

Community Corrections Fiscal and Program Deadline Cheat Sheet

Below please find a summary of the due dates and signatory requirements for documents and reports which are routinely required to be submitted to the Kansas Department of Corrections. Reports and signatory approval pages, whether emailed or mailed, must be received by KDOC on or before the deadlines listed below in order to meet requirements. At this time we do not anticipate a change in the due dates outlined below, however, if a change occurs you will be notified. Please use these due dates to assist in your planning processes.

If you know that you will be unable to meet a deadline, please request an extension by contacting Shannon Tullis-Meyer, Director of Community Corrections Services, at ShannonT@doc.ks.gov.

Required Reports and Documents

Quarterly Fiscal Workbook and Quarterly County General Ledger

No Signatory Approval Required

| | |
|-------------------------|------------------------------|
| 1 st Quarter | Due on or before October 30 |
| 2 nd Quarter | Due on or before January 30 |
| 3 rd Quarter | Due on or before April 30 |
| 4 th Quarter | Due on or before July 30 |
| Final Report | Due on or before September 1 |

Signed Quarterly Cash Reconciliation and Certification

Signatory Approval Required

- *County Financial Officer*
- *Community Corrections Director*

| | |
|-------------------------|------------------------------|
| 1 st Quarter | Due on or before October 30 |
| 2 nd Quarter | Due on or before January 30 |
| 3 rd Quarter | Due on or before April 30 |
| 4 th Quarter | Due on or before July 30 |
| Final Report | Due on or before September 1 |

Agency Quarterly Outcomes Report

No Signatory Approval Required

| | |
|-------------------------|-----------------------------|
| 1 st Quarter | Due on or before October 30 |
| 2 nd Quarter | Due on or before January 30 |
| 3 rd Quarter | Due on or before April 30 |

Agency Year End Outcome Report

Signatory Approval Required

- *Community Corrections Director*
- *Advisory Board Chairperson*
- *Governing Body Chairperson*

Due on or before October

Comprehensive Plan Grant Application

Signatory Approval Required

- *Community Corrections Director*
- *Advisory Board Chairperson*
- *Governing Body Chairperson*

Due on or before May 1

Final Budget (including both a Budget Narrative and Budget Summary)

No Signatory Approval Required

Due on or before July 10

Reports or Documents To Be Submitted As Applicable

Carryover Reimbursement Budget (including both a Budget Narrative and Budget Summary)

Signatory Approval Required

- *Community Corrections Director*
- *Advisory Board Chairperson*
- *Governing Body Chairperson*

Due on or before September 1

Unexpended Funds Application Including Proposed Budget

Signatory Approval Required

- *Community Corrections Director*
- *Advisory Board Chairperson*
- *Governing Body Chairperson*

Due on or before December 1

Final Unexpended Funds Budget (including only a Budget Summary)

No Signatory Approval Required

Due on or before January 20