

## 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.

<b>Annual Accountability Timetable</b>		
<b>DOCUMENT</b>	<b>DUE DATE</b>	<b>DELIVERY MODE</b>
Interim Financial Report (as of December 31 <sup>st</sup> )	12 <sup>th</sup> of January	Submit via E-Form  Link to follow
Interim Statistical Return (as of February 1 <sup>st</sup> )	9 <sup>th</sup> of February	Submit via E-Form  <a href="#">Adult Learning Centre Interim Statistical Return E-Form (Français)</a>  <a href="#">Manitoba Adult Literacy Program Interim Statistical Return E-Form (Français)</a>
Application Renewal	9 <sup>th</sup> of February	No E-Form  Submit to <a href="mailto:all@gov.mb.ca">all@gov.mb.ca</a>
Revised Budget and Cash Flow	23 <sup>rd</sup> of June	No E-Form  Submit to <a href="mailto:all@gov.mb.ca">all@gov.mb.ca</a>
Directory of Certified Adult Learning and Literacy Centres Manitoba Profile Update	30 <sup>th</sup> of June	Submit via E-Form  <a href="#">AET Directory Application   Advanced Education and Training   Province of Manitoba (gov.mb.ca) (Français)</a>
Year End Statistical Return (as of June 30 <sup>th</sup> )	14 <sup>th</sup> of July	Submit via E-Form

		<p>A separate statistical return is required for each site.</p> <p><u>Adult Learning Centre Year End Statistical Return E-Form (Français)</u></p> <p><u>Manitoba Adult Literacy Program Year End Statistical Return E-Form (Français)</u></p>
Year End Financial Report (as of June 30 <sup>th</sup> )	18 <sup>th</sup> of August	<p>Submit via E-Form</p> <p><u>Adult Learning Centre / Adult Literacy Program Year End Financial Report E-Form (Français)</u></p>
Funding Agreements Two Original Agreements with <b>WET INK</b> signatures required	<p>Date TBD</p> <p>Upon ALL's approval of Revised Budget</p>	<p>Mail to: 403-1181 Portage Ave. Wpg, MB R3G 0T3</p>
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>
Verification of Insurance	Submit annually upon renewal of your insurance	Submit to <a href="mailto:all@gov.mb.ca">all@gov.mb.ca</a>

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**Adult Learning and Literacy**  
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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 \(gov.mb.ca\)](http://Adult Learning and Literacy | Manitoba Advanced Education and Training (gov.mb.ca)).