

## 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 1<sup>st</sup> to February 28<sup>th</sup>. All reports should be submitted to your **Wallace Center point of contact via email:**

- Kelsey Vergin: [Kelsey.Vergin@winrock.org](mailto:Kelsey.Vergin@winrock.org)
- Elisabeth Spratt: [Elisabeth.spratt@winrock.org](mailto:Elisabeth.spratt@winrock.org)
- Jane Jordan: [Jane.Jordan@winrock.org](mailto:Jane.Jordan@winrock.org)
- Juan Quinonez Zepeda: [Juan.QuinonezZepeda@winrock.org](mailto:Juan.QuinonezZepeda@winrock.org)

**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	<b>Thursday, February 15<sup>th</sup>, 2025</b>	<ul style="list-style-type: none"> <li>• Expense Tracker (Via your own software or this <a href="#">template</a>)</li> <li>• Financial Report (Via your own software or this <a href="#">template</a>)</li> <li>• Invoices/receipts for expenses (e.g. paid consultant invoices, receipts for travel expenses, etc.)</li> </ul>
February Financial Report	<b>Friday, March 15<sup>th</sup>, 2025</b>	
March Financial Report	<b>Monday, April 15<sup>th</sup>, 2025</b>	
April Financial Report	<b>Wednesday, May 15<sup>th</sup>, 2025</b>	
May Financial Report	<b>Monday, June 17<sup>th</sup>, 2025</b>	
June Financial Report	<b>Monday, July 15<sup>th</sup>, 2025</b>	
July Financial Report	<b>Thursday, August 15<sup>th</sup>, 2025</b>	
August Financial Report	<b>Monday, September 16<sup>th</sup>, 2025</b>	
September Financial Report	<b>Tuesday, October 15<sup>th</sup>, 2025</b>	
October Financial Report	<b>Friday, November 15<sup>th</sup>, 2025</b>	
November Financial Report	<b>Monday, December 16<sup>th</sup>, 2025</b>	
December Financial Report	<b>Wednesday, January 15<sup>th</sup>, 2026</b>	
Quarter 1 Program Report (Covering Programming from date of subaward signature to March 31)	<b>Monday, April 15<sup>th</sup>, 2025</b>	<a href="#">Programmatic Reporting Template</a>
Quarter 2 Program Report (Covering Programming from April 1 to June 30)	<b>Monday, July 15<sup>th</sup>, 2025</b>	
Quarter 3 Program Report (Covering Programming from July 1 to September 30)	<b>Tuesday, October 15<sup>th</sup>, 2025</b>	
Quarter 4 Program Report (Covering Programming from October 1 to December 31)	<b>Wednesday, January 15<sup>th</sup>, 2026</b>	