



**STATE OF NORTH CAROLINA**  
**DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION**  
**SUPPORT OUR STUDENTS PROGRAM**

**Attachment D-1**

**Contract Required Reporting and Mandatory Meetings/Trainings**  
**2008-2009**

*Revised 8-18-08*

Month/Year	Reporting Requirements
July 2008	<ul style="list-style-type: none"> <li>▪ 10<sup>th</sup> Final 2007-2008 Form 1037 due (July 1, 2007 to June 30, 2008)</li> <li>▪ 31<sup>st</sup> Final Cost Report (July 1, 2007 to June 30, 2008)</li> <li>▪ 31<sup>st</sup> Final Revenue Summary Form 2007-2008 due</li> <li>▪ 31<sup>st</sup> Final Equipment Inventory List 2007-2008 due</li> </ul>
August 2008	<ul style="list-style-type: none"> <li>▪ 10<sup>th</sup> July SOS Form 1037 due</li> <li>▪ 17<sup>th</sup> Monthly Required Financial Reporting-Internal Audit</li> </ul>
September 2008	<ul style="list-style-type: none"> <li>▪ 10<sup>th</sup> August SOS Form 1037 due</li> <li>▪ 17<sup>th</sup> Monthly Required Financial Reporting-Internal Audit</li> </ul>
October 2008	<ul style="list-style-type: none"> <li>▪ 10<sup>th</sup> September SOS Form 1037 due</li> <li>▪ 17<sup>th</sup> Monthly Required Financial Reporting-Internal Audit</li> </ul>
November 2008	<ul style="list-style-type: none"> <li>▪ 10<sup>th</sup> October SOS Form 1037 due</li> <li>▪ 17<sup>th</sup> Monthly Required Financial Reporting-Internal Audit</li> </ul>
December 2008	<ul style="list-style-type: none"> <li>▪ 10<sup>th</sup> November SOS Form 1037 due</li> <li>▪ 17<sup>th</sup> Monthly Required Financial Reporting-Internal Audit</li> <li>▪ 31<sup>st</sup> Audit forms due to DJJDP Internal Audit (Based on fiscal year end June 30)</li> </ul>
January 2009	<ul style="list-style-type: none"> <li>▪ 10<sup>th</sup> December SOS Form 1037 due</li> <li>▪ 15<sup>th</sup> January Cost Report (July 1, 2008-December 31, 2008)</li> <li>▪ 15<sup>th</sup> First Budget Revision Request due</li> <li>▪ 17<sup>th</sup> Monthly Required Financial Reporting-Internal Audit</li> </ul>
February 2009	<ul style="list-style-type: none"> <li>▪ 2<sup>nd</sup> 2009-2010 SOS Request for Proposals due</li> <li>▪ 10<sup>th</sup> January SOS Form 1037 due</li> <li>▪ 17<sup>th</sup> Monthly Required Financial Reporting-Internal Audit</li> </ul>
March 2009	<ul style="list-style-type: none"> <li>▪ 10<sup>th</sup> February SOS Form 1037 due</li> <li>▪ 17<sup>th</sup> Monthly Required Financial Reporting-Internal Audit</li> </ul>
April 2009	<ul style="list-style-type: none"> <li>▪ 10<sup>th</sup> March SOS Form 1037 due</li> <li>▪ 15<sup>th</sup> 3<sup>rd</sup> Quarter Accounting Form due</li> <li>▪ 17<sup>th</sup> Monthly Required Financial Reporting-Internal Audit</li> </ul>
May 2009	<ul style="list-style-type: none"> <li>▪ 1<sup>st</sup> Final Budget Revision Request due</li> <li>▪ 10<sup>th</sup> April SOS Form 1037 due</li> <li>▪ 17<sup>th</sup> Monthly Required Financial Reporting-Internal Audit</li> </ul>
June 2009	<ul style="list-style-type: none"> <li>▪ 10<sup>th</sup> May SOS Form 1037 due</li> <li>▪ 17<sup>th</sup> Monthly Required Financial Reporting-Internal Audit</li> </ul>
July 2009	<ul style="list-style-type: none"> <li>▪ 10<sup>th</sup> June SOS Form 1037 due</li> <li>▪ 17<sup>th</sup> Monthly Required Financial Reporting-Internal Audit</li> <li>▪ 31<sup>st</sup> Final Cost Report (July 1, 2008-June 30, 2009) due with general ledger</li> <li>▪ 31<sup>st</sup> Final Equipment Inventory List due</li> <li>▪ 31<sup>st</sup> Final Revenue Summary Form due</li> </ul>

	<ul style="list-style-type: none"> <li>▪ 31<sup>st</sup> SOS Final Program Progress Report due</li> </ul>
Record Retention	<ul style="list-style-type: none"> <li>▪ Retain all 2008-2009 financial and programmatic records pertaining to SOS until June 30, 2014</li> </ul>
TBA	<ul style="list-style-type: none"> <li>▪ Rosters/Survey submissions to External Evaluator</li> <li>▪ Core Outcomes and Performance Measurement Plans due</li> <li>▪ Core Outcomes and Performance Measurement Progress Reports due</li> </ul>
<b>Month/Year</b>	<b>Meetings and Trainings</b>
December 2008	<ul style="list-style-type: none"> <li>▪ 2008-2009 SOS RFP Workshops</li> </ul>
February 2009	<ul style="list-style-type: none"> <li>▪ 22<sup>nd</sup>-25<sup>th</sup> DJJDP Community Grants Annual Training-Atlantic Beach (mandatory)</li> </ul>
TBA	<ul style="list-style-type: none"> <li>▪ SOS Regional Meetings (mandatory)</li> <li>▪ New Provider Orientation Trainings (mandatory for new directors/providers)</li> <li>▪ SOS Web Based Enrollment and Attendance Training (mandatory)</li> <li>▪ Core Outcomes and Performance Measurement Trainings</li> </ul>
<p><i>Reporting requirements, due dates, and training dates are subject to change at the Department's discretion and with notice to the Grantee.</i></p>	