

BCAAFC Reporting Calendar

Employment, Life Skills, and Training

FUNDING YEAR 2025-2026 ELST Reporting Calendar		PROVINCIAL FUNDING Ministry of Post Secondary Education and Future Skills
QUARTER	DUE DATE	Employment, Life Skills, and Training
Contract Signing	Sept 11, 2025	Privacy Training Completed: Certificate of Completion to be provided
Monthly Virtual Meetings	2nd Tuesday of each Month	Employment Coordinator expected to participate in a minimum of 8 out of 12 Monthly Virtual Meetings
Monthly Reporting	Oct 9, 2025	• BCAAFC Database Entries
	Nov 13, 2025	• BCAAFC Database Entries
	Dec 11, 2025	• BCAAFC Database Entries
2nd Quarter Reporting	Jan 8, 2026	<ul style="list-style-type: none"> • BCAAFC Database Entries • 2nd Quarter Interim Narrative Report (Word Doc) • Success Story (with consent form) • One photo (jpg/png; with consent form) • Cashflow (Excel & PDF) • General Ledger (one document file)
Monthly Reporting	Feb 12, 2026	• BCAAFC Database Entries
	Mar 12, 2026	• BCAAFC Database Entries
3rd Quarter Reporting	Apr 9, 2026	<ul style="list-style-type: none"> • BCAAFC Database Entries • 3rd Quarter Interim Narrative Report (Word Doc) • Success Story (with consent form) • One photo (jpg/png; with consent form) • Cashflow (Excel & PDF) • General Ledger (one document file)
Monthly Reporting	May 7, 2026	• BCAAFC Database Entries
	June 11, 2026	• BCAAFC Database Entries
	July 9, 2026	• BCAAFC Database Entries
Final Reporting	Aug 13, 2026	<ul style="list-style-type: none"> • BCAAFC Database Entries • 4th Quarter Interim Narrative Report (Word Doc) • Success Story (with consent form) • One photo (jpg/png; with consent form) • Cashflow (Excel & PDF) • General Ledger (one document file, August-July)
Year End Reporting	Aug 14, 2026	• 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:

Vanessa Daniels, Employment Life Skills & Training Coordinator, 250-940-4922 vdaniels@bcaafc.com