

FPDI

March 2, 2016

Sub Agreement holders meeting March 2, 2016

Claims Processing

- CRF, EI , FNJF and FNICCI Claims submitted quarterly to Service Canada.
- Quarterly claims are due to Service Canada 60 days after the period.
- Uploads of clients should be completed on a quarterly basis at a minimum.
- Quarterly advances will be based upon the forecast of project expenditures (FPE) submitted with each claim.

Claims Processing cont'

- Each claim submitted to Service Canada must be accompanied by the following:
 - an updated forecast of project expenditures (FPE)
 - credit card statements for the reporting period
 - board meeting minutes (or RODs) for the reporting period
 - Copy of invoices for capital expenditures
 - Identifying that uploads of client and results data have been uploaded; and to correct any errors.

Claims Processing cont'

- Claims must be signed by the signing authorities as identified on the Legal Signing Authorities form (ESDC EMP 5567)
- Claims must be accompanied and supported by the ASETS related General Ledgers (GLs) and the claim amounts should be reconcilable to the GLs submitted.
- SDO ensures that the claims have been verified against the supporting documentation and the calculation of charges and totals are mathematically correct.
- SDO verifies that costs claimed are reasonable, eligible and in accordance with the Annual Operation Plan for that fiscal year and the Guide on Eligible Expenditures.
- Also, verifies that the proper expenditures coding has been applied

Targets

- AOP- has targets. Do you Know your targets?
- Why are results important?
- Input to ARMS –Is the only assurance that you will meet your targets
- EI checks- LMDA access
- Training on EIBIS

Contracting/Capital Procedures

- Competitive process when procuring goods and services from contractors when the value is \$25,000 or more
- Obtaining a minimum of 3 bids or proposals and selection of the lowest cost or best value for money
- Requirement for approval from Canada for an exemption to competitive contract process

Capital

- Must be included AOP and
- All capital over \$5,000 need to be pre-approved by Service Canada
- Must show value for money
- Written approval prior to purchased/commitment
- Must be tracked
- Plan for disposal

Value For Money

- Both contracting and capital need to show or demonstrate value for money.
- Arms length
- Economical
- Efficient
- Effective

Examples of Value for Money/fair Market Value

- Wages: Are the wages in line with other similar positions in the labour market area?
- Professional Fees: In some cases geographic area will influence cost. What else?
- Capital Assets: Unless the asset is very unique there should be ample comparative costs.

Questions?

Travel Expenses

- Supported by travel claims and other supporting documentation attached such as meeting agenda/purpose and include receipts such as taxis or parking receipts.
- Receipts for food are not required, however eligible breakfast/lunch/dinner per diems should be reflective of the time the meeting was held (including travel time to get there and back). **Ref: Treasury Board rates**
- In addition, if a meal is provided at the function while on travel status (i.e. the training session provides a lunch or dinner) those meals are not to be claimed) **ineligible**.

Hospitality

- When events extend beyond normal working hours.
- Ex: required to work through normal breaks and meal periods.
- No nearby facilities for refreshments
- Where staff dispersal is not effective or efficient
- Water coolers, coffee not eligible

Travel cont'

- Incidentals are only eligible on overnight stays
- The total cost for an expense claim cannot exceed TBS rates
<http://www.njc-cnm.gc.ca/directive/index.php?lang=eng&svid=98-15>
- **Current** meal allowances: breakfast: \$16.55; Lunch \$16.80, Dinner: \$44.40 *Subject to change
- **Current** MB kilometric rate is 47 cents/km *Subject to change
- Travel should be reasonable and represent value for money.
- Cost effective
- Justification/rationale for “out of area” travel may be requested

Questions?