

**MID-SOUTH SUBSTANCE ABUSE COMMISSION  
FY 2007/2008 FINANCIAL REPORTING**

**PREVENTION PERFORMANCE BASED CONTRACT FSR  
INVOICES FOR PREVENTION WORK**

**DUE DATES**

The following is a calendar of the required due dates for the monthly prevention financial reports due to **Jill Gawronski, Finance Assistant** at the **Main Office, 2875 Northwind Drive, Suite 215, East Lansing MI 48823. Phone: 517 337-4406 ext. 115 Fax: 517 337-8578.**

Questions pertaining to financial reports may be directed to **Jill Gawronski, Finance Assistant.**

Please post these deadlines in a common area so that this information will be available every month to those staff who are responsible for reporting.

**PLEASE NOTE THAT THESE DEADLINES ARE VERY IMPORTANT TO US SO THAT WE CAN MEET OUR DEADLINES AND OBLIGATIONS TO THE STATE AND ALL PROGRAMS. THEREFORE, IF YOU ARE UNABLE TO MEET OUR DEADLINE, A 48-HOUR NOTIFICATION TO JILL IS APPRECIATED.**

**FSR/CARENET MONTH**

***September 2007***

October 2007

November 2007

December 2007

January 2008

February 2008

March 2008

April 2008

May 2008

June 2008

July 2008

August 2008

September 2008/Final Liquidations

**DUE DATE**

***WEDNESDAY, OCTOBER 3, 2007***

Wednesday, November 7, 2007

Friday, December 7, 2007

Tuesday, January 8, 2008

Thursday, February 7, 2008

Friday, March 7, 2008

Monday, April 7, 2008

Wednesday, May 7, 2008

Friday, June 6, 2008

Tuesday, July 8, 2008

Thursday, August 7, 2008

Monday, September 8, 2008

***To Be Determined***

**If you fax your FSR to the Commission, an original signed document must follow by mail. Thank you.**