



Chancellor's Office

2004-2005 Reporting Calendar

July 2004

1-7

8-14

15-21

22-27

28-31

SPRING/WINTER QUARTER 2004 TERM-END [MIS]

30 days after the end of Spring 2004 term

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| <ul style="list-style-type: none"> • Student Basic File • Section/Session/Assign File • Student Precollegiate Basic Skills File | <ul style="list-style-type: none"> • Student Enrollment File • Student Matriculation File • Student EOPS-CARE File • Employee Demographic File | <ul style="list-style-type: none"> • Course File • Student DSPS File • Student VTEA File |
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COLLEGE CALENDAR 2004-2005 FISCAL YEAR

- Calendar File

<p>7/1 [SS&SP] Noncredit Matriculation Letter of Intent</p> <p>7/1 [FP&U] Allocation Reports (Projects Grants Awarded to Districts for Hazardous Substances Program)</p> <p>7/5 [MIS] The Last Day to Resubmit Summer and/or Fall Term-End Data Files for Allocation Purposes. Data Files Must be Received and Ready to Load into the MIS Database by 5:00 p.m.</p>	<p>7/10 [FP&U] Last Day to Submit District Appeals (Projects Grants Awarded to Districts for Scheduled Maintenance and Hazardous Substances Program)</p>	<p>7/15 [FS] Apportionment Attendance Report (CCFS-320) Fac. Contact Hour Adjust. to FTES (CCFS-320F) (Flex Calendar Dist.) Apprenticeship Attendance Report (CCFS-321)</p> <p>7/15 [SS&SP] AmeriCorps Monthly Invoice and Reimbursement Claim AmeriCorps Progress-to-Date Report</p>	<p>7/31 [ES] 4th Qtr. 2003-04 Year-to-Date Expend. & Progress Rpts. (VTEA IB, IC, and Tech-Prep) Year-End Report—2003-04: Mesa/CCC Pgm.—Year-End Rpt. 2003-2004 FIL, FSS End of year report</p> <p>7/31 [SS&SP] Foster and Kinship Care Education Programs: 2002-03 Year-End Program and Budget Reports Due 4th Qtr. Class Profile Sheets Due</p>
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FP&U = Facilities Planning & Utilization
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August 2004

1-7

8-14

15-21

22-27

28-31

SUMMER 2004 TERM-END [MIS]

30 days after the end of Summer 2004 term

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| <ul style="list-style-type: none"> • Student Basic File • Section/Session/Assign File • Student Precollegiate Basic Skills File | <ul style="list-style-type: none"> • Student Enrollment File • Student Matriculation File • Student EOPS-CARE File • Employee Demographic File | <ul style="list-style-type: none"> • Course File • Student DSPS File • Student VTEA File |
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<p>8/1 [FS] Maintenance Allowance (Reimbursement Claim, CCFS-355)</p> <p>8/1 [HR] Annual Flexible Calendar Certification Due (Pursuant to Title 5 § 55730)</p> <p>8/2 [MIS] The Last Day to Resubmit Spring Term-End Data Files for Allocation Purposes. Data Files Must be Received and Ready to Load into the MIS Database by 5:00 p.m.</p>		<p>8/15 [SS&SP] AmeriCorps Monthly Invoice and Reimbursement Claim</p>		<p>8/31 [SS&SP] Year-End Reports–2003-04: CARE Year-End Report</p> <p>8/31 [FS] Quarterly Financial Status Report (CCFS-311Q)</p> <p>8/31 [ES] VTEA IB Special Project Grants 2003-2004 VTEA IC: 2003-2004 Final Request/Claim for Funds and Narrative Tech-Prep 2003-2004 Final Report of Expenditures Economic and Workforce Development Program Projects: Final Narrative and Final Report of Expenditures; Final Project Data/entered in the electronic reporting system: Annual total for year.</p> <p>Annual Library and Learning Resources Survey</p>
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September 2004

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28-30

SUMMER 2004 TERM-END [MIS]

