

# BCAAFC REPORTING CALENDAR

## Employment, Life Skills & Training

### Fiscal year 2023-2024

		<b>Provincial Funding</b> Ministry Post Secondary Education and Future Skills
QUARTER	DUE DATE	ELST
Contract Signing	August 17, 2023	<ul style="list-style-type: none"> <li>• Privacy Training Completed – Certificate of completion to be provided</li> </ul>
Monthly Reporting	September 12, 2023	<ul style="list-style-type: none"> <li>• BCAAFC Database entries</li> </ul>
	October 12, 2023	<ul style="list-style-type: none"> <li>• BCAAFC Database entries</li> </ul>
	November 13, 2023	<ul style="list-style-type: none"> <li>• BCAAFC Database entries</li> </ul>
2 <sup>nd</sup> Quarter Reporting	December 14, 2023	<ul style="list-style-type: none"> <li>• BCAAFC Database entries</li> <li>• 2<sup>nd</sup> Quarter Interim Narrative Report</li> <li>• Success Story</li> <li>• 1 Photo (jpg/png)</li> <li>• Cashflow (excel &amp; pdf)</li> <li>• General Ledger</li> </ul>
Monthly Reporting	January 12, 2024	<ul style="list-style-type: none"> <li>• BCAAFC Database entries</li> </ul>
	February 12, 2024	<ul style="list-style-type: none"> <li>• BCAAFC Database entries</li> </ul>
3 <sup>rd</sup> Quarter Reporting	March 21, 2024	<ul style="list-style-type: none"> <li>• BCAAFC Database entries</li> <li>• 3<sup>rd</sup> Quarter Interim Narrative Report</li> <li>• Success Story</li> <li>• 1 Photo (jpg/png)</li> <li>• Cashflow (excel &amp; pdf)</li> <li>• General Ledger</li> </ul>
Monthly Reporting	April 12, 2024	<ul style="list-style-type: none"> <li>• BCAAFC Database entries</li> </ul>
	May 13, 2024	<ul style="list-style-type: none"> <li>• BCAAFC Database entries</li> </ul>
	June 12, 2024	<ul style="list-style-type: none"> <li>• BCAAFC Database entries</li> </ul>
Final reporting	July 18, 2024	<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> <li>• Cashflow (excel &amp; pdf)</li> <li>• General Ledger</li> </ul>
Year End Reporting	August 15, 2024	<b>Audit package including letters, audited financials, schedules of operations for all BCAAFC funded programs</b>

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 Life Skills & Training Coordinator

250-388-5522 ext. 215

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