

Farmer Conservation Leader Program

Reporting Requirements Cheat Sheet

We hope this financial and programmatic reporting cheat sheet will be useful in keeping track of the monthly and quarterly reporting requirements for this program. A reminder that each financial report covers the expenses from the month before. For example, February's financial report, due on March 15th, covers expenses from February 1st to February 28th. All reports should be submitted to your **Wallace Center point of contact via email:**

- Kelsey Vergin: Kelsey.Vergin@winrock.org
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IMPORTANT: Note all dates that fall on a holiday or weekend will not be due until the following business day.

Reporting Requirements	Due by	Items
January Financial Report	Thursday, February 15th, 2024	<ul style="list-style-type: none"> • Expense Tracker (Via your own software or this template) • Financial Report (Via your own software or this template) • Invoices/receipts for expenses (e.g. paid consultant invoices, receipts for travel expenses, etc.)
February Financial Report	Friday, March 15th, 2024	
March Financial Report	Monday, April 15th, 2024	
April Financial Report	Wednesday, May 15th, 2024	
May Financial Report	Monday, June 17th, 2024	
June Financial Report	Monday, July 15th, 2024	
July Financial Report	Thursday, August 15th, 2024	
August Financial Report	Monday, September 16th, 2024	
September Financial Report	Tuesday, October 15th, 2024	
October Financial Report	Friday, November 15th, 2024	
November Financial Report	Monday, December 16th, 2024	
December Financial Report	Wednesday, January 15th, 2025	
Quarter 1 Program Report (Covering Programming from date of subaward signature to March 31)	Monday, April 15th, 2024	Programmatic Reporting Template
Quarter 2 Program Report (Covering Programming from April 1 to June 30)	Monday, July 15th, 2024	
Quarter 3 Program Report (Covering Programming from July 1 to September 30)	Tuesday, October 15th, 2024	
Quarter 4 Program Report (Covering Programming from October 1 to December 31)	Wednesday, January 15th, 2025	