



- **Guidelines to Eligible Expenditures**
- **AOP / Targets & Results / Reporting**
- **Travel**
- **Capital / Sole Sourcing**
- **Partnerships**



# Guidelines to Eligible Expenditures

- What is it? Where can it be found?
- What does it tell you?
- When should you refer to it?



# AOP

- What is the AOP? Why follow it?
- How does the AOP, the Agreement, the GEE, Targets, Results all come together?



## Targets & Results

- AOP – targets are set and recorded
- How do you set your targets?
- ARMS uploads
- Case Management - Results



# Reporting

Each month a report is submitted and should be accompanied by the following:

- A signed Claim Form and Activity Report
- An updated Forecast of Project Expenditures (FPE)
- Updated General Ledgers (GL's) or equivalent (e.g. a financial report with transaction-level details)
- Copies of Invoices for Capital Expenditures
- Identify that uploads of client and results data have been uploaded; and to correct any errors.



# Reporting

- FPDJ then reviews the Claims to verify against the supporting documentation. The calculation of charges and totals are verified.
- FPDJ ensures that costs claimed are reasonable, eligible and in accordance with the Annual Operation Plan for that fiscal year and the Guide on Eligible Expenditures.
- FPDJ ensures that the proper expenditures coding has been applied.
- All 34 Sub Agreements are then rolled into creating one Claim to Service Canada.



# Travel



- For Participants / Clients:
  - Must be related to program activities
- For ASETS staff **DIRECTLY RELATED** to Program Activities:
  - Travel related to program activities
- For ASETS staff **NOT RELATED** to Program Activities:
  - Travel for staff administering agreement





# Travel Expenses



- Need a travel claim and other supporting documentation (i.e.: Agenda, purpose, receipts for taxis, etc.)
- Need to be within Treasury Board rates
- Meal receipts are not required but per diems should be reflective of meeting times
- Incidentals are only eligible on overnight stays
- If a meal is provided at the function, those meals are ineligible
- A rationale may be requested for “out of area” travel



# Value for Money

- Value for money – Is it mandatory to travel? Can there be a conference call? Number of individuals to attend ASETS-related meeting?



# Capital Costs



What is a Capital Cost?

- Under ASETS a Capital Asset is any single or composite asset with a purchase value of more than \$5000 (excluding GST) that is not physically incorporated into another product and remains functional at the end of the project.
- Examples are on page 12 of the GEE



# When is a Capital Costs Eligible?

When it has been submitted for approval PRIOR to purchase and:

- It is part of the AOP
- It is deemed eligible
- It has written approval of Canada
- It includes a plan of disposal at the termination of the project.



## What is the process for Capital Costs?

- Follow a process of obtaining 3 quotes (show Value for Money)
- Obtain the forms off the FPDl website
- Complete the Approval Form, the Disposition of Assets form and submit for approval with the Supporting Documents (quotes)



## When is a Capital Cost NOT Eligible?

- Capital Costs for the purchase of land or buildings
- Capital Costs for the construction of a building except repairs or renovations to support the participation of persons with disabilities, or the construction or renovation of child care facilities in accordance with provincial/territorial standards and building codes.
- Refer to page 13 for Ineligible Capital Costs



## Sole Sourcing

- When contracting, a competitive process should be followed when contracting for goods and services valued at \$25,000 or more (excluding gst) in relation to the administration of activities funded under this agreement.
- The Recipient shall select the bid or proposal offering the best value for money.



# Partnership Development

*Any expenditure incurred towards the development or maintenance of partnerships that support, or contribute, to the overall objectives of the ASETS to increase Indigenous engagement in the labour market.*





# Partnerships

What is a Partnership with ASETS?

What would be an example of an Eligible Cost under Partnerships?

- Meeting with Partners
- Travel to meetings
- Portions of salaries
- Development of training initiatives
- Advisory committees





## Questions

