

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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**DATE:** July 14, 2015

AA 15-22  
**VIA E-MAIL**

**TO:** Basic Skills Coordinators and Interested College Representatives

**FROM:** LeBaron Woodyard  
Dean, Academic Affairs Division

**SUBJECT: Change in the Reporting Deadline for the Basic Skills Initiative Fiscal Years: 2012-13, 2013-14, and 2014-15**

**Synopsis:** The Chancellor's Office is changing the reporting deadline for the Basic Skills Initiative Fiscal Years 2012-13, 2013-14, and 2014-15. In April 2015, the Chancellor's Office announced that the deadline to submit the Expenditure Reports for the three previous fiscal years would be July 31, 2015. That deadline is being changed to October 1, 2015. This change will allow districts and colleges more time to reconcile year-end balances and for comprehensive review and sign off of the reports by college representatives including local academic senates.

The following is the link to the Basic Skills Initiative Expenditure Reporting Form and Instructions for Fiscal Years 2012-13, 2013-14, and 2014-15. The form is located on the left side of the page under the label: Grants, Reports and Program Forms. Link to form and instructions: [Click Here to Access the Basic Skills Initiative Page of the Chancellor's Office](#)

**Requested Action/Timeline:** Send completed forms to Eric Nelson at [enelson@ccco.edu](mailto:enelson@ccco.edu) by October 1, 2015. Please contact Eric Nelson if you have any questions.