

East Central Illinois Area Agency on Aging
**FY 2019 - PLANNING & PROGRAM DEPARTMENT CALENDAR
FISCAL & PROGRAM REPORTING DUE DATES**

October 5, 2018	September FY 2018 Monthly Expense Reports <ul style="list-style-type: none">▪ Email reports to monthlyexpenditures@eciaaaa.org by 12:00 p.m. FY 2018 4 th Quarter Fiscal Reports <ul style="list-style-type: none">▪ Enter in Fiscal Tracker from Oct 1st to Oct 5th by 4:00 p.m.
October 9, 2018	FY 2018 4 th Quarter Client Tracker data entry <ul style="list-style-type: none">▪ Enter in Client Tracker by 4:00 p.m.
October 10, 2018	FY 2018 4 th Quarter Program Reports <ul style="list-style-type: none">▪ upload to ECIAAAA provider portal by 4:00 p.m.
November 5, 2018	September Supplemental #1 FY 2018 Monthly Expense Reports <ul style="list-style-type: none">▪ Email reports to monthlyexpenditures@eciaaaa.org by 12:00 p.m.
November 6, 2018	October FY 2019 Monthly Expense Reports <ul style="list-style-type: none">▪ Email reports to monthlyexpenditures@eciaaaa.org by 12:00 p.m.
November 9, 2018	FY 2018 Final Fiscal Reports <ul style="list-style-type: none">▪ Enter in Fiscal Tracker from Nov 1st to Nov 9th by 4:00 p.m.
November 20, 2018	October FY 2019 Client Data Entry <ul style="list-style-type: none">▪ Enter in ACORN by 4:00 p.m.
December 5, 2018	November FY 2019 Monthly Expense Reports <ul style="list-style-type: none">▪ Email reports to monthlyexpenditures@eciaaaa.org by 12:00 p.m.
December 10, 2018	November FY 2019 Client Data Entry <ul style="list-style-type: none">▪ Enter in ACORN by 4:00 p.m.
January 4, 2019	December FY 2019 Monthly Expense Reports <ul style="list-style-type: none">▪ Email reports to monthlyexpenditures@eciaaaa.org by 12:00 p.m.
January 10, 2019	FY 2019 1 st Quarter Fiscal Reports <ul style="list-style-type: none">▪ Enter in ACORN Fiscal from Jan 1st to Jan 10th by 4:00 p.m. FY 2019 1 st Quarter Program Reports <ul style="list-style-type: none">▪ upload to ECIAAAA provider portal by 4:00 p.m. December FY 2019 Client Data Entry <ul style="list-style-type: none">▪ Enter in ACORN by 4:00 p.m.
February 5, 2019	January FY 2019 Monthly Expense Reports <ul style="list-style-type: none">▪ Email reports to monthlyexpenditures@eciaaaa.org by 12:00 p.m.
February 11, 2019	January FY 2019 Client Data Entry <ul style="list-style-type: none">▪ Enter in ACORN by 4:00 p.m.

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March 5, 2019	February FY 2019 Monthly Expense Reports <ul style="list-style-type: none">Email reports to monthlyexpenditures@eciaaaa.org by 12:00 p.m.
March 11, 2019	February FY 2019 Client Data Entry <ul style="list-style-type: none">Enter in ACORN by 4:00 p.m.
April 5, 2019	March FY 2019 Monthly Expense Reports <ul style="list-style-type: none">Email reports to monthlyexpenditures@eciaaaa.org by 12:00 p.m. FY 2019 2 nd Quarter Fiscal Reports <ul style="list-style-type: none">Enter in ACORN Fiscal from Apr 1st to Apr 5th by 4:00 p.m.
April 10, 2019	FY 2019 2 nd Quarter Program Reports <ul style="list-style-type: none">upload to ECIAAAA provider portal by 4:00 p.m. March FY 2019 Client Data Entry <ul style="list-style-type: none">Enter in ACORN by 4:00 p.m.
May 6, 2019	April FY 2019 Monthly Expense Reports <ul style="list-style-type: none">Email reports to monthlyexpenditures@eciaaaa.org by 12:00 p.m.
May 10, 2019	April FY 2019 Client Data Entry <ul style="list-style-type: none">Enter in ACORN by 4:00 p.m.
June 5, 2019	May FY 2019 Monthly Expense Reports <ul style="list-style-type: none">Email reports to monthlyexpenditures@eciaaaa.org by 12:00 p.m.
June 10, 2019	May FY 2019 Client Data Entry <ul style="list-style-type: none">Enter in ACORN by 4:00 p.m.
June 30, 2019	*** <u>SIS/CPoE & Nutrition Providers</u> – SHAP and all GRF sources must be fully expended***
July 5, 2019	June FY 2019 Monthly Expense Reports <ul style="list-style-type: none">Email reports to monthlyexpenditures@eciaaaa.org by 12:00 p.m.
July 10, 2019	FY 2019 3 rd Quarter Fiscal Reports <ul style="list-style-type: none">Enter in ACORN Fiscal from Jul 1st to Jul 10th by 4:00 p.m. FY 2019 3 rd Quarter Program Reports <ul style="list-style-type: none">upload to ECIAAAA provider portal by 4:00 p.m. June FY 2019 Client Data Entry <ul style="list-style-type: none">Enter in ACORN by 4:00 p.m.
August 5, 2019	July FY 2019 Monthly Expense Reports <ul style="list-style-type: none">Email reports to monthlyexpenditures@eciaaaa.org by 12:00 p.m.
August 9, 2019	July FY 2019 Client Data Entry <ul style="list-style-type: none">Enter in ACORN by 4:00 p.m.

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| September 5, 2019 | August FY 2019 Monthly Expense Reports <ul style="list-style-type: none">▪ Email reports to monthlyexpenditures@eciaaa.org by 12:00 p.m. |
| September 10, 2019 | August FY 2019 Client Data Entry <ul style="list-style-type: none">▪ Enter in ACORN by 4:00 p.m. |
| October 4, 2019 | September FY 2019 Monthly Expense Reports <ul style="list-style-type: none">▪ Email reports to monthlyexpenditures@eciaaa.org by 12:00 p.m. FY 2019 4 th Quarter Fiscal Reports <ul style="list-style-type: none">▪ Enter in ACORN Fiscal from Oct 1st to Oct 4th by 4:00 p.m. |
| October 10, 2019 | FY 2019 4 th Quarter Program Reports <ul style="list-style-type: none">▪ upload to ECIAAA provider portal by 4:00 p.m. |
| November 5, 2019 | September Supplemental #1 FY 2019 Monthly Expense Reports <ul style="list-style-type: none">▪ Email reports to monthlyexpenditures@eciaaa.org by 12:00 p.m. October FY 2020 Monthly Expense Reports <ul style="list-style-type: none">▪ Email reports to monthlyexpenditures@eciaaa.org by 12:00 p.m. |
| November 11, 2019 | FY 2019 Final Fiscal Reports <ul style="list-style-type: none">▪ Enter in ACORN Fiscal from Nov 1st to Nov 11th by 4:00 p.m. |