



LARC

LOS ANGELES
REGIONAL
CONSORTIUM

SWP REGIONAL FUNDS – LA REGION

Fiscal Year 2023-24 Fiscal Deadlines *REVISED 01/15/2024*

Funding Year	Reporting Period	Invoice Due	NOVA Fiscal Reports Due	Budget Modifications Due
21/22 (Round 6)	Fiscal Year 2023-24, Quarter 1 07/01/2023 – 09/30/2023	10/31/2023	N/A	09/30/2023
22/23 (Round 7)	Fiscal Year 2023-24, Quarter 1 07/01/2023 – 09/30/2023	10/31/2023	N/A	09/30/2023
23/24 Reallocated Funds (R2-R5)	Fiscal Year 2023-24, Quarter 1 07/01/2023 – 09/30/2023	10/31/2023	N/A	09/30/2023
21/22 (Round 6)	Fiscal Year 2023-24, Quarter 2 FINAL INVOICE 10/01/2023 – 12/31/2023	01/31/2024	2/15/2024 Submit Final PTD expenditures in Q2 & Q4	12/31/2023
22/23 (Round 7)	Fiscal Year 2023-24, Quarter 2 10/01/2023 – 12/31/2023	01/31/2024	2/15/2024	12/31/2023
23/24 Reallocated Funds (R2-R5)	Fiscal Year 2023-24, Quarter 2 10/01/2023 – 12/31/2023	01/31/2024	N/A* *Will be reported by LARC FA	12/31/2023
22/23 (Round 7)	Fiscal Year 2023-24, Quarter 3 01/01/2024 – 03/31/2024	04/30/2024	N/A	03/29/2024
23/24 (Round 8)	Fiscal Year 2023-24, Quarter 1-3 07/01/2023 – 03/31/2024	04/30/2024	N/A	03/29/2024
23/24 Reallocated Funds (R2-R5)	Fiscal Year 2023-24, Quarter 3 FINAL INVOICE 01/01/2024 – 03/31/2024	04/30/2024	5/15/2024 Submit Final PTD expenditures in Q4	03/31/2024
22/23 (Round 7)	Fiscal Year 2023-24, Quarter 4 <i>Provisional expenditures only</i> 04/01/2024 -06/30/2024	06/30/2024	N/A	N/A
23/24 (Round 8)	Fiscal Year 2023-24, Quarter 4 <i>Provisional expenditures only</i> 04/01/2024 -06/30/2024	06/30/2024	N/A	N/A
22/23 (Round 7)	Fiscal Year 2023-24, Quarter 4 FINAL INVOICE 04/01/2024 – 06/30/2024	07/31/2024	8/15/2024	06/30/2024
23/24 (Round 8)	Fiscal Year 2023-24, Quarter 4 ACTUAL Expenditures 04/01/2024 – 06/30/2024	07/31/2024	8/15/2024	06/30/2024

Invoice Reminders:

- ☐ Invoices must be submitted on a quarterly basis even though the NOVA fiscal reporting is on a bi-annual schedule.
- ☐ Invoices should be uploaded to the college's MS Teams "Quarterly Invoice Submissions" folder under the designated funding year sub-folder and in the appropriate reporting fiscal year. For example SWP RF 22-23 (Round 7) Fiscal Year 2023-24, Quarter 2 invoices would be uploaded into the "SWP RF 23-24" MS Teams folder ,under the sub-folder "Invoices"→ "Invoice Submissions" → "FY 23-24" using the following naming convention:
SWPR_22-23_Invoice_**college name**_Q2_FY23-24
- ☐ Complete invoices consist of the signed invoice, the GL cover sheet, and the GL (backup documentation).
- ☐ If no expenditures occurred during the reporting period, colleges are still required to submit a signed invoice with \$0's.
- ☐ Backup-documentation must be submitted for all expenditures. Annotate the detailed general ledger reports to indicate which project the expenditures are for if it is not clear from the budget report itself.
- ☐ Project expenditures will only be reimbursed up to the approved project budget amount.
- ☐ Invoices will be compared against NOVA Fiscal reporting during the Quarter 2 and Quarter 4 reporting periods. Any inconsistencies will result in non-payment of invoices until all expenditures are reconciled.