



## Quarterly Reports

**All organizations are required to submit quarterly progress reports to SBS.** SBS will use these reports to measure your organization's progress in attaining the performance milestones specified in your organization's application and contract.

In addition to providing SBS with necessary data, the reporting process enables SBS to periodically reassess the management of the Avenue NYC/City Council Discretionary-funded Program, and provides a forum for organizations to inform SBS of any problems or issues that have occurred during the contract term.

Your contract manager will send you the appropriate quarterly report for your contract. You are only required to submit those portions of the quarterly report that are relevant to the scope of services specified in your Avenue NYC/City Council Discretionary-funded Program contract.

Except for the final quarterly report, which should be submitted the day after the end of the Fiscal Year (July 1), your organization should submit your quarterly reports no more than 15 days prior to the end of the quarter:

### **Quarter 1 – Ends September 30**

- Quarterly Report Due: October 15

### **Quarter 2 – Ends December 31**

- Quarterly Report Due: January 15

### **Quarter 3 – Ends March 31**

- Quarterly Report Due: April 15

### **Quarter 4/Annual Report – Ends June 30**

- Quarterly/Annual Report Due: July 1

Click on the following links for examples of our Quarterly Reports:

[Business Attraction FY13 Quarterly Report](#)

[Capacity Building FY13 Quarterly Report](#)

[Facade Improvement FY13 Quarterly Report](#)

[Merchant Organizing FY13 Quarterly Report](#)

[Placemaking FY13 Quarterly Report](#)