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DATE: 9/20/18

TO: LA & OC Career Education Deans, SWP Directors, and District/College Fiscal Offices

FROM: Sarah Santoyo, SWP-Regional Share Fiscal Agent Representative

**RE: Guidance on SWP Reporting**

1. The SWP 2017-2018 annual report due on September 30, 2018 refers to all SWP expenditures made during the 2017-2018 year, and does not refer solely to projects created for the 2017-2018 fiscal year SWP allocation.
2. Since the reporting system is cumulative and an annual report is requested for 2017/2018, colleges will enter all SWP project expenditures made during the 2017/2018 year under the 4<sup>th</sup> quarter report, rather than attempt to allocate the expenditures across the 1<sup>st</sup> – 4<sup>th</sup> quarters.
3. The 1<sup>st</sup> quarterly report for 2018/2019 will be due in November 2018, and the same principle as described in #1 applies: all SWP expenditures that occur during the 2018/2019 1<sup>st</sup> quarter need to be reported.
4. In the transition to the new NOVA system many of the SWP project budgets were changed. The Fiscal Agent will correct the budgets in NOVA to correspond to the approved budgets in the Participation Agreements and to the modified budgets approved through the reallocation process.

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