



UNION OF
BRITISH
COLUMBIA
MUNICIPALITIES

Administration provided
By UBCM

Funding provided by:
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**BRITISH
COLUMBIA**

The Best Place on Earth

Gas Tax/Public Transit
Management Services
Secretariat

Municipal House
525 Government St
Victoria BC V8V 0A8

Phone: 250 356-2947
Fax: 250 387-4470

Website:

www.civicnet.bc.ca
under
Programs & Services

Federal Gas Tax and Public
Transit Agreements

Gas Tax/Public Transit Management Services

...delivering the federal gas tax and public transit agreement funding in British Columbia

April 16, 2009

Dear Recipient:

RE: ANNUAL REPORTING: GAS TAX & PUBLIC TRANSIT AGREEMENTS

The Gas Tax and Public Transit Agreements require that local governments provide to UBCM, by July 1, a written report on any activities undertaken in relation to these agreements for the previous fiscal year ending December 31. As your local government has entered into an agreement under one or both of these programs a **report on these Funds is due by July 1, 2009.**

Normally, the first ½ of the next fiscal year's Gas Tax Community Works Fund payment is delivered from the federal government to UBCM in July. UBCM customarily delivers that payment to eligible local governments in July, providing the local government has filed its annual report for the previous year.

However, the federal government delivered the first ½ of the 2009/10 payment to UBCM on April 14, about 3 months earlier than anticipated. UBCM would like to similarly accelerate the first Community Works Funds payments to eligible local governments this year, but the payment cannot be delivered until your annual report has been received by UBCM.

Consequently, while the deadline date for filing your annual report remains at July 1, we encourage you to file it as soon as you are able. Once your report has been received and reviewed, we will be make the first instalment of your 2009/10 Community Works Funds payment.

Reporting requirements are set out in CWF Agreement sections 3.2 and Schedule C and the Public Transit Funding Agreement section 3.5. In summary, local governments need to provide a financial reconciliation of funds received, earned, spent and remaining at yearend, as well as a description of projects funded and their outcomes. In addition, the Financial Officer must provide a declaration relating to the use of funds and accounting practices.

As has been done in the past two years, reporting will occur using the Government of Canada's electronic reporting database. The only noticeable change in the system this year is that a Detailed Project Report is now available that captures all the information on projects reported in the system for the current year. As the User Guide remains substantially unchanged, rather than enclosing a copy, we have posted it on our website (www.civicnet.bc.ca under Programs & Services/Gas Tax-Public Transit/Instructions to Recipients for 2008 Annual Reporting). Enclosed in this package is a supplement to the User Guide outlining BC specific adaptations and some tips/things to watch for when using the database. Please review the supplement prior to beginning to use the database.

If you have received funds under the Public Transit Agreement or Public Transit Infrastructure Program, please find attached an additional instruction sheet (on blue paper) that speaks to some specific reporting issues under these two Programs.

The reporting website address is: <https://gtpt-tetc.infrastructure.gc.ca>

Your username is: . The passwords were not reset to a default this year; please continue to use the password that you set yourself last year. If you need to have it reset for any reason, please e-mail us at GT-PT@civicnet.bc.ca or call us at 250-356-2947. Please do not be concerned if the e-mail address contained within the username is out-of-date; it is only being used as a username not an active e-mail address for contacting your organization.

Some points to remember in completing your report:

- ✓ Report only on the eligible projects for which eligible costs were incurred during 2008.
- ✓ Do ensure that all projects completed under the Gas Tax or Public Transit Programs have been updated in the database system with an end date (on the Project Information screen) and status description and percentage completion (on the Project Status screen).
- ✓ Do not change any prior year's financial information in the database, i.e. interest, administration, project expenditures, etc.; if changes are required, please contact our office for instruction.
- ✓ If you have Innovations Fund or General Strategic Priorities Fund projects, only the amount that you claimed during 2008 will be shown as "Received from UBCM" on the Annual Expenditure Report; however all eligible costs incurred during 2008 should be reported even if a claim won't be made until 2009.
- ✓ Report the interest earned and any administrative costs incurred.
- ✓ Ensure that the information contained in this report matches the information you included in your audited financial statements. If the two sets of information are not the same, please provide us with an explanation of the difference(s).
- ✓ **Please include a copy of the pages of your audited financial statements that reference Gas Tax or Public Transit Funding receipts or expenditures;** and ensure that the Ministry of Community Development has a copy of your audited financial statements by May 15 as per their procedures.
- ✓ Call the Gas Tax/Public Transit Management Office if there are any qualified audit opinions relative to the Gas Tax or Public Transit Funds if you have not already done so.

You may also wish to refer back to the *Gas Tax/Public Transit Update Bulletin #4, revised January 6, 2009* which provided indepth information on all aspects of reporting including requirements for the audited financial statements, allocating interest, spending on eligible administrative costs, and clarifying eligible and ineligible project costs. A copy can be located on www.civicnet.bc.ca (from the main page, click on Programs and Services and then Gas Tax/Public Transit).

Once you have completed your data entry and have printed the Annual Expenditure Report(s), please have the Financial Officer sign the required declaration(s). Then forward the Annual Expenditure Report(s), a copy of the relevant pages from the 2008 audited financial statement, plus the Detailed Project Report(s) if you are reporting projects this fiscal as follows:

By Fax: 250 387-4470 or 250 356-5119
By Mail: Gas Tax/Public Transit Management Services
525 Government St, Victoria BC V8V 0A8**
By E-Mail: GT-PT@civicnet.bc.ca

*** Please note: New mailing address effective April 14, 2009*

The first half of your fiscal 2009/10 CWF allocation is expected to be distributed in July. We cannot make this payment or further payments under the Pooled Funds Agreements until we receive your report [see CWF Agreement Schedule C (1)(m) and Pooled Funds Agreement Section 3.3 (d)] and reconcile the information provided with your audited financial statement filed with the Ministry of Community Development. **In order that this payment is not delayed, please send us your report as soon as possible in advance of the July 1, 2009 deadline and ensure the Ministry has a copy of your audited financial statement.**

We would like to invite those recipients that are not currently receiving their CWF payments by electronic funds transfer to consider this option. Should you wish to take advantage of this option or change your contact information in our office, please complete the yellow Local Government Contact Information form that is enclosed in this package and return it to us separately or at the same time as you submit your report.

Once recipients have completed their reporting requirements, UBCM must prepare its own Annual Expenditure Report, which includes a consolidation of all recipient reporting. That report is due September 30 annually. Although July 1 is the deadline, filing your report earlier helps us in our report preparation and is sincerely appreciated.

Although not part of the reporting requirements, we would appreciate you sharing a few high quality photos of your projects if you have any available. Also, additional information about your projects and how they have benefited the community are always welcome. The photos and additional information can be directed to Paul Taylor at ptaylor@civicnet.bc.ca.

As a heads up, by the end of December 2009, UBCM must complete an indepth Outcomes Report. It was hoped that we would have been able to collect the required additional information for this report through this reporting phase. Unfortunately, this has not been able to be achieved. We anticipate the need to solicit additional information on all projects completed by the end of December 2008 and expect to contact all local governments with completed projects in the coming months to provide details on this additional reporting.

If you have questions, please feel free to contact us by e-mail at GT-PT@civicnet.bc.ca or by telephone at 250 356-2947. Once again, thank you for providing the required information.

Yours truly,



Brenda Gibson, General Manager
Gas Tax/Public Transit Management Services

Enclosures