

**SWP REGIONAL FUNDS – LA REGION**  
 Fiscal Year 2024-25 Fiscal Deadlines

Funding Year	Reporting Period	Invoice Due	NOVA Fiscal Reports Due	Budget Modifications Due
22/23 (Round 7)	Fiscal Year 2023-24, Quarter 4 <b>FINAL INVOICE</b> 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 <b>ACTUAL Expenditures</b> 04/01/2024 – 06/30/2024	07/31/2024	8/15/2024	06/30/2024
23/24 (Round 8)	Fiscal Year 2024-25, Quarter 1 07/01/2024 – 09/30/2024	10/31/2024	N/A	N/A
23/24 (Round 8)	Fiscal Year 2024-25, Quarter 2 10/01/2024 – 12/31/2024	01/31/2025	02/15/2025	02/15/2025
24/25 (Round 9)	Fiscal Year 2024-25, Quarter 1 & 2 07/01/2024 – 12/31/2024	01/31/2025	02/15/2025	02/15/2025
23/24 (Round 8)	Fiscal Year 2024-25, Quarter 3 01/01/2025 – 03/31/2025	04/30/2025	N/A	N/A
24/25 (Round 9)	Fiscal Year 2024-25, Quarter 3 01/01/2025 – 03/31/2025	04/30/2025	N/A	N/A
23/24 (Round 8)	Fiscal Year 2024-25, Quarter 3 01/01/2025 – 03/31/2025	04/30/2025	N/A	N/A
23/24 (Round 8)	Fiscal Year 2024-25, Quarter 4 <i>Provisional Expenditures only</i> 04/01/2025 – 06/30/2025	06/30/2025	N/A	N/A
24/25 (Round 9)	Fiscal Year 2024-25, Quarter 4 <i>Provisional Expenditures only</i> 04/01/2025 – 06/30/2025	06/30/2025	N/A	N/A
23/24 (Round 8)	Fiscal Year 2024-25, Quarter 4 <b>FINAL INVOICE</b> 04/01/2025 – 06/30/2025	07/31/2025	8/15/2025	8/15/2025
24/25 (Round 9)	Fiscal Year 2024-25, Quarter 4 <b>ACTUAL Expenditures</b> 04/01/2025 – 06/30/2025	07/31/2025	8/15/2025	8/15/2025



**Invoice Reminders:**

- Invoices must be submitted on a quarterly basis even though the NOVA fiscal reporting is on a bi-annual schedule.
- Starting in Fiscal Year 2024-25, colleges will be asked to include encumbrances in the quarterly invoice submissions to monitor spending progress. Encumbrances will be reported on the invoice but will not be paid.
- 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 detailed general ledger (backup documentation).
- If no expenditures occurred during the reporting period, colleges are still required to report encumbrances and 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.