

County \_\_\_\_\_ Fiscal Year \_\_\_\_\_

	Staff Changes Immediate	Site Info. Changes Immediate	Financial Reports Due the 5 <sup>th</sup> of the month	NAPIS Due the 10 <sup>th</sup> of the month	COA Board Minutes Monthly	Daily Food Cost Monthly	Food Temp. Charts Monthly	Nutrition Education Monthly	Senior Center Newsletter Monthly	Quarterly Programmatic Reports	Health Inspection Reports Annually	Fire Drills Annually	Staff Trainings 2 Annually	
OCTOBER														
NOVEMBER														
DECEMBER														
JANUARY														
FEBRUARY														
MARCH														
APRIL														
MAY														
JUNE														
JULY														
AUGUST														
SEPTEMBER														