Farmer Conservation Leader Program

Reporting Requirements Cheat Sheet

We hope this financial and programmatic reporting cheat sheet will be usual in keeping track of the monthly and quarterly reporting requirements for this program. A reminder that each financial report covers the expenses from the month before. For example, February's financial report, due on March 15th, covers expenses from February 1st to February 28th. All reports should be submitted to your **Wallace Center point of contact via email:**

- Kelsey Vergin: Kelsey.Vergin@winrock.org
- Elisabeth Spratt: Elisabeth.spratt@winrock.org
- Jane Jordan: Jane.Jordan@winrock.org
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IMPORTANT: Note all dates that fall on a holiday or weekend will not be due until the following business day.

Reporting Requirements	**Due by**	**Items**
January Financial Report	**Monday, February 16th, 2026**	• Expense Tracker (Via your own software or this template) • Financial Report (Via your own software or this template) • Invoices/receipts for expenses (e.g. paid consultant invoices, receipts for travel expenses, etc.)
February Financial Report	**Monday, March 16th, 2026**	
March Financial Report	**Wednesday, April 15th, 2026**	
April Financial Report	**Friday, May 15th, 2026**	
May Financial Report	**Monday, June 15th, 2026**	
June Financial Report	**Wednesday, July 15th, 2026**	
July Financial Report	**Monday, August 17th, 2026**	
August Financial Report	**Tuesday, September 15th, 2026**	
September Financial Report	**Thursday, October 15th, 2026**	
October Financial Report	**Monday, November 16th, 2026**	
November Financial Report	**Tuesday, December 15th, 2026**	
December Financial Report	**Friday, January 15th, 2027**	
Quarter 1 Program Report (Covering Programming from date of subaward signature to March 31)	**Wednesday, April 15th, 2026**	Programmatic Reporting Template
Quarter 2 Program Report (Covering Programming from April 1 to June 30)	**Wednesday, July 15th, 2026**	
Quarter 3 Program Report (Covering Programming from July 1 to Sept 30)	**Thursday, October 15th, 2026**	
Quarter 4 Program Report (Covering Programming from October 1 to December 31)	**Friday, January 15th, 2027**	