

**Annual Report**

2011-2012 Annual Report

Final Submission

03/29/2012

Coastline Community College
 11460 Warner Avenue
 Fountain Valley, CA 92708

General Information

#	Question	Answer
1.	Confirm logged into the correct institution's report	Confirmed
2.	Name of individual preparing report:	Dr. Jorge R. Sanchez
3.	Phone number of person preparing report:	(714) 241-6338
4.	E-mail of person preparing report:	jsanchez@coastline.edu

Student Achievement Data

#	Question	Answer
5.	Total unduplicated headcount enrollment in degree applicable credit courses for fall 2011:	10159
6.	Total unduplicated headcount enrollment in pre-collegiate credit courses (which do not count toward degree requirements) for fall 2011:	1239
7.	Total unduplicated headcount enrollment for fall 2011 in all types of Distance Education:	6133
8.	Total unduplicated headcount enrollment for fall 2011 in all types of Correspondence Education:	0
9.	Successful student course completion rate for the fall 2011 semester:	65.1%
10.	Percent of students retained from fall 2010 to fall 2011 semesters:	51.2%
11.	Number of students who completed degree requirements and received a degree in the 2010-11 academic year:	1716
12.	Number of students who completed certificate requirements and received a certificate in the 2010-11 academic year:	239
13.	Number of students who transferred to 4-year colleges/universities in 2010-2011:	97
14.	Licensure exam pass rate (PR) for each career/tech program in the 2010-11 academic year. Identify by program and type of exam (state/national) for each:	n/a

15.	Job placement rate for each career/tech program for the 2010-11 academic year. List the rate for each program:	n/a
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Student Learning Outcomes and Assessment

#	Question	Answer
16.	Percent of all college courses with defined Student Learning Outcomes:	99%
17.	Percent of all college courses with on-going assessment of learning outcomes:	64%
18.	Percent of all college programs with defined Student Learning Outcomes:	100%
19.	Percent of college programs with on-going assessment of learning outcomes:	86%
20.	Percent of student and learning support activities with defined Student Learning Outcomes:	100%
21.	Percent of student learning and support activities with on-going assessment of learning outcomes:	75%
22.	Has the institution defined institutional Student Learning Outcomes:	Yes
23.	Percent of institutional outcomes with on-going assessment of learning outcomes:	50%

Substantive Change Items

#	Question	Answer
24a.	Is the institution anticipating a proposal for a substantive change in any of the following change categories? Check all that apply:	No changes planned
24b.	Explain the change(s) for which you will be submitting a substantive change proposal:	n/a

Other Information

#	Question	Answer
25a.	List all instructional sites other than the home campus where 50% or more of a program, certificate, or degree is offered:	n/a
25b.	Identify site changes since the submission of the 2010-2011 Annual Report:	n/a
26.	List all of the institution's instructional sites out of state and outside the United States:	Guangdong, China (EBUS Program)

The data included in this report are certified as a complete and accurate representation of the reporting institution.

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**Annual Report**

2011-2012 Annual Report

REVIEW

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2.	Name of individual preparing report:	Dr. Jorge R. Sanchez
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4.	E-mail of person preparing report:	jsanchez@coastline.edu

Student Achievement Data

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15.	Job placement rate for each career/tech program for the 2010-11 academic year. List the rate for each program:	n/a
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Student Learning Outcomes and Assessment

#	Question	Answer
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Substantive Change Items

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Other Information

#	Question	Answer
25a.	List all instructional sites other than the home campus where 50% or more of a program, certificate, or degree is offered:	n/a
25b.	Identify site changes since the submission of the 2010-2011 Annual Report:	n/a
26.	List all of the institution's instructional sites out of state and outside the United States:	Guangdong, China (EBUS Program)

Go To Question #:

REVIEW/EDIT

The data included in this report are certified as a complete and accurate representation of the reporting institution.

SUBMIT FINAL

NOTE: Upon final submission, e-mail notifications and copies of the report will be sent to the CEO (Dr. Loretta Adrian [ladrian@coastline.edu]) and ALO (Dan Jones [djones@coastline.edu]) of Coastline Community College.

