

ADMINISTRATIVE BULLETIN

Date: December 15, 2008

Subject: Report Dates Subject to Withholding of State or Federal Aids for FY 2009-10

Contact: Pete Petersen, Administrative Services Coordinator
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Effective: July 1, 2009

New Reporting Requirements:

The following reporting requirements have been added / modified / eliminated.

- The Programmatic contact for all certification items has been changed from S. Spangberg to B. Miller.
- All instances where V. Payne was listed as the contact have been changed to D. Olson.
- All instances where D. Sanford was listed as the contact have been changed to J. Wichern.
- The Programmatic contact has been eliminated for the GPR Financial (Final Expenditures) reports due July 15, 2009. These reports are required for Health Care Education, Minority Student, Transition Services and Faculty Development grants.
- The Economic Impact Survey due August 15 has been retitled WAT Grant Economic Impact Survey on Schedule C. The Programmatic contact has been changed to J. Chung.
- The AEFL Quarterly Report, due the 14th of July, October, January and April (each covering the previous three months of activity), has been added to Schedule C. NOTE: 2009-10 is the first reporting period. Therefore, the first required report will be on October 14. The July report covers the April – June period of the prior fiscal year so the first July report will be due in 2010.
- The Administrative contact for QRP Improvement Plans due December 15 has been changed to F. Johnson.
- The Employer Follow-Up Survey due May 15, 2010 has been added to Schedule C.

The purpose of this bulletin is to notify districts, in accordance with § TCS 7.09(1), Wis. Admin. Code, of reports to be filed with the System Office and the respective due dates for filing each report during the next fiscal year. The following schedules list only those reports that are

Daniel Clancy, President

continuing in nature. Ad hoc or additional reports may be required during the year, but are not subject to withholding of state or federal aids unless they are subject to s. 38.28(2)(d) and (e), Wis. Stats.

Schedule A1 – State Aids Reports details the reports subject to withholding of state aids.

Schedule A2 – State Aids Other identifies ongoing submission requirements regarding district board policies and budget modifications.

Schedule B – Federal Aids details the reports subject to withholding of federal aids.

Schedule C – Master Calendar is a calendar of reports to be submitted to the System Office, including those subject to withholding of state or federal aid (or both) and those which are not subject to withholding of aids. For each report the System Office administrative and programmatic contacts are listed. These individuals are available to provide clarification on the form and content of required reports.

Specific details on these reports can be found in the Information Systems Manual (ISM), Financial Accounting Manual (FAM), procedural updates, or user manuals issued by this office. The ISM contains resubmission dates for correction of errors on machine-readable records.

If any due date on the attached schedules falls on a weekend or holiday, the report is due on the first following work day.



Daniel Clancy
President
Wisconsin Technical College System

Schedule A1 – State Aids Reports

REPORTS SUBJECT TO WITHHOLDING, SUSPENSION OR REDUCTION OF STATE AIDS - FY 2009-10

Aid Advance Contingent on Receipt of the Report*	Report	Final District Submission Due Date
July Aid Advance 15%	Budget Document (FY 2009-10)	July 1
August Aid Advance 15%	Cost Allocation – Budget Mode (FY 2009-10)	July 15
September Aid Advance 15%	Client Reporting – Grant Activity and Courses (FY 2008-09)	August 15
	Alcohol and Other Drug Abuse Fee Report (FY 2008-09)	August 31
October Aid Advance 15%	None	
November Aid Advance 15%	Staff Accounting (FY 2008-09)	October 31
	Cost Allocation – Actual Mode (FY 2008-09)	November 6
	Cost Allocation – November Re-Estimate (FY 2009-10)	November 6
	Apprenticeship Completer	November 15
	Client Reporting Records (FY 2009-10, Summer & 1st Semester)	November 15
	Projected Cost Allocation – Forthcoming Budget Year (FY 2010-11)	November 15
January Aid Advance 5%	38.14 Contract Reporting Records (FY 2008-09)	November 30
	Staff and 38.14 Contract Reporting Mismatch Corrections (FY 2008-09)	November 30
	Applied Technology Center Report (FY 2008-09)	December 1
	Uniform Financial Accounting (FY 2008-09)	December 15
	Financial Audit Reporting Package (FY 2008-09)	December 31
February Aid Advance 5%	Course Approval / Program Curriculum (FY 2009-10, Summer & 1st Semester)	January 31
June Aid Advance 15%	Graduate Follow-up (FY 2008-09)	February 28
	Cost Allocation – April Re-Estimate (FY 2009-10)	April 1
	Projected Cost Allocation – Forthcoming Budget Year (FY 2010-11)	April 1
	Client Reporting Records (FY 2009-10, 2nd Semester)	April 15
	Course Approval / Program Curriculum (FY 2009-10) (Final Submission)	May 31

*The indicated aid advance and subsequent aid advances are subject to withholding until the required report(s) are received.

