



Chancellor's Office

Annual Reporting Calendar

July							
1-7	8-14	15-21	22-27	28-31			
<p>————— SPRING/WINTER QUARTER/TERM-END [MIS] —————</p> <p style="text-align: center;"><i>30 days after the end of Spring term</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> Student Basic File Section/Session/Assign File Employee Demographic File Student CalWORKs File </td> <td style="width: 33%; vertical-align: top;"> Student Enrollment File Student Matriculation File Student EOPSCARE File Special Populations File </td> <td style="width: 33%; vertical-align: top;"> Course File Student DSPS File Student VTEA File </td> </tr> </table> <p style="text-align: center;">COLLEGE CALENDAR FISCAL YEAR Calendar File</p>					Student Basic File Section/Session/Assign File Employee Demographic File Student CalWORKs File	Student Enrollment File Student Matriculation File Student EOPSCARE File Special Populations File	Course File Student DSPS File Student VTEA File
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<p>7/1 [EXEC] Flex Program Recertification (for Flex Districts)</p> <p>7/1 [FPU] District deadline to submit: 5 Year Capital Outlay Plan (5YCOP)</p> <p>Final Project Proposals (FPP) Initial Project Proposals (IPP)</p>	<p>7/14 [FPU] Status and Encumbrance Summary of Capital Outlay Projects Expiring End of Fiscal Year</p>	<p>7/15 [FS] Apportionment Attendance Report (CCFS-320)</p> <p>Fac. Contact Hour Adjust. to FTES (CCFS-320F) (Flex Calendar Dist.)</p> <p>Apprenticeship Attendance Report (CCFS-321) (note: CCFS-321 submitted to Apprenticeship Coordinator in WED Division)</p> <p>7/15 [SS&SP] Foster & Kinship Care Education Year-End Report Upload</p>	<p>7/29 [SS&SP] Self-Review Report Final Expenditure Report</p> <p>7/31 [AA] Final Report due for MESA and Middle College High School (MCHS)</p> <p>7/31 [WED] 4th Qtr. Year-to -Date Expend. & Progress Reports (VTEA IB, IC)</p> <p>Quarterly Reports – SB 70 SB 70 Annual Report</p> <p>7/31 [SS&SP] Interim Report of Expenditures Transfer and Articulation Allocation</p> <p>7/31 [TRIS] TTIP Final Report Program Year</p>				

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August

1-7

8-14

15-21

22-27

28-31

————— **SUMMER TERM-END [MIS]** —————

30 days after the end of the Summer term

Student Basic File
Section/Session/Assign File
Employee Demographic File
Student CalWORKs File

Student Enrollment File
Student Matriculation File
Student EOPS-CARE File
Special Populations File

Course File
Student DSPS File
Student VTEA File

<p>8/1 [EXEC] Expenditure Report Sent to Districts Annual Flexible Calendar Certification Due (Pursuant to Title 5 § 55730)</p> <p>8/1 [FS] Maintenance Allowance (Certification Form, CCFS-355)</p> <p>FIRST MONDAY IN AUGUST [MIS] The Last Day to Submit or Resubmit Term-End Data Files for Allocation Purposes. Data Files Must be Received and Ready to Load into the MIS Database by 5:00 p.m.</p>		<p>8/15 [FS] Quarterly Financial Status Report (311Q)</p>		<p>8/31 [SS&SP] Year-End Reports: CARE Year-End Report (narrative) Expenditure Report, CalWORKs TANF</p> <p>8/31 [WED] VTEA IB Special Project Grants</p> <p>VTEA IC: Final Request/Claim for Funds and Narrative</p> <p>Economic Development Grants: Final Report of Expenditures, Data Collection System Entry and Narrative Summary</p> <p>Nursing: Final Report of Expenditures, Data Collection System Entry and Narrative Summary</p> <p>8/31 [TRIS] TTIP Allocation/Fiscal Report for current year advance</p>
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September

1-7

8-14

15-21

22-27

28-30

SUMMER TERM-END [MIS]

