

Reporting Requirements for BC Public Post-Secondary Institutions
Ministry of Advanced Education and Skills Training
DUE Fiscal Year 2022/23 (April 1, 2022 to March 31, 2023)

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	2021/22 Facilities Space Inventory Submission (Program Year: October 2021 to October 2022)	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 14, 2022	Annually		
Capital	2021/22 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 25, 2022	Annually		
Capital	2021/22 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 19, 2022	Annually		
Capital	2022/23 Five-year Capital Plan Request	SYSTEM PLANNING - Ministry Capital Planning and Prioritization	All institutions	Alison Prince Deborah Gogela	778-698-9834 778-698-9765	Summer 2022	Annually	Recommended	
Capital	2022/23 Routine Capital/Capital and Carbon Neutral Capital Program Accountability Reporting Submission: Facility Maintenance Grant (Formally - Minor Maintenance & Rehabilitation) Minor M&R <\$250,000 Major M&R >\$250,000	SYSTEM PLANNING - Used to monitor the appropriate use of Routine Capital and Carbon Neutral Capital Program funding.	All institutions	Doris Prive	778-698-9731	May 31, 2022	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	Joanne Walsh	250-387-1912	TBA: Typically in the month after the Quarter. The Q3 report is due earlier, in early Dec.	Quarterly		
Finance	2021/22 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 20, 2022 (Draft); May 18, 2022 (Final)	Quarterly	Yes - Signed FS due June 6, 2022	Government Reporting Entity Due Dates
Finance	2022/23 - 1st, 2nd, 3rd Quarter Financial Forecast	STATUTORY REQUIREMENT (Budget Transparency and Accountability Act)	All institutions	Wendy Grondzil	778-974-2362	July 8, 2022; October 4, 2022; December 9, 2022 (subject to confirmation by Treasury Board Staff)	Quarterly	Yes - (can be signed by Chair of Audit Committee)	Government Reporting Entity Due Dates
Finance	2022/23 - 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 21, 2022; October 14, 2022; January 11, 2023; subject to confirmation by Office of the Comptroller	Quarterly		Government Reporting Entity Due Dates
Finance	2021/22 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 22, 2022	Annually		Government Reporting Entity Due Dates
Finance	2021/22 Statement of Financial Information Submission (SOFI)	STATUTORY REQUIREMENT (Financial Information Act)	All institutions	Wendy Grondzil	778-974-2362	September 30, 2022	Annually	Yes	Financial Information Act
Governance	2021/22 Institutional Accountability Plans and Reports	ACCOUNTABILITY - Report on performance measures linked to goals and objectives.	All institutions	Leila Hazemi	778-698-9761	July 15, 2022	Annually	Yes	Accountability Framework
Human Resources	2021/22 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, 2022	Annually		Post Secondary Employers' Association
Program Information	2022/23 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 1, 2022	Annually		

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Program Information	2022/23 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 1, 2022	Annually		
Student Data	Central Data Warehouse (May 2021 Submission, 2002/03-2021/22)	SYSTEM PLANNING & ACCOUNTABILITY - Student level data on programs, courses, and credentials.	Colleges, institutes & teaching-intensive universities	Sandy McNeill	250-387-6275	May 31, 2022	Annually		Central Data Warehouse
Student Data	Central Data Warehouse (October 2021 Submission, 2002/03-2021/22)	SYSTEM PLANNING & ACCOUNTABILITY - Student level data on programs, courses, and credentials.	Colleges, institutes & teaching-intensive universities	Sandy McNeill	250-387-6275	October 31, 2022	Annually		Central Data Warehouse
Student Data	2021/22 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 2022	Annually		
Student Data	2022 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 29, 2022	Annually		BC Student Outcomes
Student Data	2023 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 6, 2023	Annually		BC Student Outcomes
Student Data	2023 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 6, 2023	Annually		BC Student Outcomes
Student Data	2021/22 Final - Student Full-time Equivalent (FTE) Report	BUDGET & ACCOUNTABILITY - Reporting of FTEs against targets.	All institutions	Orhan Atabay	778-405-2814	May 12, 2022	Annually		
Student Data	2022/23 Fall Interim - Student Full-time Equivalent (FTE) Report	BUDGET & ACCOUNTABILITY - Reporting of FTEs against targets.	All institutions	Orhan Atabay	778-405-2814	November 17, 2022	Annually		
Student Data	2022 Student Transitions Project Submission (2002/03 - fall 2022)	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	Mahi Boozarjomehri (Education) Christine Broda (Advanced Education)	250-208-5903 778-698-9779	November 15, 2022	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	Lauren DeGaine	236-478-3883	May 2, 2022	Annually		Student Aid BC - Grants
Student Finance	Disability Program Reports: Assistance Program for Students with Permanent Disabilities (APSD) and Learning Disability Assessment Bursary (LDAB)	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, 2022	Annually		StudentAid BC - Programs for Students with Permanent Disabilities
Student Finance	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, 2022	Annually		
Student Finance	Institution Appendix: Student Aid BC Eligible Programs and Educational Costs Submission (Program Year: Aug. 1/2022 to July 31/2023)	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, 2022	Annually		
Student Finance	2021/22 Mandatory Fee Report on New Mandatory Fees for New Services	SYSTEM PLANNING - Data used to confirm policy compliance and calculate averages.	All institutions	Verena Willenbockel	236-544-3139	June 30, 2022	Annually		
Student Finance	2021/22 Student Fees Submission (Tuition, Mandatory and Student Society Fees)	SYSTEM PLANNING - Data used to confirm policy compliance and calculate averages.	All institutions	Verena Willenbockel	236-544-3139	June 30, 2022	Annually		Tuition Fees

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Student Finance	2021/22 Tuition Waiver Program	ACCOUNTABILITY - Data used to monitor, forecast and audit expenditures.	All institutions	Rebecca Fontaine	778-698-9736	June 30, 2022	Annually		