

BCAAFC Reporting Calendar

Employment, Life Skills, and Training Initiative

FUNDING YEAR 2026-2027 ELST Reporting Calendar		PROVINCIAL FUNDING Ministry of Post Secondary Education and Future Skills
REPORTING PERIOD	DUE DATE	REPORTING REQUIREMENT
Contract Signing	Sept 11, 2026	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 8, 2026	• BCAAFC Database Entries through September 30
	Nov 12, 2026	• BCAAFC Database Entries through October 31
	Dec 10, 2026	• BCAAFC Database Entries through November 30
Progress Marker #1 Reporting	Jan 14, 2027	• BCAAFC Database Entries • Progress Marker #1 Narrative Report (Word .doc) • Success Story (with consent form) • One photo (jpg/png; with consent form) • Cashflow (Excel & PDF) from August 1 to December 31 • Detailed General Ledger (one document file)
Monthly Reporting	Feb 11, 2027	• BCAAFC Database Entries
	Mar 11, 2027	• BCAAFC Database Entries
Progress Marker #2 Reporting	Apr 15, 2027	• BCAAFC Database Entries • Progress Marker #2 Narrative Report (Word .doc) • Success Story (with consent form) • One photo (jpg/png; with consent form) • Cashflow (Excel & PDF) from August 1 to March 31 • Detailed General Ledger (one document file)
Monthly Reporting	May 6, 2027	• BCAAFC Database Entries
	June 10, 2027	• BCAAFC Database Entries
	July 8, 2027	• BCAAFC Database Entries
Final Progress Marker Reporting	Aug 13, 2027	• BCAAFC Database Entries • Final Progress Marker Narrative Report (Word .doc) • Success Story (with consent form) • One photo (jpg/png; with consent form) • Cashflow (Excel & PDF) from August 1 to July 30 • Detailed General Ledger (one document file, August–July)
Year End Reporting	Aug 16, 2027	• 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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