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Getting Started – 2011-2012 Annual Report

This document is provided to assist you in completing the ACCJC 2011-2012 Annual Report, which will be submitted electronically. You will be using Fall 2011 data to complete this report except where specified otherwise. Attached is a copy of the questions so that answers may be prepared before attempting to complete the report online.

1. The Chief Executive Officer (CEO) and the Accreditation Liaison Officer (ALO) will each receive e-mail instructions with an individually assigned username and password. The Commission requires the CEO to certify that the information provided in the form is accurate and to submit the form.
2. The password may be changed using the “[Update Profile](#)” link once the ALO has logged into the report.
3. Please do not share your login information. The ALO may create two additional accounts in the “[Update Profile](#)” to assist in completing the Annual Report.
4. Only the CEO can submit the final version of the Annual Report. The CEO will use the separate username and password sent by e-mail to submit the report.
5. You may download copies of this document from the Annual Report login screen by clicking the “[Getting Started](#)” link near the bottom of the login screen.
6. Some questions have “[[Read Additional Instructions](#)]” pop-up windows that contain important details that will assist in accurately providing the requested information.
7. If you need to “skip” a question because you do not have all the information or need to validate data, a “skip” button is provided. It will retain any information that is entered and mark the question as “skipped” so that you will be able to more easily return at a later time to complete and “Submit” the answer. If you need to go back to a previous question, use the “Review Prior Question” button.
8. You may edit your answers as many times as you wish until the CEO has certified the accuracy of the information submitted and performs the “Final Submission” of the Annual Report. Upon the final submission, e-mail notifications will be sent to the ALO and the institution’s CEO with a copy of the final report.
9. If a question is not applicable, please enter **n/a** in that box.
10. The report must be submitted by March 31, 2012; however, if additional time is required to obtain specific data, please e-mail Krista Johns at kjohns@accjc.org. If any changes are required after you have submitted the report, please call Krista Johns, 415-506-0234, at the Commission office.
11. If you have any questions about the form, please call or e-mail Krista Johns.



2011-2012 Annual Report Questions

Report Information

1. Confirm Institution's Name:
2. Name of individual preparing report:
3. Phone number of person preparing report:
4. E-mail of person preparing report:

Student Achievement Data

5. Total unduplicated headcount enrollment in degree applicable credit courses for fall 2011:
6. Total unduplicated headcount enrollment in pre-collegiate credit courses (which do not count toward degree requirements) for fall 2011:
7. Total unduplicated headcount enrollment for fall 2011 in all types of Distance Education:

[Additional Instructions: Distance Education is defined as education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. Hybrid courses, in which some portion of instruction is delivered on-site, are not considered distance education courses for U.S. Department of Education purposes. The technologies may include: The internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio-conferencing; or video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the other technologies.]

8. Total unduplicated headcount enrollment for fall 2011 in all types of Correspondence Education:

[Additional Instructions: Correspondence education means education provided through one or more courses under which the institution provides instructional materials (print or other media), by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced. Correspondence education is not distance education. See definition of distance education in question 7 above.]

9. Successful student course completion for the fall 2011 semester:

[Additional Instructions: Rate equals the number of students who receive a successful grade over the number of official students who enrolled in the course.]

10. Percent of students retained from fall 2010 to fall 2011 semesters:

[Additional Instructions: This is the percent of students who were enrolled in fall 2010 and who were also enrolled in fall 2011.]

Student Achievement Data (continued)

11. Number of students who completed degree requirements and received a degree in the 2010-11 academic year:
12. Number of students who completed certificate requirements and received a certificate in the 2010-11 academic year:
[Additional Instructions: The college defines the requirements of each of their certificate programs.]
13. Number of students who transferred to 4-year colleges/universities in 2010-2011:
14. Licensure exam pass rate (PR) for each career/tech program in the 2010-11 academic year. Identify by program and type of exam (state/national) for each:
[Additional Instructions: Please list each program for which a license is required and the percentage of students passing, of those who took the exam.]
15. Job placement rate for each career/tech program for the 2010-11 academic year.
List the rate for each program:

Student Learning Outcomes and Assessment

Note: Beginning Fall 2012, colleges are expected to be at the proficiency level of Student Learning Outcomes assessment (see the ACCJC Rubric for Evaluating Institutional Effectiveness, Part III, Student Learning Outcomes). The 2012-2013 Annual Report will contain additional questions related to Student Learning Outcomes and assessment.