If a due date falls on a Saturday, Sunday, or statewide legal holiday, the report is due on the next regular work day. **DISTRICTS ARE ENCOURAGED TO SUBMIT REPORTS EARLIER THAN THE FINAL DUE DATE TO ALLOW TIME IF CORRECTIONS ARE NEEDED.**

Schedule A2 – State Aids Other

REPORTS SUBJECT TO WITHHOLDING, SUSPENSION OR REDUCTION OF STATE AIDS - FY 2009-10

Statutes or Administrative Rules specify that the following information is to be submitted to the System Office; accordingly, aids may be withheld, suspended or reduced for failure to comply.

Aid Report	Reports	District Submission Date
Any aid payment	District board policies adopted relating to s. 38.14(3); district board member, district president, and employee travel expenses; procurement; and personnel.	Within 30 days of adoption by the district board
Any aid payment	Budget modifications to legal appropriations of the district.	Within 30 days of approval by the district board

All aid advances subsequent to the due date are subject to withholding until the required report(s) are received.

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Schedule B – Federal Aids

REPORTS SUBJECT TO WITHHOLDING, SUSPENSION OR REDUCTION OF FEDERAL AIDS - FY 2009-10

Report	Due Date	For
AEFL – Financial	August 15, 2009	- Final Expenditure Reports or Encumbrance Reports (FY 2008-09)
Perkins – Financial	August 15, 2009	- Final Expenditure Reports or Encumbrance Reports (FY 2008-09)
AEFL – Final Financial	October 31, 2009	- Liquidation of previous year non-equipment encumbrances (FY 2008-09)
Perkins – Final Financial	October 31, 2009	- Liquidation of previous year non-equipment encumbrances (FY 2008-09)
Student Financial Aid	November 7, 2009	- Student Headcount and Financial Aid Data (FY 2008-09)
EO / AA Compliance Report	February 25, 2010	- Staffing, student enrollments and programmatic compliance w / federal regulations (FY 2008-09)
WTCS – Graduate Follow-up	February 28, 2010	- Prior year students (FY 2008-09)
AEFL – Final Financial (Equipment)	March 31, 2010	- Liquidation of previous year equipment encumbrances (FY 2008-09)
Perkins – Final Financial (Equipment)	March 31, 2010	- Liquidation of previous year equipment encumbrances (FY 2008-09)

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Schedule C – Master Calendar

SCHEDULE FOR FINAL DUE DATES OF DISTRICT REPORTS TO BE SUBMITTED TO THE SYSTEM OFFICE DURING 2009-10

Programmatic and Administrative contacts are listed for each report. Contact the person in the programmatic column for questions regarding the content and purpose of the reporting requirement. Contact the person in the administrative column for technical questions regarding submission of the report.

<u>Report Description</u>	<u>Time Period Covered</u>	<u>Due Date</u>	<u>WTCS Contact</u>	
			<u>Programmatic</u>	<u>Administrative</u>
Budget Document	2009-10	July 1, 2009	P. Petersen	M. Lynch / M. Carney
Personnel Certification Records	N/A	July 1, 2009	B. Miller	K. C. Lin
AEFL Quarterly Report	Waived 1 st year	July 14, 2009	A. Nunez	J. Wichern
Chauffeur Training Course Records	2008-09	July 15, 2009	none	M. Lynch / J. Wichern
Cost Allocation – Budget Mode	2009-10	July 15, 2009	P. Petersen	P. Petersen
Farm Business & Prod. Mngt. Course Records	2008-09	July 15, 2009	None	M. Lynch / J. Wichern
GPR Financial (Final Expenditures) for Health Care Education, Minority Student, Transition Services and Faculty Development Grants	2008-09	July 15, 2009	None	S. Switzky
Facility Three-Year Plan Update	2009-12	August 1, 2009	R. Dimperio	R. Dimperio
Personnel Certification Records	N/A	August 1, 2009	B. Miller	K. C. Lin
AEFL Financial (Final or Encumbered Expenditures)	2008-09	August 15, 2009	None	S. Switzky
Client Reporting	2008-09	August 15, 2009	M. Lynch	M. Lynch / J. Wichern
WAT Grant Economic Impact Survey	2008-09	August 15, 2009	J. Chung	M. Carney
Evaluation Monitoring and Screening Report	2008-09	August 15, 2009	D. Olson	D. Olson
GPR Financial (Final or Encumbered Expenditures) for Incentive, Displaced Homemaker, Advanced Chauffeur Training, Occupational Competency, and Workforce Advancement Training Grants	2008-09	August 15, 2009	None	S. Switzky
Perkins Financial (Final or Encumbered Expenditures)	2008-09	August 15, 2009	None	S. Switzky
WAT Grant Final Report	2008-09	August 15, 2009	None	D. Olson
Personnel Certification Records	N/A	September 1, 2009	B. Miller	K. C. Lin
Cost Allocation – September Re-Estimates	2008-09 & 2009-10	September 15, 2009	P. Petersen	P. Petersen

