

Created: February 4, 2019

# QUARTERLY - Zone PCN Committee Reporting Schedule

## Primary Health Care Opioid Response Initiative

**Note: Submit reports to the ACFP Secretariat Project Manager and Finance Controls Lead:**

- Secretariat Project Manager, Cora-Lee Polansky, [cora-lee.polansky@acfp.ca](mailto:cora-lee.polansky@acfp.ca)
- Secretariat Finance and Controls Lead, Marylee Vaughan, [financehr@acfp.ca](mailto:financehr@acfp.ca)

#	Report Type	Period Start	Period End	Report Due Date	Comments
1.	<b>Quarterly Subgrant Report:</b> <ul style="list-style-type: none"> <li>• Quarterly Financial Report</li> <li>• Status Report</li> </ul>	01-Jun-2018	30-Sep-2018	31-Oct-2018	
2.	<b>Monthly Status Report</b> <ul style="list-style-type: none"> <li>• Status Report</li> </ul>	01-Oct-2018	31-Oct-2018	07-Nov-2018	
3.	<b>Detailed Project Planning</b> <ul style="list-style-type: none"> <li>• Detailed Project Plan</li> <li>• 2 Year Detailed Budget</li> </ul>			30-Nov-2018	
4.	<b>Monthly Status Report</b> <ul style="list-style-type: none"> <li>• Status Report</li> </ul>	01-Nov-2018	30-Nov-2018	07-Dec-2018	
5.	<b>Monthly Status Report</b> <ul style="list-style-type: none"> <li>• Status Report</li> </ul>	01-Dec-2018	31-Dec-2018	18-Jan-2019	
6.	<b>Quarterly Subgrant Report:</b> <ul style="list-style-type: none"> <li>• Quarterly Financial Report</li> <li>• Oct 2018 Monthly Status Report</li> <li>• Nov 2018 Monthly Status Report</li> <li>• Dec 2018 Monthly Status Report</li> </ul>	01-Oct-2018	31-Dec-2018	31-Jan-2019	Monthly Status Reports <b>are not required</b> to be resubmitted
7.	<b>Quarterly Subgrant Report:</b> <ul style="list-style-type: none"> <li>• Quarterly Financial Report</li> <li>• Quarterly Status Report</li> </ul>	01-Jan-2019	31-Mar-2019	30-Apr-2019	<b>Target B and C Reporting available April 18, 2019</b>
8.	<b>Quarterly Subgrant Report:</b> <ul style="list-style-type: none"> <li>• Quarterly Financial Report</li> <li>• Quarterly Status Report</li> </ul>	01-Apr-2019	30-Jun-2019	31-Jul-2019	<b>Target B and C Reporting available July 24, 2019</b>
9.	<b>Quarterly Subgrant Report:</b> <ul style="list-style-type: none"> <li>• Quarterly Financial Report</li> <li>• Quarterly Status Report</li> </ul>	01-Jul-2019	30-Sep-2019	31-Oct-2019	
10.	<b>Quarterly Subgrant Report:</b> <ul style="list-style-type: none"> <li>• Quarterly Financial Report</li> <li>• Quarterly Status Report</li> </ul>	01-Oct-2019	31-Dec-2019	31-Jan-2020	
11.	<b>Final Subgrant Reporting</b> <ul style="list-style-type: none"> <li>• Quarterly Financial Report</li> <li>• Quarterly Status Report</li> </ul>	01-Jan-2020	31-Mar-2020	30-Apr-2020	Reporting to be confirmed with Alberta Health