30 days after the end of Summer term

Student Basic File
Section/Session/Assign File
Employee Demographic File
Student CalWORKs File

Student Enrollment File
Student Matriculation File
Student EOPS-CARE File
Special Populations File

Course File
Student DSPS File
Student VTEA File

<p>9/1 [MIS] Annual: Program Award File</p>		<p>9/15 [FS] 50% Law, Application for Exemption (CCFS-350A) Prior Year Enrollment Fee Revenue (CCFS-323)</p> <p>9/15 [SS&SP] Transfer Center Annual Report</p> <p>End of Year Report: DSPS and State Hospitals EOPS Final Expend. Report, EOPS Book Expenditure Form, CARE Final Report</p> <p>9/19 [SS&SP] Letters of Intent to Apply for Noncredit Matriculation Funds Due</p>		<p>9/30 [AA] Annual Certification for Local Approval of Stand-Alone Credit Courses</p> <p>9/30 [EXEC] Annual Equal Employment Opportunity Expenditure Reports Equal Employment Opportunity Performance Reports</p> <p>9/30 [SS&SP] CAN Expenditure Report</p> <p>Foster & Kinship Care Education Program Plan & Budget</p> <p>Osher/CCCSE Annual Report</p>
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October

1-7

8-14

15-21

22-27

28-31

SUMMER TERM-END [MIS]

30 days after the end of Summer term

Student Basic File
Section/Session/Assign File
Employee Demographic File
Student CalWORKs File

Student Enrollment File
Student Matriculation File
Student EOPSCARE File
Special Populations File

Course File
Student DSPS File
Student VTEA File

<p>10/1 [FS] Amended Apportionment Attendance Reports [(CCFS-320) (For Lottery Purposes)]</p> <p>10/1 [MIS] Annual: Financial Aid File Assessment File</p> <p>10/1 [SS&SP] COTOP Contract/Data Submission Return to Title IV Spreadsheet Due for Reimbursement of Institutional Payments</p>	<p>10/10 [AA] Basic Skills Allocation Reporting (due from Colleges)</p> <p>10/10 [FS] Annual Financial & Budget Report (CCFS-311) Gann Limit (CCFS-311) Lottery (CCFS-311)</p>	<p>10/15 [FPU] District Quarterly Report Submittal Due Annual Space Inventory is Due From Districts Energy Usage Calculator is Due From Districts</p> <p>10/15 [FS] Participation Report [Contracts Awarded to Disabled Veteran, Minority, and Women Business Enterprise]</p> <p>10/15 [SS&SP] BFAP Admin. Allow. Expend. Report (Form #3) and Maintenance of Effort Report Credit/Noncredit Matriculation Final Expenditure Reports Due</p>		<p>10/30 [SS&SP] Year-End Reports: Matric. Plan Updates/Revisions (Ongoing) Due During Month of October</p> <p>10/31 [SS&SP] PADS/HTCUT/ATPC Grant/Sub-Contract Quarterly Progress Reports Due</p> <p>Year End Reports: Transfer & Articulation</p> <p>10/31 [WED] First Quarter Year-to-Date Expenditure and Progress Reports Due for Economic Development Grants, Nursing, VTEA IB, and VTEA IC (Allocations) and Tech-Prep</p>
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November

1-7	8-14	15-21	22-27	28-30
<p>11/1 [FS] Final Amendments— Apportionment Attendance Report (CCFS-320) (For Recal. Purposes) (CCFS-321 and CCFS-320F) (note: CCFS-321 submitted to Apprenticeship Coordinator in WED Division)</p> <p>Part-Time Faculty Health Benefits Final Reimbursement Claim (CCFS-360)</p> <p>Part-Time Faculty Office Hours Final Reimbursement Claim (CCFS-365)</p> <p>Part-Time Faculty Compensation (CCFS-367)</p> <p>11/1 [MIS] Employee Fall Collection— Fall (Starts) Employee Demographic File Employee Assignment File</p> <p>11/1 [FPU] Instructional Equipment Block Grant Certification</p> <p>11/1 [WED] Legislative Annual Report on Status of CVU and FSS Programs</p>		<p>11/15 [FS] Full-Time Faculty Obligation Report (110/FFO)</p> <p>Quarterly Fiscal Status Report (CCFS-311Q)</p> <p>Financial Statements and Audit Report for Auxiliary Organizations</p> <p>Estimated CY + Actual PY PTAX + ERAF Revenue (CCFS-329)</p> <p>11/15 [SS&SP] Hard Copy Prgm. Plan & SSARCC Budget Approval</p> <p>Request Current FY: EOPS CARE CalWORKs & TANF</p> <p>11/21 [TRIS] TTIP Fiscal Report/Allocation Recalculation for Prior Year</p>		<p>11/30 [SS&SP] Prior Year Recalculation</p> <p>11/30 [WED] Competitive Grants Released</p>

