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AB 19-03
Supersedes AB 18-03
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ADMINISTRATIVE BULLETIN

Date: December 20, 2019

Subject: Report Dates Subject to Withholding of State or Federal Aids for FY 2020-21

Contact: Michelle Rudman, Administrative Services Coordinator
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Effective: July 1, 2020

New/Modified Reporting Requirements:

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

- On Schedule C:
 - The programmatic and administrative contact for State Emergency Assistance Grant Final Report has changed:
 - K. Showers has been replaced by J. Tyznik.

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 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 user manuals issued by this office. These manuals are available at <http://mywtcs.wtcsystem.edu>.

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



Morna K. Foy
President
Wisconsin Technical College System

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Schedule A1 – State Aids Reports**REPORTS SUBJECT TO WITHHOLDING, SUSPENSION OR REDUCTION OF STATE AIDS - FY 2020-21**

Aid Advance Contingent on Receipt of the Report*	Report	Final District Submission Due Date
July Aid Advance 15%	Budget Document (FY 2020-21)	July 1
August Aid Advance 15%	Cost Allocation – Budget Mode (FY 2020-21)	July 15
September Aid Advance 15%	Client Reporting – Grant Activity and Courses (FY 2019-20)	August 15
October Aid Advance 15%	None	
November Aid Advance 15%	Cost Allocation – Actual Mode (FY 2019-20) Cost Allocation – November Re-Estimate (FY 2020-21) Apprenticeship Completer (FY 2019-20) Client Reporting Records (FY 2020-21, Summer & 1st Semester) Projected Cost Allocation – Forthcoming Budget Year (FY 2021-22)	November 6 November 6 November 15 November 15 November 15
January Aid Advance 5%	38.14 Contract Reporting Records (FY 2019-20) Applied Technology Center Report (FY 2019-20) Uniform Financial Fund Accounting (FY 2019-20) Financial Audit Reporting Package (FY 2019-20)	November 30 December 1 December 15 December 31
February Aid Advance 5%	Course Approval / Program Curriculum (FY 2020-21, Summer & 1st Semester)	January 31
June Aid Advance 15%	Graduate Outcomes (FY 2019-20) Cost Allocation – April Re-Estimate (FY 2020-21) Projected Cost Allocation – Forthcoming Budget Year (FY 2021-22) Client Reporting Records (FY 2020-21, 2nd Semester) Course Approval / Program Curriculum (FY 2020-21) (Final Submission)	February 28 April 1 April 1 April 15 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 2020-21**

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.

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 B – Federal Aids**REPORTS SUBJECT TO WITHHOLDING, SUSPENSION OR REDUCTION OF FEDERAL AIDS - FY 2020-21**

Report	Due Date	For
AEFLA – Final Financial (SFR-1)	August 15, 2020	- Final Expenditure Reports (FY 2019-20)
Perkins – Final Financial (SFR-1)	August 15, 2020	- Final Expenditure Reports (FY 2019-20)
Student Financial Aid	November 7, 2020	- Student Headcount and Financial Aid Data (FY 2019-20)
WTCS – Graduate Outcomes	February 28, 2021	- Prior year students (FY 2019-20)

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 C – Master Calendar**SCHEDULE FOR FINAL DUE DATES OF DISTRICT REPORTS TO BE SUBMITTED TO THE SYSTEM OFFICE DURING 2020-21**

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	2020-21	July 1, 2020	M. Rudman	M. Rudman
AEFLA Quarterly Reports	April 2020 - June 2020	July 15, 2020	M. Johnson	J. Ring
Cost Allocation – Budget Mode	2020-21	July 15, 2020	M. Rudman	M. Rudman
Faculty Headcount & Professional Development Workload Hours Survey	2019-20	July 30, 2020	M. Rudman	M. Rudman
Facility Three-Year Plan Update	2020-23	August 1, 2020	D. Scanlon	D. Scanlon
Affirmative Action Compliance Report	2019-20	August 1, 2020	B. Powles	M. Rudman
State – Final Financial (SFR-1) – Apprentice- Related Instruction, Career Pathways, Core Industry, Developing Markets, Professional Growth, Completion, and Work-Based Learning for Tribal Colleges Grants	2019-20	August 15, 2020	None	T. Brown
State – Final Financial (SFR-1) – Workforce Advancement Training (grant end date of 6/30/20)	2019-20	August 15, 2020	None	T. Brown
AEFLA – Final Financial (SFR-1)	2019-20	August 15, 2020	None	T. Brown
Perkins – Final Financial (SFR-1)	2019-20	August 15, 2020	None	T. Brown
Client Reporting	2019-20	August 15, 2020	A. Richter	A. Richter / J. Ring

