



Memorandum

To: All Health and Nutrition Program USDA Food and Nutrition Program Providers
CC: William Lackey, Program Administrator, Health and Nutrition Programs
From: Vickie Stewart, Technical Assistance Unit Manager
Date: 12/18/2015
Re: Your Program’s Fiscal Year End Date and Your Audit Due Date

Any Non-Profit Providers, who receive during their fiscal year an excess of \$100,000, in state and or federal funds, are required to have an audit conducted and submitted to the Office of Quality Assurance, Audit Section by email at ContactDHSAudit@arkansas.gov, by the required due date. The deadline for submission of the report is 120 days after your organization’s Fiscal Year End.

The Health and Nutrition Program Unit will not give audit extensions.

Failure to have your audit submitted to the Audit Section in a timely manner, may result in your organization being Declared Seriously Deficient, in addition funding to your organization may be suspended.

<u>Your Fiscal Year End Date</u>	<u>Your Audit Due Date</u>
1/31	5/31
2/28	6/30
3/31	7/31
4/30	8/31
5/31	9/30
6/30	10/31
7/31	11/30
8/31	12/31
9/30	1/31
10/31	2/28
11/30	3/31
12/31	4/30