

Reporting Requirements for BC Public Post-Secondary Institutions
Ministry of Advanced Education and Skills Training
DUE Fiscal Year 2021/22 (April 1, 2021 to March 31, 2022)

Subject	Report Title	Purpose	Source	Contact	Phone Number	Due Date	Report Frequency	Board Approval Required -- "Yes" where needed (same as due date unless otherwise noted)	Link (if applicable)
Capital	2020/21 Facilities Space Inventory Submission (Program Year: October 2020 to October 2021)	SYSTEM PLANNING - Identify space needs/surpluses and review accuracy and variances compared to previous year report. Confirm issues/differences with PSI	Colleges, institutes & teaching-intensive universities	Inder Gill	778-698-9750	November 12, 2021	Annually		
Capital	2020/21 Contact Hours Activity Reporting	OPERATIONS - Collect Contact Hour reports from the PSIs. Review and enter into Space Utilization Reports. Reconcile to VFA.	Colleges, institutes & teaching-intensive universities	Inder Gill	778-698-9750	July 23, 2021	Annually		
Capital	2020/21 Space Utilization Reporting	OPERATIONS - Collect Space Utilization reports from the PSIs. Review accuracy and compare report with previous year noting issues. Confirm issues/difference with PSI and reconcile to VFA.	Colleges, institutes & teaching-intensive universities	Inder Gill	778-698-9750	September 17, 2021	Annually		
Capital	2022/23 Five-year Capital Plan Request	SYSTEM PLANNING -- Ministry Capital Planning and Prioritization	All institutions	Deborah Gogela	778-698-9765	Summer 2021	Annually	Recommended	
Capital	2020/21 Routine Capital/Capital and Carbon Neutral Capital Program Accountability Reporting Submission: Minor M&R <\$250,000 Major M&R >\$250,000 Emergency Projects	SYSTEM PLANNING - Used to monitor the appropriate use of Routine Capital and Carbon Neutral Capital Program funding.	All institutions	Doris Prive	778-698-9731	April 30, 2021	Annually		
Capital	Quarterly Cash Flow Projection Reports for Capital Projects	OPERATIONS - Used for debt management and budgeting. Actual spending is tracked against reported projections.	All institutions	Matthew Jensen	236-478-3519	TBA: Typically in the month after the Quarter. The Q3 report is due earlier, in early Dec.	Quarterly		
Finance	2020/21 Q4 Year-End Financial Reporting App C and FS (Draft and Final)	STATUTORY REQUIREMENT (Budget Transparency and Accountability Act)	All institutions	Wendy Grondzil	778-974-2362	April 16, 2021- (Draft); May 14, 2021 (Final)	Quarterly	Yes - Signed FS due June 4, 2020	Government Reporting Entity Due Dates
Finance	2021/22 - 1st, 2nd, 3rd Quarter Financial Forecast	STATUTORY REQUIREMENT (Budget Transparency and Accountability Act)	All institutions	Wendy Grondzil	778-974-2362	July 5, 2021; October 1, 2021; December 17, 2021 (subject to confirmation by Treasury Board Staff)	Quarterly	Yes - (can be signed by Chair of Audit Committee)	Government Reporting Entity Due Dates
Finance	2021/22 - 1st, 2nd, 3rd Quarter Appendix C: Year-to-Date Financial Information	STATUTORY REQUIREMENT (Budget Transparency and Accountability Act)	All institutions	Wendy Grondzil	778-974-2362	July 15, 2021; October 15, 2021; January 12, 2022; subject to confirmation by Office of the Comptroller	Quarterly		Government Reporting Entity Due Dates
Finance	2020/21 Supplementary Financial Information Reports (SFIR)	SYSTEM PLANNING - Data used to analyze revenue and expenditure allocation, institutions' financial pressures, and percentage of expenditures by program types.	All institutions	Wendy Grondzil	778-974-2362	July 23, 2021	Annually		Government Reporting Entity Due Dates
Finance	2020/21 Statement of Financial Information Submission (SOFI)	STATUTORY REQUIREMENT (Financial Information Act)	All institutions	Wendy Grondzil	778-974-2362	September 30, 2021	Annually	Yes	Financial Information Act
Governance	2020/21 Institutional Accountability Plans and Reports	ACCOUNTABILITY - Report on performance measures linked to goals and objectives.	All institutions	Kristina Breuer	778-974-5962	July 15, 2021	Annually	Yes	Accountability Framework
Human Resources	2020/21 Human Resources Database Submission	SYSTEM PLANNING - Data provide an overview of financial and demographic information on employees.	Colleges, institutes & teaching-intensive universities	Pratibha Bhatnagar (via PSEA)	778-698-8525	August 31, 2021	Annually		Post Secondary Employers' Association
Program Information	2021/22 Centre for Accessible Post-Secondary Education Resources Annual Report	ACCOUNTABILITY - Information is used to audit expenditures and plan budgets.	Langara College	Miles Stratholt	250-387-0245	July 2, 2021	Annually		
Program Information	2021/22 Academic Communication Equity Services Report	ACCOUNTABILITY - Information is used to audit expenditures and plan budgets.	British Columbia Institute of Technology	Miles Stratholt	250-387-0245	July 2, 2021	Annually		

