

**ARKANSAS DEPARTMENT OF PARKS AND TOURISM  
REGIONAL TOURIST ASSOCIATIONS GRANT PROGRAM  
FISCAL YEAR DEADLINES**

<b>JULY 1, 2017</b>	Fiscal Year opens
<b>JULY 21, 2017 – THIRD FRIDAY</b>	Monthly information for June
<b>AUGUST 18, 2017 – THIRD FRIDAY</b>	Monthly information for July
<b>SEPTEMBER 15, 2017 – THIRD FRIDAY</b>	Monthly information for August
<b>OCTOBER 20, 2017 – THIRD FRIDAY</b>	Monthly information for September
<b>NOVEMBER 17, 2017 – THIRD FRIDAY</b>	Monthly information for October
<b>DECEMBER 15, 2017 – THIRD FRIDAY</b>	<p>Monthly information for November Mid-Year close</p> <ul style="list-style-type: none"> <li>– All projects on the Region Matching Funds Budget must be accounted for on Fiscal Form 2 (page 19).</li> <li>– Letter to request additional funds should be on file by this date.</li> <li>– Deadline to amend Region Matching Funds Budget with new, funded projects.</li> <li>– Un-obligated funds will be reallocated to eligible regions.</li> </ul>
<b>JANUARY 19, 2018 – THIRD FRIDAY</b>	Monthly information for December
<b>FEBRUARY 16, 2018 – THIRD FRIDAY</b>	Monthly information for January
<b>MARCH 16, 2018 – THIRD FRIDAY</b>	Monthly information for February
<b>APRIL 20, 2018 – THIRD FRIDAY</b>	Monthly information for March
<b>MAY 18, 2018 – THIRD FRIDAY</b>	<p>Monthly information for April End-of-Year Close</p> <ul style="list-style-type: none"> <li>-- A copy of IRS Form 990 "Return of Organization Exempt from Income Tax"</li> <li>-- A copy of the updated Board of Directors list with Executive Committee members and Advertising Committee members identified</li> <li>-- A copy of the region's current Constitution and Bylaws</li> <li>-- A copy of employment letter</li> </ul>
<b>MAY 23, 2018 – WEDNESDAY FOLLOWING THIRD FRIDAY</b>	<ul style="list-style-type: none"> <li>– Regional Association Annual Operational Budget for the upcoming fiscal year</li> <li>– Matching Funds Budget for the upcoming fiscal year on Fiscal Form 1 (page 18)</li> <li>– All projects on the Region Matching Funds Budget must be accounted for on Fiscal Form 3 (page 20)</li> <li>– Un-obligated funds will be reallocated to eligible regions.</li> <li>– Final Requests for Payments due Requests received after this date run the risk of not being processed prior to the fiscal year end. (For example, if you inadvertently leave out necessary documentation, there may not be enough time for you to gather it and send it to Parks and Tourism.</li> </ul>
<b>JUNE 15, 2018 – THIRD FRIDAY</b>	Monthly information for May
<b>JUNE 30, 2018</b>	Fiscal Year ends