APRIL 20
1ST QUARTER 2021
FISCAL AND PROGRAMMATIC REPORTS DUE
  • Match and Accounting backup

JULY 20
2ND QUARTER 2021
FISCAL AND PROGRAMMATIC REPORTS DUE
  • Match and Accounting backup

OCTOBER 20
3RD QUARTER 2021
FISCAL AND PROGRAMMATIC REPORTS DUE
  • Match and Accounting backup

JANUARY 20, 2022
4TH QUARTER 2021
FISCAL AND PROGRAMMATIC REPORTS DUE
  • Match and Accounting backup
Quarterly Reports are due the 20th day after quarter ends: **April 20th, July 20th, Oct. 20th, Jan. 20th**

- AASB will provide reimbursement for allowable costs permitted under each contractors Memorandum of Agreement and consistent with their approved budget and work plan. Reimbursement will be made for eligible expenses actually incurred and paid by the contractor.

- A reimbursement request (fiscal report) template provided by AASB, must be submitted to AASB before the payment can be processed, along with back-up to justify the payment. An accounting report which provides enough detail to determine what the expenses are is usually sufficient, however invoices, receipts, and other documents may also be requested.

- Reimbursement checks will be disbursed on the 10th or 25th of each month (AASB’s payables schedule), after the Reimbursement Request and all appropriate documentation is approved.

- Allowable expenses: All expenses should comply with federal OMB guidelines and should be included in an AASB approved work plan and budget. Occasionally there are unplanned expenses, in these cases, contractors seek approval on a case-by-case basis. Gift cards from stores that sell alcohol, tobacco, drugs, or firearms are not allowed.

- All gift cards reimbursement request must be accompanied by a completed recipient sign-in sheet. Gift cards are only allowable from businesses that sell solely allowable expenses.

- Reimbursement requests can be sent to AASB/STEPS, 1111 W. 9th St, Juneau AK, 99801 or submitted through the AASB contractor submission form. Each organization has a program reporting template that mirrors its work plan.

- The 1st and 3rd quarter program report can be a snapshot of progress for that quarter to date and help us monitor progress; all program participation numbers are needed in July and January so that AASB can report to the US Dept. of Ed on progress made during the preceding six months.

- Submit quarterly reports through the AASB Contractor Submission Form.

- MOA addendum: While STEPS is a five-year grant, each year the US Department of Education may adjust the award amount as funds are available. As a result, each year AASB and STEPS contractors must sign an addendum to the original MOA which states the amount of funding obligated for that year.