

## 2024-25 Adult Learning and Literacy Branch Annual Accountability Timetable

The following schedule indicates the due dates for accountability and application documents for Certified Adult Learning and Literacy Centres. Please retain this schedule and use it as your guide. If you have any questions about the accountability process or timetable, please contact Adult Learning and Literacy at (204) 945-8247 or [all@gov.mb.ca](mailto:all@gov.mb.ca).

Available in alternate formats on request. This information is available on the Adult Learning and Literacy website at [Adult Learning and Literacy | Manitoba Advanced Education and Training \(gov.mb.ca\)](https://www.gov.mb.ca/adult-learning-and-literacy/).

Annual Accountability Timetable			
DOCUMENT	DUE DATE	DELIVERY MODE	Notes
2024-25 Revised Budget, Cash Flow and Projected Learner Numbers  Format: Excel spreadsheet package	June 24, 2024	Submit to <a href="mailto:all@gov.mb.ca">all@gov.mb.ca</a>	Excel spreadsheet package attached to funding announcement email
2024-25 Funding Agreements  Format: See Notes	Once Funding Agreements are signed by Authorized Representative, submit as soon as possible.	Mail to: 403-1181 Portage Ave. Wpg, MB R3G 0T3  ~ Two Original Agreements with <b>WET INK</b> signatures required	<ul style="list-style-type: none"> <li>Funding Agreements are emailed for signatures upon ALL's receipt/approval of Revised Budget, Cashflow and Projected Learner Numbers</li> <li>First funding payment released after ALL is in receipt of signed funding agreements</li> </ul>
2023-24 Accumulated Surplus Request, if applicable  Format: Excel spreadsheet	August 16, 2024	Submit to <a href="mailto:all@gov.mb.ca">all@gov.mb.ca</a>	ALL will email excel spreadsheet
2023-24 Year End Financial Report  Format: E-Form		Submit via E-Form <i>ALL will notify when link is live.</i>	<a href="#">Adult Learning Centre / Adult Literacy Program Year End Financial Report E-Form (Français)</a>
2024-25 Interim Financial Report (as of December 31 <sup>st</sup> )  Format: E-Form	January 10, 2025	Submit via E-Form <i>ALL will notify when link is live.</i>	<a href="#">ALP-ALC Interim Financial Report   Advanced Education, Skills and Immigration   Province of Manitoba (gov.mb.ca) (Francias)</a>
2024-25 Interim Statistical Return	February 14, 2025	Submit via E-Form	A separate statistical return is required for each site.

## 2024-25 Adult Learning and Literacy Branch Annual Accountability Timetable

Annual Accountability Timetable			
DOCUMENT	DUE DATE	DELIVERY MODE	Notes
(as of Feb 1 - 7) <b>Format:</b> E-Form		<i>ALL will notify when link is live.</i>	<ul style="list-style-type: none"> <li>• <a href="#">Adult Learning Centre Interim Statistical Return E-Form (Français)</a></li> <li>• <a href="#">Manitoba Adult Literacy Program Interim Statistical Return E-Form (Français)</a></li> </ul> <p><b>NEW:</b> Program may decide which cut off date from February 1 – 7 to use for statistical submission.</p>
Application Renewal <b>Format:</b> See Notes	February 14, 2025	Submit to <a href="mailto:all@gov.mb.ca">all@gov.mb.ca</a>	ALL will email application renewal package
2024-25 Year End Statistical Return (as of June 30 <sup>th</sup> )	July 11, 2025	Submit via E-Form <i>ALL will notify when link is live.</i>	<p>A separate statistical return is required for each site.</p> <ul style="list-style-type: none"> <li>• <a href="#">Adult Learning Centre Year End Statistical Return E-Form (Français)</a></li> <li>• <a href="#">Manitoba Adult Literacy Program Year End Statistical Return E-Form (Français)</a></li> </ul>
2023-24 Accumulated Surplus Report, if applicable and 2024-25 Accumulated Surplus Request, if applicable  <b>Format:</b> Excel spreadsheet	August 15, 2025	Submit to <a href="mailto:all@gov.mb.ca">all@gov.mb.ca</a>	ALL will email excel spreadsheet
2024-25 Year End Financial Report (as of June 30 <sup>th</sup> )		Submit via E-Form <i>ALL will notify when link is live.</i>	<a href="#">Adult Learning Centre / Adult Literacy Program Year End Financial Report E-Form (Français)</a>
Audited Financial Statements	Within six (6) months of your fiscal year end	Submit to <a href="mailto:all@gov.mb.ca">all@gov.mb.ca</a>	<b>For Not-for-Profit programs only</b>
Verification of Insurance	Submit annually upon renewal of your insurance	Submit to <a href="mailto:all@gov.mb.ca">all@gov.mb.ca</a>	<b>For Not-for-Profit programs only</b>