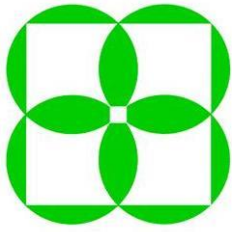


**DDRB**



Developmental Disabilities Resource Board  
of St. Charles County

## **DDRB ANNUAL DEADLINES**

### **January**

January 31

Corporate Information

January 31

Semi-Annual Reports (July 1 through December 31)  
(DDRB Portal)

### **March**

Applications for Funds – Annual dates vary. Check the Application timeline section of the appropriate fiscal year DDRB Funding manual.

### **May**

May 1

Amended applications due for summer programs only

### **June**

June 1

Carry-over Requests

Audit Extension Requests are due two weeks prior to the DDRB Board Meeting

June 30

Annual Audit, Management Letter, Unit Cost and IRS Form 990  
(For agencies with fiscal years ending December 31)

### **August**

August 15

Semi-Annual Reports for July 1 through June 30  
(DDRB Portal)

August 15

Final Year-End Invoices

Signed contracts are due prior to payment of current DDRB fiscal year invoices.

### **December**

Audit Extension Requests are due two weeks prior to the DDRB Board Meeting

December 30

Annual Audit, Management Letter, Unit Cost and IRS Form 990  
(For agencies with fiscal years ending June 30)



*The DDRB is a leader, ensuring that individuals with developmental disabilities living in St. Charles County have quality opportunities and choices to be fully included in society.*