DDRB

Agency Reporting Requirements

Due Date	Reporting Requirement	How to Submit
January 15	ILA unit utilization July 1 - December 31	Email Program Director
January 31	Corporate Information	Email Admin Asst.-Admin
January 31	Six Month Report Financial/Pilot July 1 - December 31	DDRB Portal
February 27	Applications for funding	DDRB Portal
February 27	Letter of intent-New Programs	Email Program Director
April 15	ILA unit utilization July 1 - March 31	Email Program Director
April 15	Pilot programs quarterly report July 1 - March 31	DDRB Portal
May 1	Amended Applications- summer program only	DDRB Portal
July 31	Program highlight year end report	Email reminder only
June 1	Carryover requests	Email Finance Director
June 6	Audit extension requests	Email Finance Director
June 30/July 1	Audit, management letter, unit cost & IRS form 990 fiscal year ending December 31	Email Admin Asst.-Admin
June 30	Signed Funding Contract	USPS Mail/In Person to DDRB
July 15	ILA unit utilization July 1 - June 30	Email Program Director
July 31	Twelve Month Reports- Program/Pilot	DDRB Portal
August 15	Twelve Month Reports- Finance	DDRB Portal
August 15	Final invoices for fiscal year	DDRB Portal
October 15	ILA Unit utilization update July 1 - September 30	Email Program Director
October 15	Pilot programs quarterly report July 1 - September 30	DDRB Portal
December 6	Audit extension requests	Email Finance Director
December 31	Audit, management letter, unit cost & IRS form 990 fiscal year ending June 30	Email Admin Asst.-Admin

Position	Name	DDRB Phone (636) 939-3351	Email
Finance Director	John Thoelke	ext. 3104	JThoelke@ddrb.org
Program Director	Kathy Williams	ext. 3102	KWilliams@ddrb.org
Admin Asst.-Admin	Chrissy McFarland	ext. 3100	cmcfarland@ddrb.org