

# BCAAFC REPORTING CALENDAR

## Employment, Life Skills & Training

Fiscal year 2022-2023

		Provincial Funding Ministry of Advanced Education and Skills Training
QUARTER	DUE DATE	ELST
1 <sup>st</sup> Quarter Reporting	August 11, 2022	<ul style="list-style-type: none"> <li>• Privacy Training Completed</li> <li>• Project Plan (doc &amp; pdf)</li> <li>• BCAAFC Database entries</li> </ul>
Monthly Reporting	September 12, 2022	<ul style="list-style-type: none"> <li>• BCAAFC Database entries</li> </ul>
2 <sup>nd</sup> Quarter Reporting	October 13, 2022	<ul style="list-style-type: none"> <li>• BCAAFC Database entries</li> <li>• 2<sup>nd</sup> Quarter Narrative Report</li> <li>• Success Story</li> <li>• 1 Photo (jpg/png)</li> </ul>
	October 26, 2022	<ul style="list-style-type: none"> <li>• Cashflow (excel &amp; pdf)</li> <li>• General Ledger</li> </ul>
Monthly Reporting	November 14, 2022	<ul style="list-style-type: none"> <li>• BCAAFC Database entries</li> </ul>
	December 12, 2022	<ul style="list-style-type: none"> <li>• BCAAFC Database entries</li> </ul>
3 <sup>rd</sup> Quarter Reporting	January 12, 2023	<ul style="list-style-type: none"> <li>• BCAAFC Database entries</li> <li>• 3<sup>rd</sup> Quarter Narrative Report</li> <li>• Success Story</li> <li>• 1 Photo (jpg/png)</li> </ul>
	January 26, 2023	<ul style="list-style-type: none"> <li>• Cashflow (excel &amp; pdf)</li> <li>• General Ledger</li> </ul>
Monthly Reporting	February 13, 2023	<ul style="list-style-type: none"> <li>• BCAAFC Database entries</li> </ul>
	March 13, 2023	<ul style="list-style-type: none"> <li>• BCAAFC Database entries</li> </ul>
Interim Reporting	March 27, 2023	<ul style="list-style-type: none"> <li>• Cashflow (excel &amp; pdf)</li> <li>• General Ledger</li> </ul>
Monthly Reporting	April 11, 2023	<ul style="list-style-type: none"> <li>• BCAAFC Database entries</li> </ul>
	May 11, 2023	<ul style="list-style-type: none"> <li>• BCAAFC Database entries</li> </ul>
Final reporting	June 15, 2023	<ul style="list-style-type: none"> <li>• BCAAFC Database entries</li> <li>• Final Narrative Report</li> <li>• Success Story</li> <li>• 1 Photo (jpg/png)</li> </ul>
	June 26, 2023	<ul style="list-style-type: none"> <li>• Cashflow (excel &amp; pdf)</li> <li>• General Ledger</li> </ul>
Year End Reporting	August 15, 2023	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: [reporting@bcaafc.com](mailto:reporting@bcaafc.com)

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

Yvonne Trott, Employment Programs Coordinator

250-388-5522 ext. 215

[ytrott@bcaafc.com](mailto:ytrott@bcaafc.com)