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