

# BCAAFC REPORTING CALENDAR

## Core - COVID - SSLP

| Fiscal Year 2023-2024   |                   | Federal Funding<br>Urban Programming for Indigenous Peoples   |   | Provincial Funding<br>Ministry of Indigenous Relations & Reconciliation   |  | COVID Funding  | Federal Funding<br>Employment & Social Development Canada   |
|---|-------------------|---|---|---|--|--|---|
| QUARTER   | DUE DATE          | Organizational Capacity   | Programs & Services   | Provincial Capacity   | First Citizens Fund  | NAFC-ISC   | Student Supports Learning Program*  |
| 1 <sup>st</sup> Quarter   | N/A               | No reporting due for 1 <sup>st</sup> Quarter  |   |   |  |  |   |
| 2 <sup>nd</sup> Quarter Reporting   | October 5, 2023   | Short online survey:<br><a href="#">CLICK HERE FOR LINK</a>   |   |   |  |  |   |
|   | October 19, 2023  | <ul style="list-style-type: none"> <li>Cashflow (excel &amp; signed pdf)</li> <li>OC only detailed General Ledger</li> </ul>  | <ul style="list-style-type: none"> <li>Cashflow (excel &amp; signed pdf)</li> <li>PS only detailed General Ledger</li> </ul>  | <ul style="list-style-type: none"> <li>Cashflow (excel &amp; signed pdf)</li> <li>ProCap only detailed General Ledger</li> </ul>  |  | <ul style="list-style-type: none"> <li>Cashflow (excel &amp; signed pdf)</li> <li>Detailed General Ledger</li> <li>Interim Narrative Report</li> </ul>                           | <ul style="list-style-type: none"> <li>Cashflow (excel &amp; pdf)</li> <li>Detailed General Ledger</li> <li>Interim Narrative Report</li> <li>3 Photos (jpg/png)</li> </ul> |
|   | November 16, 2023 |   |   |   | <ul style="list-style-type: none"> <li>Cashflow (excel &amp; signed pdf)</li> <li>FCF only detailed General Ledger</li> </ul>  |  |   |
| 3 <sup>rd</sup> Quarter Reporting   | January 18, 2024  | <ul style="list-style-type: none"> <li>Cashflow (excel &amp; signed pdf)</li> <li>OC only detailed General Ledger</li> </ul>  | <ul style="list-style-type: none"> <li>Cashflow (excel &amp; signed pdf)</li> <li>PS only detailed General Ledger</li> </ul>  | <ul style="list-style-type: none"> <li>Cashflow (excel &amp; signed pdf)</li> <li>ProCap only detailed General Ledger</li> </ul>  |  | <ul style="list-style-type: none"> <li>Cashflow (excel &amp; signed pdf)</li> <li>Detailed General Ledger</li> </ul>   |   |
| Final Reporting   | April 18, 2024    | <ul style="list-style-type: none"> <li>Final Cashflow (excel &amp; signed pdf)</li> <li>OC only detailed General Ledger</li> <li>Final Narrative Report (word doc)</li> <li>3 Photos (jpg/png)</li> </ul> | <ul style="list-style-type: none"> <li>Final Cashflow (excel &amp; signed pdf)</li> <li>PS only detailed General Ledger</li> <li>Final Narrative Report (word doc)</li> <li>3 Photos (jpg/png)</li> </ul> | <ul style="list-style-type: none"> <li>Final Cashflow (excel &amp; signed pdf)</li> <li>ProCap only detailed General Ledger</li> <li>Final Narrative Report (word doc)</li> <li>3 Photos (jpg/png)</li> </ul> | <ul style="list-style-type: none"> <li>Final Cashflow (excel &amp; signed pdf)</li> <li>FCF only detailed General Ledger</li> <li>Final Narrative Report (word doc)</li> <li>3 Photos (jpg/png)</li> </ul> | <ul style="list-style-type: none"> <li>Cashflow (excel &amp; signed pdf)</li> <li>Detailed General Ledger</li> <li>Final Narrative Report</li> <li>3 Photos (jpg/png)</li> </ul> | <ul style="list-style-type: none"> <li>Cashflow (excel &amp; pdf)</li> <li>Detailed General Ledger</li> <li>Final Narrative Report</li> <li>3 Photos (jpg/png)</li> </ul>   |
|   |                   | FCM Statistics Package (excel)  |   |   |  |  |   |
| Year End Reporting  | August 15, 2024   | Audit Package including letters, audited financials, separate schedules of operations for all BCAAFC funded programs  |   |   |  |  |   |
| Submit core & SSLP reporting to: <a href="mailto:reporting@bcaafc.com">reporting@bcaafc.com</a> |                   |   |   |   | Submit COVID reporting to: <a href="mailto:covid@bcaafc.com">covid@bcaafc.com</a>  |  | Submit SSLP reporting to: <a href="mailto:reporting@bcaafc.com">reporting@bcaafc.com</a>  |

\*SSLP reporting applies only to Centres carrying surplus at June 30, 2023.

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

BCAAFC File Naming Convention: Centre\_Item\_ProgramYear  
Example: FRAFCA\_2QrtCashflow\_OC2024

This calendar is for informational purposes only. In the event of any discrepancy, the reporting dates and requirements outlined in your Contribution Agreement will prevail.