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Student Data	Central Data Warehouse (May 2020 Submission, 2002/03-2020/21)	SYSTEM PLANNING & ACCOUNTABILITY - Student level data on programs, courses, and credentials.	Colleges, institutes & teaching-intensive universities	Sandy McNeill	250-387-6275	May 29, 2021	Annually		Central Data Warehouse
Student Data	Central Data Warehouse (October 2020 Submission, 2002/03-2020/21)	SYSTEM PLANNING & ACCOUNTABILITY - Student level data on programs, courses, and credentials.	Colleges, institutes & teaching-intensive universities	Sandy McNeill	250-387-6275	October 30, 2021	Annually		Central Data Warehouse
Student Data	2020/21 Performance Measure Data Submission	ACCOUNTABILITY - Data are used to calculate system totals and performance measure assessments for the Accountability Framework	RRU, SFU, UBC, UNBC, UVIC	Kristina Breuer	778-974-5962	May 2021	Annually		
Student Data	2021 Student Outcomes Survey Cohort Submission for Baccalaureate Graduates	SYSTEM PLANNING & ACCOUNTABILITY - Accountability indicators to government. Provides outcomes information for institutions and future students	Institutions with baccalaureate degrees	Leila Hazemi	778-698-9761	July 30, 2021	Annually		BC Student Outcomes
Student Data	2022 Student Outcomes Survey Cohort Submission for Diploma, Associate Degree, and Certificate Students	SYSTEM PLANNING & ACCOUNTABILITY - Accountability indicators to government. Provides outcomes information for institutions and future students	Institutions with diplomas, associate degrees, and certificates	Leila Hazemi	778-698-9761	January 7, 2022	Annually		BC Student Outcomes
Student Data	2022 Student Outcomes Survey Cohort Submission for Apprenticeship and Trades Students	SYSTEM PLANNING & ACCOUNTABILITY - Accountability indicators to government. Provides outcomes information for institutions and future students	Institutions with apprenticeship and trades programs	Leila Hazemi	778-698-9761	January 7, 2022	Annually		BC Student Outcomes
Student Data	2020/21 Final - Student Full-time Equivalent (FTE) Report	BUDGET & ACCOUNTABILITY - Reporting of FTEs against targets.	All institutions	John Bowden	250-953-4267	May 12, 2021	Annually		
Student Data	2021/22 Fall Interim - Student Full-time Equivalent (FTE) Report	BUDGET & ACCOUNTABILITY - Reporting of FTEs against targets.	All institutions	John Bowden	250-953-4267	November 15, 2021	Annually		
Student Data	2021 Student Transitions Project Submission (2002/03 - Fall 2021)	SYSTEM PLANNING & ACCOUNTABILITY - Student level data is linked between the K-12 and public-post-secondary systems. Permits research into student transitions.	Research-intensive universities	Nicole Gardner (Education) Christine Broda (Advanced Education)	250-893-7533 778-698-9779	November 15, 2021	Annually		Student Transitions Project
Student Finance	Adult Upgrading Grant (AUG) Final Expenditure Report	ACCOUNTABILITY - Data used to monitor, plan and audit expenditures.	Institutions with developmental programs	Louis Chen	778-698-9798	April 13, 2021	Annually		Student Aid BC - Grants
Student Finance	2021/22 Disability Program Reports: Assistance Program for Students with Permanent Disabilities (APSD) and Learning Disability Assessment Bursary	ACCOUNTABILITY - Information used to audit expenditures, plan budgets, and ensure institutions are accountable for funds expended.	Participating institutions	Lisa Coleman	778-698-9762	August 31, 2021	Annually		StudentAid BC - Programs for Students with Permanent Disabilities
Student Finance	2021/22 Student Society Emergency Aid Program Report	ACCOUNTABILITY - Information used to audit expenditures, plan budgets, and ensure institutions are accountable for funds expended.	Participating institutions	Lisa Coleman	778-698-9762	August 31, 2021	Annually		
Student Finance	Institution Appendix: Student Aid BC Eligible Programs and Educational Costs Submission (Program Year: Aug. 1/2021 to July 31/2022)	OPERATIONS - Collected to determine student awards and to identify anomalies in changes made to the original institution data.	All institutions	Pam Lacey	250-952-6374	May 27, 2021	Annually		
Student Finance	2020/21 Mandatory Fee Report on New Mandatory Fees for New Services	SYSTEM PLANNING - Data used to confirm policy compliance and calculate averages.	All institutions	Julianne Hirvi	250-419-8769	June 30, 2021	Annually		
Student Finance	2020/21 Student Fees Submission (Tuition, Mandatory and Student Society Fees)	SYSTEM PLANNING - Data used to confirm policy compliance and calculate averages.	All institutions	Julianne Hirvi	250-419-8769	June 30, 2021	Annually		Tuition Fees
Student Finance	2020/21 Tuition Waiver Program	ACCOUNTABILITY - Data used to monitor, forecast and audit expenditures.	All institutions	Laurie Brucker	778-698-9733	June 30, 2021	Annually		