

To Board of Trustees

## FISCAL SERVICES UNIT REPORTING CALENDAR

(deadline dates are the same each year)

CA. Community Colleges' State Chancellor

**7/15**

- Annual Apportionment Attendance Report (CCFS-320)
- Fac. Contact Hour Adjust. to FTES (CCFS-320F) (Flex Calendar Dist.)
- Apprenticeship Attendance Report (CCFS-321) (note: CCFS-321 submitted to Career Technical Education Unit – Barry Noonan, Apprenticeship Coordinator)

**8/1**

- Maintenance Allowance (Reimbursement Claim, CCFS-355)

**8/31**

- Quarterly Financial Status Report (CCFS-311Q)

**9/15**

- 50% Law, Application for Exemption (CCFS-350A)
- Prior Year Enrollment Fee Revenue (CCFS-323)

**10/1**

- Amended [Recal] Apportionment Attendance Report [(CCFS-320) (For Lottery Allocation Purposes)]

~~A~~ **10/10**

- Annual Financial & Budget Report (CCFS-311)
- Gann Limit (CCFS-311)
- Lottery (CCFS-311)

**10/15**

- Participation Report [Contracts Awarded to Disabled Veteran, Minority, and Women Business Enterprise]

**11/1**

- Final Amendments— Apport. Attendance Report (CCFS-320) (For Recal. Purposes) (CCFS-321 and CCFS-320F) (note: CCFS-321 submitted to Career Technical Education Unit – Barry Noonan, Apprenticeship Coordinator)
- Part-Time Faculty Compensation (CCFS-367)
- Part-Time Faculty Health Benefits Final Reimbursement Claim (CCFS-360)
- Part-Time Faculty Office Hours Final Reimbursement Claim (CCFS-365)

**11/15**

- Full-Time Faculty Obligation Report (110/FFO)
- Quarterly Fiscal Status Report (CCFS-311Q)
- Financial Statements and Audit Report for Auxiliary Organizations

**FISCAL SERVICES UNIT REPORTING CALENDAR**  
(deadline dates are the same each year)

**12/1**

- 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.

**12/31**

- Contracted District Audit Report

**1/15**

- First Period Apportionment Attendance Report (CCFS-320)
- Apprenticeship Attendance Report (CCFS-321) (note: CCFS-321 submitted to Career Technical Education Unit – Barry Noonan, Apprenticeship Coordinator)
- Enrollment Fee Revenue (CCFS-323)
- Fac. Contact Hour Adjust. to FTES (CCFS-320F) (Flex Cal. Dist.)

**2/1**

- Non-Resident Tuition Fee Worksheet

**2/15**

- Quarterly Financial Status Report (CCFS-311Q)

**4/15**

- Enrollment Fee Revenue (CCFS-323)

**4/20 (Reports displayed below previously due 4/30. Change effective with reports due 4/20/09)**

- Second Period Apportionment Attendance Report (CCFS-320)
- Fac. Contact Hour Adjust. to FTES (CCFS-320F) (Flex Calendar Dist.)
- Apprenticeship Attendance Report (CCFS-321) (note: CCFS-321 submitted to Career Technical Education Unit – Barry Noonan, Apprenticeship Coordinator)

**5/15**

- Quarterly Financial Status Report (CCFS-311Q)
- Notification of External Auditor Retained/Hired for Contract District Audit Report

**6/1**

- Part-Time Faculty Health Benefits (CCFS-360)
- Part-Time Faculty Office Hours Estimated Reimbursements (CCFS-365)
- Upon request, "Attendance [FTES] Allowance Request and/or Waiver of 175-Day Requirement Because of Emergency Conditions" (CCFS-313)