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			<u>Programmatic</u>	<u>Administrative</u>
Affirmative Action Annual Update Plan	2019-20	October 1, 2020	B. Powles	B. Powles
WAT Grant Final Report (grant end date of 6/30/20)	2019-20	October 1, 2020	S. DuBenske	T. Khang
AEFLA Quarterly Reports	July 2020 – Sept 2020	October 15, 2020	M. Johnson	J. Ring
Veterans Summer / Fall Credit Data	Summer & 1 st Semester 2020-21	October 15, 2020	A. Richter	J. Ring
State – Final Financial (SFR-1) – Workforce Advancement Training (grant end date of 8/31/20)	2019-20	October 15, 2020	None	T. Brown
WAT Grant Economic Impact Survey (grant end date of 6/30/20)	2019-20	October 30, 2020	S. DuBenske	A. Richter
Certified Mill Rate & Property Valuations	2020-21	October 31, 2020	A. Richter	A. Richter
Third Term Triannual Report and Final Grant Evaluation	March 2020 – June 2020	November 1, 2020	T. Khang	T. Khang
Cost Allocation – Actual Mode	2019-20	November 6, 2020	M. Rudman	M. Rudman
Cost Allocation – November Re-Estimate	2020-21	November 6, 2020	M. Rudman	M. Rudman
Apprenticeship Completer	2019-20	November 15, 2020	J. Tyznik	J. Ring
Client Reporting Records	Summer & 1 st Semester 2020-21	November 15, 2020	A. Richter	A. Richter / J. Ring
First Term Triannual Report	July 2020 – October 2020	November 15, 2020	T. Khang	T. Khang
Cost Allocation – Projected for Forthcoming Budget Year	2021-22	November 15, 2020	M. Rudman	M. Rudman
WAT Grant Final Report (grant end date of 8/31/20)	2019-20	November 30, 2020	S. DuBenske	T. Khang
38.14 Contract Report Records	2019-20	November 30, 2020	A. Richter	A. Richter / J. Ring
Applied Technology Center Report	2019-20	December 1, 2020	M. Rudman	M. Rudman
Uniform Financial Fund Accounting	2019-20	December 15, 2020	M. Rudman	M. Rudman / J. Ring
Cost Allocation / Financial Audit Reconciliation	2019-20	December 31, 2020	M. Rudman	M. Rudman
Financial Audit Reporting Package	2019-20	December 31, 2020	M. Rudman	M. Rudman
WAT Grant Economic Impact Survey (grant end date of 8/31/20)	2019-20	December 31, 2020	S. DuBenske	A. Richter

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			<u>Programmatic</u>	<u>Administrative</u>
Civil Rights Assurance of Compliance Certifications	2019-20	January 1, 2021	T. Brown	T. Brown
AEFLA District Applications	2021-22	January 10, 2021*	T. Khang	T. Khang
Information on Sexual Assault and Harassment	2019-20	January 15, 2021	B. Powles	B. Powles
Student Discrimination Complaints Report	2019-20	January 15, 2021	B. Powles	B. Powles
AEFLA Quarterly Reports	October 2020 – December 2020	January 15, 2021	M. Johnson	J. Ring
Perkins District Applications	2021-22	January 11, 2021*	T. Khang	T. Khang
State District Applications	2021-22	January 24, 2021*	T. Khang	T. Khang
Program Curriculum / Course Approval Records	Summer & 1 st Semester 2020-21	January 31, 2021	C. Seeley-Schreck	J. Ring
Program Fee Survey	2020-21 & 2021-22	February 1, 2021	M. Rudman	M. Rudman
Graduate Outcomes	2019-20	February 28, 2021	J. Tyznik	J. Ring
Second Term Triannual Report	November 2020 – February 2021	March 15, 2021	T. Khang	T. Khang
Veterans Year-to-Date Credit Data	2020-21	March 15, 2021	A. Richter	J. Ring
Cost Allocation – April Re-Estimate	2020-21	April 1, 2021	M. Rudman	M. Rudman
Cost Allocation – Projected Forthcoming Year	2021-22	April 1, 2021	M. Rudman	M. Rudman
AEFLA Quarterly Reports	January 2021 – March 2021	April 14, 2021	M. Johnson	J. Ring
Client Reporting Records	2 nd Semester 2020-21	April 15, 2021	A. Richter	A. Richter / J. Ring
AEFLA District Board Approved Revisions	2020-21	April 26, 2021*	T. Khang	T. Khang
Perkins District Board Approved Revisions	2020-21	April 26, 2021*	T. Khang	T. Khang
State District Board Approved Revisions	2020-21	April 26, 2021*	T. Khang	T. Khang
WAT Grant Applications (Initial)	2021-22	May 1, 2021*	S. DuBenske	T. Khang
Program Curriculum / Course Approval Records	2nd Semester 2020-21	May 31, 2021	C. Seeley-Schreck	J. Ring
Veterans Final Financial and Credit Data for HEAB	2020-21	June 10, 2021	A. Richter	J. Ring
Course Approval Year-End Deletions	2020-21	June 15, 2021	C. Seeley-Schreck	J. Ring
State Emergency Assistance Grant Final Report	2020-21	June 15, 2021	J. Tyznik	J. Tyznik

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			<u>Programmatic</u>	<u>Administrative</u>
2% Fire Service Courses	2020-21	June 30, 2021	A. White	A. Richter / J. Ring
HazMat Courses	2020-21	June 30, 2021	A. White	A. Richter / J. Ring
FQAS Annual Report	2020-21	June 30, 2021	M.J. Johnson	M.J. Johnson

***Subject to change by System Office.**

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