30 days after the end of Summer 2004 term

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<p>9/1 [MIS] Annual: Program Award File (2003-04)</p> <p>9/1 [FP&U] Notification Request (2004-05) Scheduled Maintenance File-Year plans</p> <p>9/3 [SS&SP] Return to Title IV Spreadsheet Due for Reimbursement of 2003-04 Institutional Payments</p>	<p>9/14 [ES] Economic and Workforce Development Competitive grants for IDRC and JDIF due for the 2004-05 fiscal year.</p>	<p>9/15 [FS] 50% Law, Application for Exemption (CCFS-350A) Prior Year Enrollment Fee Revenue (CCFS-323)</p> <p>9/15 [SS&SP] Year-End Expenditure Report, 2003-04 CalWORKs TANF 2003-2004 Year-End Report: DSPS and State Hospitals EOPS Final Expend. Report, 2003-04 EOPS 2003-04 Book Expend Form AmeriCorps Monthly Invoice and Reimbursement Claim 2003-04 CARE Final Expend Report 2003-04 CalWORKs Accountability Report</p> <p>9/17 [SS&SP] Foster and Kinship Care Education Programs Budget Plan Due for 2004-2005</p>	<p>9/30 [SS&SP] CAN Expenditure Report (2001-02)</p> <p>9/30 [ES] 2003-2004 CVU Final Report</p>
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October 2004

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28-31

SUMMER 2004 TERM-END [MIS]

30 days after the end of Summer 2004 term

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<p>10/1 [FS] Amended Apportionment Attendance Reports [(CCFS-320) (For Lottery Purposes)]</p> <p>10/1 [SS&SP] COTOP Contract/Data Submission</p> <p>10/1 [FP&U] Notification Request for Project Funding Proposals-Hazardous Substances</p> <p>Annual Space Inventory is Due From Districts</p> <p>10/1 [MIS] Annual: Financial Aid File (2003-04) Assessment File (2003-04)</p> <p>10/15 [SS&SP] 2003-2004 CalWORKs/TANF Program Plan</p>	<p>10/10 [FS] Annual Financial & Budget Report (CCFS-311) (This regulatory required reporting date has been moved just for this to November 3)</p> <p>Gann Limit (CCFS-311)</p> <p>Lottery (CCFS-311)</p> <p>Part-Time Faculty Compensation Expenditure Report</p>	<p>10/15 [FS] Participation Report [Contracts Awarded to Disabled Veteran, Minority, and Women Business Enterprise]</p> <p>10/15 [SS&SP] Foster and Kinship Care Education Class Profile Forms-1st Quarter</p> <p>AmeriCorps Monthly Invoice and Reimbursement Claim</p> <p>AmeriCorps Progress to Date Report</p> <p>Credit/Noncredit 2003-04 Matriculation Final Expenditure Reports Due</p> <p>10/30 [SS&SP] BFAP Admin. Allow. Expend. Report (Form #3) and Maintenance of Effort Report</p>	<p>10/30 [SS&SP] Year-End Reports: Credit/Non-Credit Matric. Plan Updates/Revisions (Ongoing) Due During Month of October</p> <p>10/31 [ES] Economic and Workforce Development Program Projects: Year-To-Date first quarter Fiscal and Progress Report; Project Data entered into the electronic reporting system: on-going</p> <p>2004-2005 2004-2005 Year-to-Date Expenditure and Progress Reports (233/CCGC) Due for, VTEA IB, and VTEA IC and Tech-Prep</p> <p>10/31 [SS&SP] PADS/HTCTU/ATPC Grant/Sub-Contract Quarterly Progress Reports Due</p> <p>Annual Child Development Course Matrix Update</p>
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November 2004

