

Financial Reporting Due Dates for SNPs

All programs are required to submit the following reports on a monthly basis no later than 4:00pm on the dates listed below:

- Updated Detailed Category Summary (financial statement) for the Student Nutrition Program bank account (submitted via email to your Community Development Worker)
- Monthly Report (submitted via Web Tracker)

2021-2022 Due Dates	Duration of Category Summary	
Friday, October 1st	September 1st to 30th	
Wednesday, November 3rd	October 1st to 31st	
Friday, December 3rd	November 1st to 30th	
Thursday, December 16th	*September 1st to December 31st	
Wednesday, February 2nd	January 1st to 31st	
Wednesday, March 2nd	February 1st to 28th	
Friday, April 1st	*January 1st to March 31st	
Tuesday, May 3rd	April 1st to 30th	
Thursday, June 2nd	May 1st to 31st	
Wednesday, June 29th	*April 1st to June 29th	

*Quarterly Report Due

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The person in charge of the Detailed Category Summary (financial statement) will need to provide the person responsible for the Web Tracker reports with the following information by the LAST day of each month:

- Total monthly food and consumable supplies expenses
- Total equipment expenses (if any)
- Amount of any/all donations or financial contributions to the Student Nutrition Program received during the reporting month and their source (ie. PCCC, fundraiser, parental donation, etc.)
- Student Nutrition Program bank balance, including the balance on any remaining gift cards (as of the last day of the reporting month)