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<u>Report Description</u>	<u>Time Period Covered</u>	<u>Due Date</u>	<u>WTCS Contact</u>	
			<u>Programmatic</u>	<u>Administrative</u>
Personnel Certification Records	N/A	October 1, 2009	B. Miller	K. C. Lin
AEFL Quarterly Report	July 2009 – Sept 2009	October 14, 2009	A. Nunez	J. Wichern
AEFL Final Financial (Non-Equipment)	2008-09	October 31, 2009	None	S. Switzky
Certified Mill Rate & Property Valuations	2009-10	October 31, 2009	M. Carney	M. Carney
GPR Final Financial (Non-Equipment) for Incentive, Displaced Homemaker, Advanced Chauffeur Training, Occupational Competency, and Workforce Advancement Training Grants	2008-09	October 31, 2009	None	S. Switzky
Perkins Final Financial (Non-Equipment)	2008-09	October 31, 2009	None	S. Switzky
Staff Accounting Records	2008-09	October 31, 2009	M. Lynch	M. Lynch / J. Wichern
Personnel Certification Records	N/A	November 1, 2009	B. Miller	K. C. Lin
Actual Mode Cost Allocation	2008-09	November 6, 2009	P. Petersen	P. Petersen
Cost Allocation – November Re-Estimate	2009-10	November 6, 2009	P. Petersen	P. Petersen
Apprenticeship Completer	2008-09	November 15, 2009	none	K. C. Lin
Client Reporting Records	Summer & 1st Semester 2009-10	November 15, 2009	M. Lynch	M. Lynch / J. Wichern
Projected Cost Allocation – Forthcoming Budget Year	2010-11	November 15, 2009	P. Petersen	P. Petersen
38.14 Contract Report Records	2008-09	November 30, 2009	M. Carney	M. Carney / K. C. Lin
Staff and 38.14 Contract Reporting Mismatch	2008-09	November 30, 2009	M. Carney	M. Carney / M. Lynch / K. C. Lin
Applied Technology Center Report	2008-09	December 1, 2009	K. Shisler	K. Shisler
Personnel Certification Records	N/A	December 1, 2009	B. Miller	K. C. Lin
QRP Improvement Plans for Plan year (AB 03 - 04)	2008-09 & 2009-10	December 15, 2009	None	F. Johnson
Uniform Financial Accounting	2008-09	December 15, 2009	P. Petersen	P. Petersen / J. Wichern
Cost Allocation / Financial Audit Reconciliation	2008-09	December 31, 2009	P. Petersen	P. Petersen
Financial Audit Reporting Package	2008-09	December 31, 2009	P. Petersen	P. Petersen

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<u>Report Description</u>	<u>Time Period Covered</u>	<u>Due Date</u>	<u>WTCS Contact</u>	
			<u>Programmatic</u>	<u>Administrative</u>
Personnel Certification Records	N/A	January 1, 2010	B. Miller	K. C. Lin
Perkins District Applications	2010-11	January 13, 2010	D. Olson	D. Olson
AEFL Quarterly Report	Oct 2009 – Dec 2009	January 14, 2010	A. Nunez	J. Wichern
Mid-Year Evaluation Monitoring and Screening Report	2009-10	January 15, 2010	D. Olson	D. Olson
GPR District Applications	2010-11	January 27, 2010	D. Olson	D. Olson
Course Approval / Program Curriculum Records	Summer & 1st Semester 2009-10	January 31, 2010	None	J. Wichern
Personnel Certification Records	N/A	February 1, 2010	B. Miller	K. C. Lin
Program Fee Survey	2009-10 & 2010-11	February 1, 2010	M. Carney	M. Carney
AEFL District Applications	2010-11	February 10, 2010	D. Olson	D. Olson
EO / AA Compliance Report	2008-09	February 25, 2010	L. Fahey	L. Fahey
Graduate Follow-Up	2008-09	February 28, 2010	none	K. C. Lin
Personnel Certification Records	N/A	March 1, 2010	B. Miller	K. C. Lin
AEFL Final Financial (Equipment)	2008-09	March 31, 2010	None	S. Switzky
GPR Final Financial (Equipment) for Incentive, Displaced Homemaker, Adv, Chauffeur Training, and Workforce Advancement Training Grants	2008-09	March 31, 2010	None	S. Switzky
Perkins Final Financial (Equipment)	2008-09	March 31, 2010	None	S. Switzky
Cost Allocation – April Re-Estimate	2009-10	April 1, 2010	P. Petersen	P. Petersen
Personnel Certification Records	N/A	April 1, 2010	B. Miller	K. C. Lin
Projected Cost Allocation – Forthcoming Budget Year	2010-11	April 1, 2010	P. Petersen	P. Petersen
AEFL Quarterly Report	Jan 2010 – March 2010	April 14, 2010	A. Nunez	J. Wichern
Client Reporting Records	2nd Semester 2009-10	April 15, 2010	M. Lynch	M. Lynch / J. Wichern
Personnel Certification Records	N/A	May 1, 2010	B. Miller	K. C. Lin
Employer Follow-Up Survey	2008-09	May 15, 2010	J. Tyznik	None
Program Curriculum / Course Approval Records	2nd Semester 2009-10	May 31, 2010	none	J. Wichern
Personnel Certification Records	N/A	June 1, 2010	B. Miller	K. C. Lin
Course Approval Year End Deletions	2009-10	June 15, 2010	none	J. Wichern

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