



# Invoicing and Reporting Guide

## Payment Cycle: Agencies have a schedule of deadlines:

- Invoices received by the deadline and approved for payment will be mailed within 30 days of the monthly reimbursement deadline.
- Invoices received after the deadline and approved for payment will be processed with the next month's requests.

## Fiscal Year Deadlines:

- Final fiscal year invoices are due **by Thursday following the 2<sup>nd</sup> Monday** of the new fiscal year (no exceptions will be made).

## Reporting Deadlines:

- Invoices will not be paid unless all current reports and the most current audit are on file.
- Reporting Period:
  - **Report for 2023/24 Purchase of Services Contracts (July 1, 2023 – June 30, 2024) due on August 30, 2024**

**Site Visit and Records Reviews:** Due to the number of agencies working on a school year calendar it is necessary for the FCCRB to implement rolling records reviews. This means that the records under review will be those that have been billed since your last records review to date regardless of calendar/contract year. (Example: If your last records review was September of 2019 and you are scheduled for a review in March of 2020, the FCCRB will be reviewing your billing and records from October 2019 through March 2020).

## 2122/23 Invoicing, Application, and Reporting Timetable

**MONTHLY REIMBURSEMENT DEADLINE – The 2<sup>nd</sup> Monday of each month  
(unless a Holiday, then the following business day)**

July 1, 2023	Purchase of Service Contracts Begin
July 17, 2023	Final 2022/23 reimbursement requests due
August 30, 2023	Annual Report for 23/23 Purchase of Services Contracts due
December 6, 2023	Applications for FY 24/25 funding available on-line
February 14, 2024	FY 24/25 Regular Purchase of Services applications due
April 10, 2024	FY 24/25 Funding Announced
July 18, 2024	Final 2023/24 reimbursement requests due
August 30, 2024	Annual Report for 23/24 Purchase of Services Contracts due

**Any reimbursement request not received on time will not be paid until the following month.**