1-7	8-14	15-21	22-27	28-30
<p>11/1 [FS] Final Amendments— Apport. Attendance Report (CCFS-320) (For Recal. Purposes) (CCFS-321 and CCFS-320F)</p> <p>Part-Time Faculty Health Benefits Final Reimbursement Claim (CCFS-360)</p> <p>Part-Time Faculty Office Hours Final Reimbursement Claim (CCFS-365)</p> <p>11/1 [MIS] Employee Fall Collection— Fall 2004 (Opens) Employee Demographic File Employee Assignment File</p> <p>11/1 [FP&U] Instructional Equipment Block (SMSR) Grant Certification</p> <p>11/1 [ES] Legislative Annual Report on Status of CVU</p> <p>11/1 [HR] PTF Office/Heath Amended Claim PTF Compensation Expenditure Report</p> <p>11/3 [FS] Annual Financial & Budget Report (CCFS-311) (Temporarily moved from October 10th)</p>	<p>11/12 [SS&SP] Transfer Center Annual Report (2003-04)</p>	<p>11/15 [FS] Full-Time Faculty Obligation Report (110/FFO)</p> <p>Quarterly Fiscal Status Report (CCFS-311Q)</p> <p>Financial Statements and Audit Report for Auxiliary Organizations</p> <p>11/15 [SS&SP] AmeriCorps Monthly Invoice & Reimbursement Claim</p> <p>11/15 [SS&SP] Prgm. Plan & Budget Approval Request-Current FY (2004-2005): EOPS (tentative date) CARE (tentative date)</p> <p>11/15 [SS&SP] 2003-04 Child Dev. Survey (Tent.)</p> <p>11/15 [SS&SP] Matriculation Assessment Instrument submittal due for Fall</p> <p>11/15 [HR] AB1725 Expenditure Report for Carryover Funds</p>		<p>11/30 [SS&SP] Request for 2004-2005 Reallocated Funds:EOPS</p>

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December 2004

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<p>12/1 [FP&U] Deadline for Submission of New Scheduled Maintenance 2004-05, 5-Yr. Plan Due</p> <p>12/1 [FS] 50% Law: Findings of the Local Governing Board Regarding Provisions of EC §84362 (CCFS-350B). The Due Date can be extended to 12/15, if an Extension is Granted by the Chancellor. This Form is a Follow-up to Form CCFS-350A Due 9/15.</p> <p>12/3 [FS] Part-Time Faculty Compensation Allocation Request (CCFS-367)</p>		<p>12/15 [SS&SP] AmeriCorps Monthly Invoice and Reimbursement Claim</p>		<p>12/31 [FS] Contracted District Audit Report</p> <p>12/31 [ES] VTEA Consolidated Annual Report (CAR) 2003-2004</p> <p>12/31 [FP&U] Statewide Space Inventory (Tabulations are Completed and Distributed Along With Instructions for Future Reporting.)</p>

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January 2005

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8-14

15-21

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28-31

FALL 2004/TERM-END [MIS]

30 days after the end of Fall 2004 term

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| <ul style="list-style-type: none"> • Student Basic File • Section/Session/Assign File • Student Precollegiate Basic Skills File | <ul style="list-style-type: none"> • Student Enrollment File • Student Matriculation File • Student EOPS-CARE File • Employee Demographic File | <ul style="list-style-type: none"> • Course File • Student DSPS File • Student VTEA File |
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	<p>1/14 [FP&U] Status and Expense Summary of Local Assistance Grants and Capital Outlay Projects Expiring End of Fiscal Year</p>	<p>1/15 [FS] Apportionment Attendance Report (CCFS-320) Apprenticeship Attendance Report (CCFS-321) Enrollment Fee Revenue (CCFS-323) Fac. Contact Hour Adjust. to FTES (CCFS-320F) (Flex Cal. Dist.)</p> <p>1/15 [SS&SP] COTOP Additions Foster and Kinship Care Education Class Profile Forms-2nd Quarter</p>		<p>1/31 [ES] 2004-05 Second Year-to-Date Expenditure and Progress Report (233/CCGC) for All VTEA IB, VTEA IC (Allocations), and Tech-Prep Economic and Workforce Development Projects: Year-To-Date second quarter Fiscal and Progress Report; Project Data Results entered into the electronic reporting system: on-going 2004-2005 ADN Enrollment Growth Report (First Period) 2004-2005 Mid-Year Reports for FII and FSS.</p> <p>1/31 [SS&SP] PADS/HTCTU/ATPC Quarterly Progress Reports Due</p> <p>1/31 [MIS] The Last Day to Resubmit Financial Aid Data for Allocation Purposes. Data Files Must be Received and Ready to Load into the MIS Database by 5:00 p.m.</p> <p>1/31 [FP&U] Deadline for Submission of New Hazardous Substances 2005-06 Request for Proposals—If Funding Available</p>
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February 2005