16. Percent of all college courses with defined Student Learning Outcomes:
17. Percent of all college courses with on-going assessment of learning outcomes:
18. Percent of all college programs with defined Student Learning Outcomes:
19. Percent of college programs with on-going assessment of learning outcomes:
20. Percent of student and learning support activities with defined Student Learning Outcomes:
21. Percent of student learning and support activities with on-going assessment of learning outcomes:
22. Has the institution defined institutional Student Learning Outcomes:
23. Percent of institutional outcomes with on-going assessment of learning outcomes:

Substantive Change items

24. a) Is the institution anticipating submitting a proposal for a substantive change in any of the following change categories? Check all that apply:

- Mission/Objectives
- Scope and/or Name
- Nature of constituents served
- Location and/or Geographic Area
- Control and/or Legal Status
- Courses and/or Programs and/or their Delivery Mode
- Credit awarded
- Contractual relationships with a non-regionally accredited institution
- Change in sites offering 50% or more of a program, certificate, or degree
- No changes planned

[Please refer to the Substantive Change Manual regarding communication with the Commission.]

b) Explain the change(s) for which you will be submitting a substantive change proposal:

[Insert n/a if no substantive change proposals are planned.]

25. a) List all instructional sites other than the home campus where 50% or more of a program, certificate, or degree is offered:

[Insert n/a if none.]

b) Identify site changes since the submission of the 2010-2011 Annual Report:

[Insert n/a if no changes.]

26. List all of the institution's instructional sites out of state and outside the United States:

[Insert n/a if none.]

NOTE: The Annual Report must be certified as complete and accurate by the CEO. Once all the questions have been answered, there will be an option to send an email notification to the CEO that the report is ready for certification. The CEO will be able to login and certify the answers.

Only the CEO may submit the final Annual Report.

End of Annual Report



The ACCJC Annual Report and Fiscal Report must be submitted electronically. Approximately one month before the report due date, the CEO and ALO of each member college will receive e-mail instructions with their individual login username and password.

The following will assist you in completing and submitting the reports:

- You can change the password if desired.
- Please do not share your user name and password.
- You are encouraged to print the questions and prepare your answers before attempting to complete the online report. Report questions and instructions can be accessed from the log-in page, by clicking on ([Getting Started Instructions](#)).
- You are asked to verify information in the first, including the CEO's e-mail address. To input any needed changes, click on "Update Profile" in blue font. You can also use "Update Profile" to add individuals who will assist you in completing the Annual Report and Fiscal Report.
- There are "[Read Additional Instructions]" pop-up windows to assist in what information is requested.
- Data which you enter in the appropriate boxes will be saved until you complete the reports and "submit" them to the Commission providing you the option of entering the data as you obtain it.
- If a question is not applicable, please enter N/A in that box.
- If any changes are required after submitting each report, please call the ACCJC office at 415-506-0234 or e-mail support@accjc.org.
- The Fiscal Report should be completed with the assistance of the college Chief Business Officer (CBO). If you are a public institution that is part of a District or System, please work with the appropriate individual to obtain District or System information.
- The external audit is to be submitted electronically to support@accjc.org. PDF format is preferred, though any electronic format is acceptable.
- The CEO must verify and perform the final online submission of both reports.
- Both reports must be submitted by March 31, 2012; however, if additional time is required to obtain specific data, please e-mail support@accjc.org and request an extension of time to submit either.

Please feel free to call the ACCJC office at 415-506-0234 or e-mail support@accjc.org if you have any questions.



