

BCAAFC Reporting Calendar

Employment, Life Skills, and Training

FISCAL YEAR 2024-2025 ELST Reporting Calendar		PROVINCIAL FUNDING Ministry of Post Secondary Education and Future Skills
QUARTER	DUE DATE	Employment, Life Skills, and Training
Contract Signing	Aug 30, 2024	Privacy Training Completed: Certificate of Completion to be provided
Monthly Reporting	Sept 12, 2024	<ul style="list-style-type: none"> • BCAAFC Database Entries
	Oct 10, 2024	<ul style="list-style-type: none"> • BCAAFC Database Entries
	Nov 12, 2024	<ul style="list-style-type: none"> • BCAAFC Database Entries
	Dec 11, 2024	<ul style="list-style-type: none"> • BCAAFC Database Entries
2nd Quarter Reporting	Jan 9, 2025	<ul style="list-style-type: none"> • BCAAFC Database Entries • 2nd Quarter Interim Narrative Report (Word Doc) • Success Story • One photo (jpg/png) • Cashflow (Excel & PDF) • General Ledger (one document file)
Monthly Reporting	Feb 12, 2025	<ul style="list-style-type: none"> • BCAAFC Database Entries
	Mar 13, 2025	<ul style="list-style-type: none"> • BCAAFC Database Entries
3rd Quarter Reporting	Apr 10, 2025	<ul style="list-style-type: none"> • BCAAFC Database Entries • 3rd Quarter Interim Narrative Report (Word Doc) • Success Story • One photo (jpg/png) • Cashflow (Excel & PDF) • General Ledger (one document file)
Monthly Reporting	May 8, 2025	<ul style="list-style-type: none"> • BCAAFC Database Entries
	June 11, 2025	<ul style="list-style-type: none"> • BCAAFC Database Entries
	July 11, 2025	<ul style="list-style-type: none"> • BCAAFC Database Entries
Final Reporting	Aug 13, 2025	<ul style="list-style-type: none"> • BCAAFC Database Entries • 4th Quarter Interim Narrative Report (Word Doc) • Success Story • One photo (jpg/png) • Cashflow (Excel & PDF) • General Ledger (one document file, August-July)
Year End Reporting	Sept 15, 2025	<ul style="list-style-type: none"> • Audit package including letters, audited financials, schedules of operations for all BCAAFC funded programs

Reporting templates can be found at: <https://bcaafc.com/member-services/reporting>

Please submit ELST reporting to: employment@bcaafc.com

For ELST contract related questions or assistance with reporting, please contact:

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