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December

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<p>12/1 [FPU] Deadline for Submission of SMSR 5-Yr. Plan</p> <p>12/1 [FS] 50% Law: Findings of the Local Governing Board Regarding Provisions of EC §84362 (CCFS-350B). Follow-up to Form CCFS-350A, due 9/15.</p> <p>12/1* [MIS] The Last Day to Resubmit Financial Aid Data for Allocation Purposes. Data Files Must be Received and Ready to Load into the MIS Database by 5:00 p.m. (*deadline changes yearly, by CTE)</p> <p>12/1 [SS&SP] MIS Final Recon., FA Annual</p> <p>12/7 [SS&SP] COTOP Annual Load File - Submit to FTB</p>				<p>12/31 [FPU] Statewide Space Inventory (Tabulations are Completed and Distributed Along With Instructions for Future Reporting)</p> <p>12/31 [FS] Contracted District Audit Report</p> <p>12/31 [WED] VTEA Consolidated Annual Report (CAR)</p>

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January

1-7

8-14

15-21

22-27

28-31

————— **FALL TERM-END [MIS]** —————
30 days after the end of Fall term

Student Basic File
 Section/Session/Assign File
 Student CalWORKs File
 Employee Demographic File

Student Enrollment File
 Student Matriculation File
 Student EOPS-CARE File
 Special Populations File

Course File
 Student DSPS File
 Student VTEA File

1/14 [FPU]
 Status and Expense Summary of
 Capital Outlay Projects Expiring
 End of Fiscal Year

1/15 [FPU]
 District Quarterly Report submittal due

1/15 [FS]
 First Period Apportionment

Attendance Report (CCFS-320)
 Apprenticeship Attendance Report
 [(CCFS-321) (note: CCFS-321
 submitted to Apprenticeship
 Coordinator in WED Division)]
 Enrollment Fee Revenue (CCFS-323)
 Fac. Contact Hour Adjust. to FTES
 (CCFS-320F) (Flex Cal. Dist.)

1/15 [SS&SP]
 COTOP Additions

1/31 [AA]
 Progress Report due for MESA and
 Middle College High School (MCHS)

1/31 [SS&SP]
 PADS/HTCTU/ATPC Quarterly
 Progress Reports Due

1/31 [TRIS]
 TTIP Mid-Year Progress Reports for
 Grants Active in the Current Year Are
 Due

1/31 [WED]
 Second Year-to-Date Expenditure
 and Progress Report (233/CCGC)
 for All Economic Development
 Grants VTEA IB, VTEA IC
 (Allocations), and Tech- Prep

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February

1-6

7-12

13-18

19-24

25-28

FALL TERM-END [MIS]

30 days after the end of Fall term

Student Basic File
 Section/Session/Assign File
 Student CalWORKs File
 Employee Demographic File

Student Enrollment File
 Student Matriculation File
 Student EOPS-CARE File
 Special Populations File

Course File
 Student DSPS File
 Student VTEA File

2/1 [FS]
 Non-Resident Tuition Fee Worksheet

2/1 [SS&SP]
 EOPS Mid-Year Report
 Noncredit Matriculation
 CARE Mid-Year Report

2/15 [FPU]
 Enrollment Projections
 Distributed to Districts

2/15 [FS]
 Quarterly Financial Status Report
 (CCFS-311Q)