Annual Fiscal Report
Reporting Year: 2010-2011
Final Submission
03/29/2012

Coastline Community College
11460 Warner Avenue
Fountain Valley, CA 92708

#	Question	Answer
1.	Confirm logged into the correct institution's report	Confirmed
2.	Confirm or enter the name of the District/System or Corporate/Parent Organization	COAST DISTRICT
3.	Name and Title of Chief Business Officer (CBO):	CHRISTINE NGUYEN
4.	Phone number of CBO:	(714) 241-6144
5.	E-mail of CBO:	cnguyen@coastline.edu
6a.	Total dollar amount of net unrestricted general funds surplus (or shortfall) for 2010-2011:	\$1439136
6b.	Indicate if reported amounts are district or system data:	College data
6c.	Net unrestricted surplus as a percentage of the annual operating budget.	6%
6d.	If there is a negative balance in net unrestricted surplus, please explain.	n/a
7a.	Institutional unrestricted reserve as a percentage of annual unrestricted expenditures:	6.3%
7b.	Explain if the institutional unrestricted reserve has declined as a percentage since the previous fiscal year.	n/a
8a.	Please provide your Full Time Equivalent Student (FTES) enrollment for Fall 2010:	2525
8b.	Please provide your Full Time Equivalent Student (FTES) enrollment for Fall 2011:	2590
8c.	Full Time Equivalent Student (FTES) enrollment change, fall 2010 to fall 2011, as a percent of total fall 2010 FTES enrollment:	2.5%
9.	Federal Financial Aid programs in which the College participates (check all that apply):	Pell (Federal Pell Grant) FSEOG (Federal Supplement Educational Opportunity) FWS (Federal Work Study) DIRECT (Federal Direct Student Loan Program) PLUS (Parent Loans for

		Undergraduate Students) Perkins Loans
10a.	Report the USDE official cohort student loan default rate for FY 2007:	5.5%
10b.	Report the USDE official cohort student loan default rate for FY 2008:	6.4%
10c.	Report the USDE official cohort student loan default rate for FY 2009:	12.8%
11.	Report the percentage of tuition/fees received from federal student financial aid programs (Title IV, HEA):	n/a
12a.	Enter the date your Annual Audit Report for Fiscal Year 2010-2011 was electronically submitted to accjc@accjc.org, along with the College's response to any audit exceptions:	March 9, 2012
12b.	Please provide any explanatory information about submitting the Annual Audit Report:	n/a

The data included in this report are certified as a complete and accurate representation of the reporting institution.

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Annual Fiscal Report
Reporting Year: 2010-2011
REVIEW

Coastline Community College
11460 Warner Avenue
Fountain Valley, CA 92708

2.	Confirm or enter the name of the District/System or Corporate/Parent Organization	COAST DISTRICT
3.	Name and Title of Chief Business Officer (CBO):	CHRISTINE NGUYEN
4.	Phone number of CBO:	(714) 241-6144
5.	E-mail of CBO:	cnguyen@coastline.edu
6a.	Total dollar amount of net unrestricted general funds surplus (or shortfall) for 2010-2011:	\$1439136
6b.	Indicate if reported amounts are district or system data:	College data
6c.	Net unrestricted surplus as a percentage of the annual operating budget.	6%
6d.	If there is a negative balance in net unrestricted surplus, please explain.	n/a
7a.	Institutional unrestricted reserve as a percentage of annual unrestricted expenditures:	6.3%
7b.	Explain if the institutional unrestricted reserve has declined as a percentage since the previous fiscal year.	n/a
8a.	Please provide your Full Time Equivalent Student (FTES) enrollment for Fall 2010:	2525
8b.	Please provide your Full Time Equivalent Student (FTES) enrollment for Fall 2011:	2590
8c.	Full Time Equivalent Student (FTES) enrollment change, fall 2010 to fall 2011, as a percent of total fall 2010 FTES enrollment:	2.5%
9.	Federal Financial Aid programs in which the College participates (check all that apply):	Pell (Federal Pell Grant) FSEOG (Federal Supplement Educational Opportunity) FWS (Federal Work Study) DIRECT (Federal Direct Student Loan Program) PLUS (Parent Loans for Undergraduate Students) Perkins Loans

10a.	Report the USDE official cohort student loan default rate for FY 2007:	5.5%
10b.	Report the USDE official cohort student loan default rate for FY 2008:	6.4%
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12b.	Please provide any explanatory information about submitting the Annual Audit Report:	n/a

Go To Question #: **REVIEW/EDIT**

- The data included in this report are certified as a complete and accurate representation of the reporting institution.**

SUBMIT FINAL

NOTE: Upon final submission, e-mail notifications and copies of the report will sent to:
 CEO: Dr. Loretta Adrian [ladrian@coastline.edu]
 CBO: Dan Jones [djones@coastline.edu]

