

## Best Practices – What Are Important Due Dates and Where Can I Find Them?

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- a) Know the key reporting due dates **usually found in your loan or grant covenants**
  - a. payment dates for principal and interest – see your loan register
  - b. audit due dates – see loan or grant covenants
  - c. due dates for annual budgets – see loan or grant covenants
  - d. due dates for other requirements - loan or grant covenants
  - e. due dates for loan or grant application requirements – see the application for dates
- b) Know who will perform a required task and assign the responsibility for task completion
- c) Create a calendar document (such as in Excel or other software) with key tasks identified, due dates, and who will complete it