2/15 [SS&SP]
 Request for Reallocated Funds/
 Declaration of Unused Funds:
 CalWORKs/TANF
 DSPS
 Foster & Kinship Care Education

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March				
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<p>3/1 [FS] Part -Time Faculty Health Benefits Estimated Reimbursements (CCFS-360)</p> <p>Part -Time Faculty Office Hours Estimated Reimbursements (CCFS-365)</p> <p>Upon Request "Emergency Condition Adjustment to Apportionment" (CCFS-313)</p> <p>3/7 [SS] Declaration of Unused Funds / Request for Reallocation of Unused Funds Report Due</p> <p>3/7 [WED] Economic and Workforce Development Annual Report Due to the Legislature</p> <p>Nursing Annual Report Due to the Legislature</p>				<p>3/30 [AA] Basic Skills (BS) Development Grant Report</p>

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April

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<p>4/1 [FPU] District Deadline to Appeal Enrollment Projections</p> <p>4/1 [SS&SP] Financial Aid Legislative Report</p>	<p>4/11 [SS&SP] Last Day to Submit or Revise MIS Financial Aid Data Elements for SFAA/BFAP Allocations</p>	<p>4/15[FPU] District Quarterly Report Submittal Due</p> <p>4/15 [FS] Enrollment Fee Revenue (CCFS-323)</p> <p>4/15 [SS&SP] Request for Reallocated Funds/Declaration of Unused Funds: CalWORKs/TANF</p> <p>Progress Report on Low Transfer Colleges in Coordination with PFE Report</p> <p>4/19 [SS&SP] BFAP Admin. Allow. Release of Unexpended Funds/Request for Funds (Form #2)</p> <p>4/20 [FS] Apportionment Attendance Report (CCFS-320)</p> <p>Fac. Contact Hour Adjust. to FTES (CCFS-320F) (Flex Calendar Dist.)</p> <p>Apprenticeship Attendance Report (CCFS-321)</p> <p>Estimated CY PTAX & ERAF Report (CCFS-329)</p>	<p>4/28 [SS&SP] Title IIC-3rd Quarter Quarterly Report</p>	<p>4/30[FPU] Deadline for Submission of Final Claims for Capital Outlay Reverting Appropriation Projects</p> <p>4/30 [WED] Third Quarter Year-to -Date Expenditure and Progress Report for Economic Development Grants, Nursing, VTEA IB, VTEA IC (Allocations)</p> <p>Third Quarter Service Provider Information for All Economic Development Grants</p> <p>Last Day to Request Amendments for Economic Development Grants</p> <p>Special Projects Program/Fiscal Amendment Requests Due</p>

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May

1-7	8-14	15-21	22-27	28-31
<p>5/1 [AA] CDCP Legislative Report on Courses/Program FTES</p>		<p>5/15 [FS] Quarterly Financial Status Report (CCFS-311Q)</p> <p>Notification of External Auditor Retained/Hired for Contracted District Audit Report</p>	<p>5/24 [SS&SP] Second Principal Apportionment</p>	<p>5/31 [AA] Distance Education Reports (due from Colleges)</p> <p>Flexible Calendar Certifications for 2012-12 (due from Colleges)</p> <p>5/31 [SS&SP] Annual Child Development Course Matrix Update</p>

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June

1-7

8-14

15-21

22-27

28-30

————— **SPRING/WINTER QUARTER/TERM-END [MIS]** —————

30 days after the end of Spring term

Student Basic File
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COLLEGE CALENDAR FISCAL YEAR

Calendar File

<p>6/1 [FS] Part -Time Faculty Health Benefits Estimated Reimbursements (CCFS-360) Part -Time Faculty Office Hours Estimated Reimbursements (CCFS-365) Upon Request "Emergency Condition Adjustment to Apportionment" (CCFS-313)</p> <p>6/7 [WED] Deadline: Apprenticeship and Survey Report</p>				<p>6/30 [AA] Library and Learning Resources Survey due for Current Year</p>
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