

LOS ANGELES SOUTHWEST COLLEGE

REPORTING REQUIREMENTS FOR SFPs AND CATEGORICAL PROGRAMS

1. Annual Program Plan: Due July 1st of each fiscal year

The Annual Plan consisting of the
<ul style="list-style-type: none"> • Annual Plan filed with the funding source • Previous Annual Plan Assessment • Annual SLOs • 2008 / 2009 LASC Planning Document • Fiscal Year Budget • Funding Source Guidelines

2. Monthly Financial Report:

Report Due:	Due Date:
Programs will receive SDD (payroll detail) from Administrative Services / Payroll	Not later than the 11 th of each month
Financial Meeting and Report to Dean	13 th of each month
Deans to meet with Vice Presidents and forward reports	15 th of each month
Reports for all SFPs and Categorical Programs are due to VP of Administrative Services	17 th of each month

3. Quarterly Financial Report:

Quarterly financial reports are due from each of the programs for the periods ending:	
September 30 th	Due with September monthly financial report
December 31 st	Due with December monthly financial report
March 31 st	Due with March monthly financial report
June 30 th	Due with June monthly financial report

4. End of Year Report: Programmatic and financial reports are due

Report Due:	Due Date:
Preliminary year-end reports due to Dean	June 3 rd
Preliminary year end-reports due to Vice President	June 5 th
Preliminary Reports due to VP of Administrative Services	June 7 th
Final Year-End Reports due to Dean	June 24 th
Final Year-End Reports due to Vice President	June 26 th
Final Year-End Reports due to VP of Administrative Services	June 30 th

NOTE REGARDING DUE DATES: All report due dates occurring on a weekend or holiday will be due the following business day.