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Getting Started – 2011-2012 Annual Fiscal Report

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2. The CBO needs to update his/her information: name, title and email address (username). The CBO may also change the password using the “[Update Profile](#)” link in the survey.
3. If the institution is part of a multi-college district/system, the CBO may create an additional account in the “[Update Profile](#)” link to assist in completing the report.
4. Only the CEO can submit the final version of the Annual Fiscal Report. The CEO will use the separate username and password sent by e-mail to submit the report.
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9. If a question is not applicable, please enter **n/a** in that box.
10. The external audit is to be submitted electronically to: accjc@accjc.org. PDF format is preferred.
11. The report must be submitted by March 31, 2012; however, if additional time is required to obtain specific data, please e-mail Krista Johns at kjohns@accjc.org. If any changes are required after you have submitted the report, please call Krista Johns, 415-506-0234, at the Commission office.
12. If you have any questions about the form please call or e-mail Krista Johns.



2011-12 Annual Fiscal Report Questions (for fiscal year 2010-2011)

Report Information

1. Confirm Institution's Name.
2. Confirm or enter the name of the District/System or Corporate/Parent Organization
3. Name and Title of Chief Business Officer (CBO):
4. Phone number of CBO:
5. E-mail of CBO:
6. a) Total dollar amount of net unrestricted general funds surplus (or shortfall) for 2010-2011:
[Ending balance of unrestricted general fund: current year revenue minus current year expenditures, plus/minus transfers in and out.]

b) Indicate if reported amounts are district or system data:
 - College Data
 - District/System Data[Only California and Hawaii Public Colleges may report District/System data.]

c) Net unrestricted surplus as a percentage of the annual operating budget.
[Ending balance of unrestricted operating funds as a percentage of the total unrestricted revenue.]

d) If there is a negative balance in net unrestricted surplus, please explain.
[Please enter n/a if not applicable]
7. a) Institutional unrestricted reserve as a percentage of annual unrestricted expenditures:
[Net unrestricted assets available for appropriation (assets minus liabilities) from general operating funds and other unrestricted fund balances. This does not include bond debt.]

b) Explain if the institutional unrestricted reserve has declined as a percentage since the previous fiscal year.
[Please enter n/a if not applicable]
8. Full Time Equivalent Student (FTES) enrollment change, fall 2010 to fall 2011, as a percent of total fall 2010 FTES enrollment:

(continued on next page)

9. Federal Financial Aid programs in which the College participates (check all that apply):
- Pell (Federal Pell Grant)
 - FSEOG (Federal Supplement Educational Opportunity)
 - FWS (Federal Work Study)
 - LEAP
 - FFELP subsidized (Stafford Loan Program)
 - FFLEP unsubsidized (Stafford Loan Program)
 - DIRECT (Federal Direct Student Loan Program)
 - PLUS (Parent Loans for Undergraduate Students)
 - Perkins Loans
 - Other
 - None of the Above
- [Click "None of the above" if your institution does not participate.]
10. a) Report the USDE official cohort student loan default rate for FY 2007:
- b) Report the USDE official cohort student loan default rate for FY 2008:
- c) Report the USDE official cohort student loan default rate for FY 2009:
[The FY 2009 official cohort default rates were delivered to colleges in September 2011.]
11. Report the percentage of tuition/fees received from federal student financial aid programs (Title IV, HEA):
[The information is not required for public institutions. Enter n/a if not applicable.]
12. a) Enter the date your Annual Audit Report for Fiscal Year 2010-2011 was electronically submitted to accjc@accjc.org, along with the College's response to any audit exceptions:
[The institution's Annual Audit Report for the Fiscal Year 2010-2011 must be submitted electronically to ACCJC. PDF format is preferred.]
- b) Please provide any explanatory information about submitting the Annual Audit Report:
[Enter n/a if not applicable.]

NOTE: The Annual Fiscal Report must be certified as complete and accurate by the CEO. Once all the questions have been answered, there will be an option to send an email notification to the CEO that the report is ready for certification. The CEO will be able to login and certify the answers.

Only the CEO may submit the final Annual Fiscal Report.

End of Fiscal Report