



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="font-size: small;"><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
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>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
Section/Session/Assign File
Student CalWORKs File
Employee Demographic File

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Student EOPS-CARE File
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COLLEGE CALENDAR FISCAL YEAR

Calendar File

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)

6/7 [WED]

Deadline: Apprenticeship and Survey Report

6/30 [AA]

Library and Learning Resources Survey due for Current Year

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