

Additional Instructions for Public Transit Agreement (PTA) and Public Transit Infrastructure Program (PTIP) Reporters

Although every effort has been made to streamline reporting through the Government of Canada reporting database, because PTIP Funds are provincial funds the information related to funds transferred to recipients by UBCM and interest/administrative expenses associated with these same funds must be reported separately. The following is the process to be followed:

Reporting Eligible Projects

All eligible projects under both PTA and PTIP Funding Agreements should be reported through the database system. Where the project utilizes only PTIP funds at the start of the project description field, enter the phrase "PTIP ONLY". You will notice on the Project Expenditure page that there are separate boxes for Public Transit Fund and Public Transit Infrastructure Program.

Most Public Transit Funding Agreements include a number of projects that are being funded under both Programs. In only a few Funding Agreements was it necessary to specify certain projects to be funded only by PTIP or only by PTA (please check Section 2 of your Funding Agreement to see if this situation pertains to you.) In these cases, it is imperative that the expenses are allocated to the correct Program.

For all others, it is up to the recipient how they wish to allocate the costs as long as the sum of the eligible costs reported under each Program for all eligible projects does not exceed that which has been allocated under each Program of the Funding Agreement.

Reporting Funds Received From UBCM and Interest/Administration Expenses

PTA – All amounts paid to recipients under PTA will have already been recorded within the database by UBCM. Recipients need only to enter in the amounts under Interest and Administration Costs in the same way they would for Gas Tax funding.

PTIP – As indicated above, neither the amounts paid to the recipient, nor interest or administration expenses related to PTIP will be entered into the database. Instead, recipients will record these amounts on the attached form and have the Financial Officer sign that certification in addition to the one generated by printing the Annual Expenditure Report. Attach the two together and return to us as per the instructions in the enclosed letter.