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25-28

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<p>2/1 [FS] Non-Resident Tuition Fee Worksheet</p> <p>2/1 [SS&SP] Request for Reallocated Funds/ Declaration of Unused Funds:EOPS</p> <p>2/1 [SS&SP] Noncredit Matriculation Credit Matriculation CARE (Mid-Year Report) Foster & Kinship Care Education</p>		<p>2/15 [FS] Quarterly Financial Status Report (CCFS-311Q)</p> <p>2/15 [SS&SP] Request for Reallocated Funds/ Declaration of Unused Funds: CalWORKs/TANF DSPS TANF</p> <p>AmeriCorps Monthly Invoice and Reimbursement Claim</p> <p>2/15 [ES] MESA/CCC Program/Fiscal—Mid-Year Report</p>		
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March 2005

1-7	8-14	15-21	22-27	28-31
<p>3/1 [FS & MIS]</p> <p>Report on the amount of FTES claimed by each community college district for special part-time and special full-time students for the preceding academic year</p>				<p>3/31 [SS&SP]</p> <p>Last Day to Submit or Revise 2003-04 MIS Financial Aid Data Elements for SFAA/BFAP Allocations</p>

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April 2005

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		<p>4/15 [FS] Enrollment Fee Revenue (CCFS-323)</p> <p>4/15 [SS&SP] Foster and Kinship Care Education Class Profile Forms-3rd Quarter</p> <p>4/15 [SS&SP] Matriculation Assessment Instrument submittal due for Spring</p> <p>4/21 [SS&SP] BFAP Admin. Allow. Release of Unexpended Funds/Request for Funds (Form #2)</p>		<p>4/30 [FS] Apportionment Attendance Report (CCFS-320)</p> <p>Fac. Contact Hour Adjust. to FTES (CCFS-320F) (Flex Calendar Dist.)</p> <p>Apprenticeship Attendance Report (CCFS-321)</p> <p>4/30 [ES] 2004-2005 Third Quarter Year-to-Date Expenditure and Progress Report (233/CCGC) for VTEA IB, VTEA IC and Tech-Prep</p> <p>Economic and Workforce Development Program Projects: Year-To-Date third Quarter Fiscal and Progress Report; Project Data entered into the electronic reporting system: on-going.</p> <p>Last Day to Request Extensions for Economic and Workforce Development Program Grants</p> <p>VTEA IB, IC, and Tech Prep Program/Fiscal Amendment Requests Due</p>

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May 2005

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<p>5/1 [FP&U] Dist. 5-Yr. Capital Outlay Construction, Initial Project Proposal (IPP), and Final Project Proposal (FPP); Commencing Two Fiscal Years Hard copies & Fusion</p>		<p>5/15 [FS] Quarterly Financial Status Report (CCFS-311Q)</p> <p>5/15 [FP&U] Deadline for Submission of Final Claims for Reverting Local Assistance Program Grants</p> <p>Deadline for Submission of Final Claims for Capital Outlay Reverting Appropriation Projects</p>		

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June 2005

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SPRING/WINTER QUARTER 2005 TERM-END [MIS]

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COLLEGE CALENDAR 2005-2006 FISCAL YEAR

- Calendar File

<p>6/1 [FS] Part-Time Faculty Health Benefits Estimated Reimbursements (CCFS-360)</p> <p>Part-Time Faculty Office Hours Estimated Reimbursements (CCFS-365)</p> <p>Upon Request "Emergency Condition Adjustment to Apportionment" (CCFS- 313)</p> <p>6/1[HR] PTF Office/Health Partification Claims</p>		<p>6/15 [SS&SP] 2004-2005 Foster and Kinship Care Education/Training Hour Report</p>		<p>6/30 [ES] 2004-2005 ADN Enrollment Growth Report (Second Period)</p> <p>6/30 [FS] Report on the number and nature of audit exceptions for all community college districts to the Joint Legislative Audit committee.</p>
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