disbursed on the 10<sup>th</sup> or 25<sup>th</sup> of each month (AASB's payables schedule), after the financial report and appropriate documentation is received.
- Back-up documentation is required (this could be receipts, or more simply, an accounting report showing descriptive details of what was spent on salaries and other STEPS related expenditures.)
- All activities should match activities and budget in-items submitted with the organizational STEPS budget.
- Budget revisions are expected and allowable. Please submit revisions prior to committing expenses.
- Financial reports can be submitted as frequently as every month if an organization would prefer more frequent reimbursement.
- AASB will schedule a check-in conversation for the week after reports are due each quarter to review the report together with program or business office staff for the first year and a half.
- Financial reports can be sent to AASB – STEPS, 1111 W. 9<sup>th</sup> St, Juneau AK, 99801 or [stepsak@aasb.org](mailto:stepsak@aasb.org) and [lgrassgreen@aasb.org](mailto:lgrassgreen@aasb.org).

## **Annually** (Due by the 10<sup>th</sup> of January)

### Final Annual Performance Report:

- Due by January 10<sup>th</sup> (so we can submit a report to the US Dept. of ED later in January).
- AASB will share more information about what needs to be in the final report by October of each year

## Year 1 – 2018

Document or Report	Time period	Date Due
MOU, Work Plan and Budget	2018 – 2022	6/15/18
Conversation Re: Budget	2018 - 2022	7/1/18
Monthly Data & Narrative	July 2018 (baseline)	8/3/18
Monthly Data & Narrative	August	9/5/18
Monthly Data & Narrative	September	10/5/18
Quarterly Financial	July - September	10/19/18
Conversation Re: Financials	July - September	10/26/18
Monthly Data & Narrative	October	11/5/18
Monthly Data & Narrative	November	12/5/18

## Year 2 – 2019

Document or Report	Time period	Date Due
Monthly Data & Narrative	December	1/4/19
Final Performance Report	Jan – Dec 2018	1/10/19
Quarterly Financial	October – December	1/18/19
Conversation Re: Financials	October – December	1/25/19
Monthly Data & Narrative	January	2/5/19
Monthly Data & Narrative	February	3/5/19
Monthly Data & Narrative	March	4/5/19
Quarterly Financial	January – March	4/19/19
Conversation Re: Financials	January – March	4/26/19
Monthly Data & Narrative	April	5/3/19
Monthly Data & Narrative	May	6/5/19
Monthly Data & Narrative	June	7/5/19
Quarterly Financial	April – June	7/19/19
Conversation Re: Financials	April – June	7/26/19
Monthly Data & Narrative	July	8/5/19
Monthly Data & Narrative	August	9/5/19
Monthly Data & Narrative	September	10/4/19
Quarterly Financial	July – September	10/18/19
Conversation Re: Financials	July – September	10/25/19
Monthly Data & Narrative	October	11/5/19
Monthly Data & Narrative	November	12/5/19

## Year 3 – 2020

Document or Report	Time period	Date Due
Monthly Data & Narrative	December	1/3/20
Final Performance Report	Jan – Dec 2019	1/10/20
Quarterly Financial	October – December	1/20/20
Monthly Data & Narrative	January	2/5/20
Monthly Data & Narrative	February	3/5/20
Monthly Data & Narrative	March	4/3/20
Quarterly Financial	January – March	4/20/20
Monthly Data & Narrative	April	5/5/20
Monthly Data & Narrative	May	6/5/20
Monthly Data & Narrative	June	7/3/20
Quarterly Financial	April – June	7/20/20
Monthly Data & Narrative	July	8/5/20
Monthly Data & Narrative	August	9/4/20
Monthly Data & Narrative	September	10/5/20
Quarterly Financial	July – September	10/20/20
Monthly Data & Narrative	October	11/5/20
Monthly Data & Narrative	November	12/4/20

## Year 4 – 2021

Document or Report	Time period	Date Due
Monthly Data & Narrative	December	1/5/21
Final Performance Report	Jan – Dec 2020	1/8/21
Quarterly Financial	October – December	1/20/21
Monthly Data & Narrative	January	2/5/21
Monthly Data & Narrative	February	3/5/21
Monthly Data & Narrative	March	4/3/21
Quarterly Financial	January – March	4/20/21
Monthly Data & Narrative	April	5/5/21
Monthly Data & Narrative	May	6/4/21
Monthly Data & Narrative	June	7/5/21
Quarterly Financial	April – June	7/20/21
Monthly Data & Narrative	July	8/5/21
Monthly Data & Narrative	August	9/3/21
Monthly Data & Narrative	September	10/5/21
Quarterly Financial	July – September	10/20/21
Monthly Data & Narrative	October	11/5/21
Monthly Data & Narrative	November	12/3/21

## Year 5 – 2022

<b>Document or Report</b>	<b>Time period</b>	<b>Date Due</b>
Monthly Data & Narrative	December	1/5/22
Final Performance Report	Jan – Dec 2021	1/10/22
Quarterly Financial	October – December	1/20/22
Monthly Data & Narrative	January	2/4/22
Monthly Data & Narrative	February	3/4/22
Monthly Data & Narrative	March	4/5/22
Quarterly Financial	January – March	4/20/22
Monthly Data & Narrative	April	5/5/22
Monthly Data & Narrative	May	6/3/22
Monthly Data & Narrative	June	7/5/22
Quarterly Financial	April – June	7/20/22
Monthly Data & Narrative	July	8/5/22
Monthly Data & Narrative	August	9/5/22
Monthly Data & Narrative	September	10/5/22
Quarterly Financial	July – September	10/20/22
Monthly Data & Narrative	October	11/4/22
Monthly Data & Narrative	November	12/5/22
Monthly Data & Narrative	December	1/5/23
Final Performance Report	Jan – Dec 2022	1/10/23
Quarterly Financial	October - December	10/20/23