

2008
Gas Tax
Annual Expenditure Report
Information Package
For Municipalities/Inuit Community
Governments and Auditors

Gas Tax Secretariat
Department of Municipal Affairs
Confederation Building, West Block
P.O. Box 8700
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Disclaimer

The information contained in this document is intended to serve as a reference for municipalities/Inuit Community Governments that are required to complete Annual Expenditure Reports in relation to the Local Government Gas Tax Funding Agreement/Inuit Community Government Gas Tax Funding Agreement, as prescribed under the Canada – Newfoundland and Labrador Agreement on the Transfer of Federal Gas Tax Revenues 2006-2015.

This document should not serve as a substitute for the actual Local Government Gas Tax Funding Agreement/Inuit Community Government Gas Tax Funding Agreement. These agreements were referenced during the compilation of this document.

Reporting by Municipalities and Inuit Community Governments

All municipalities and Inuit Community Governments who received allocations of gas tax funding under the Canada – Newfoundland and Labrador Agreement on the Transfer of Federal Gas Tax Revenues 2006-2015 up to December 31, 2008, must submit an audited Annual Expenditure Report to the Department of Municipal Affairs **no later than May 29, 2009**.

Purpose and Objective

The primary purpose of the Annual Expenditure Report (AER) Information Package is to promote consistent and full compliance with the reporting and audit requirements of the Local Government Gas Tax Funding Agreement/Inuit Community Gas Tax Funding Agreement in terms of how to properly complete an AER and the expectations surrounding the audit. All municipalities/Inuit Community Governments are encouraged to use this information package in consultation with their auditors.

The secondary purpose of the guide is to minimize the Province's compilation efforts and time when preparing its AER for the Federal Government. It is the intent that use of this information package will achieve greater consistency across municipalities/Inuit Community Governments, reduce the amount of time required to satisfy municipalities'/Inuit Community Governments' reporting requirements and improve efficiencies of reporting to the Federal Government.

Preparation of the AER

For Gas Tax, it is the municipality's/Inuit Community Government's responsibility to prepare the following:

1. Summary of Eligible Recipient's Fund for Municipalities/Inuit Community Governments (Appendix A)
2. Eligible Recipient's Project Expenditure Report for Municipalities/Inuit Community Governments (Appendix B)
3. Report on Progress of Commitments for Municipalities/Inuit Community Governments (Appendix C)

AER Audit

The auditor should examine and report on the Annual Expenditure Report and should particularly direct his/her attention to:

- as to whether the financial information contained in the Summary of Eligible Recipient's Fund for municipalities and Inuit Community Governments is complete and accurate;

- whether the municipality/Inuit Community Government is compliant with all material provisions of the Agreement;
- other matters connected with the AER that the auditor may consider of sufficient interest or importance to mention.

Compliance with the Agreement

For Gas Tax, a municipality/Inuit Community Government must be compliant with Sections 4.3 and 5.2 of the Local Government Gas Tax Funding Agreement./Inuit Community Government Gas Tax Funding Agreement. Please note that Sections 4.3 and 5.2 refer to Schedules C, F and D. To be compliant, the municipality/Inuit Community Government must be compliant with these schedules as well. Auditors may attach any notes, as appropriate.

Availability of Forms

Electronic copies of the AER forms contained in this information package are available by emailing gastax@gov.nl.ca.

Submissions

Please forward the required forms and the audit report to the following address **on or before May 29 2009** to:

Gas Tax Secretariat
Department of Municipal Affairs
Confederation Building, West Block
P.O. Box 8700
St. John's, NL A1B 4J6

Explanation for the completion of Summary of Eligible Recipients Fund for Municipalities/Inuit Community Governments

1. Opening Balance of Unspent Funding

This balance should be carried forward from the previous year. The unspent balance cannot be negative. If negative, please report zero.

2. Received from Government of Newfoundland & Labrador

Please insert the total gas tax funds received in the calendar year from the Department of Municipal Affairs. This figure is reported on a cash basis.

3. Interest Earned on Gas Tax Funds

Please include the total interest earned on gas tax funds in the calendar year.

4. Administration Costs

Please include any administration costs that can be applied against interest earned. Administration costs cannot be greater than Interest Earned on Gas Tax Funds.

5. Net Interest Earned on gas tax funds

Net Interest Earned on Gas Tax Funds equals the Interest Earned on Gas Tax Funds less the Administration Costs.

6. Gas Tax Funds Spent on Eligible Projects

Please include the total gas tax funds spent on all projects for the year. Please provide the total of each project. This figure must match the total of Column H on the Eligible Recipients Project Expenditure Report for municipalities /Inuit Community Governments.

If a municipality has received an approval to borrow against future gas tax allocations from the Department of Municipal Affairs, please make a foot note to this figure indicating the amount of money borrowed and the expected date that the loan will be repaid.

7. Closing Balance of Unspent Funding

Closing balance of the unspent funds equals the opening balance of unspent funding **PLUS** the funds received from Government of Newfoundland & Labrador **PLUS** the net interest earned on gas tax funds **MINUS** the Gas Tax Funds spent on eligible projects.

Certification by Eligible recipients

For **Municipalities** this section must be signed and dated by the Mayor, Deputy Mayor

For **Inuit Community Governments** this section must be signed by the AngajukKak

Appendix B: Eligible Recipient’s Project Expenditure Report for Municipalities/Inuit Community Governments

Gas Tax Funds

Year End Reporting – December 31, 2008

Name of Municipality/Inuit Community Government _____

Please provide the following information on **all eligible projects** as approved under the **Capital Investment Plan (CIP)**.

A	B	C	D	E	F	G	H	I	J	K	L
Project Title	Location	Investment/ Project Category	Project cost carried forward from prior years (includes all sources of funding)	Project cost from Jan.-Dec., 2008 (includes all sources of funding)	Total project cost to Dec. 2008 (Column D + E)	Gas Tax Funds spent from prior years	Gas Tax Funds spent from Jan.-Dec. 2008	Total Gas Tax Funds spent to Dec. 2008 (Column G + H)	Other Sources of funding spent to Dec. 2008 (also complete Table A)	Completion or Anticipated Completion Date	Expected Outcomes
Total											

Explanation for the completion of Summary of Eligible Recipients Project Expenditure Report for municipalities/Inuit Community Governments

A - Project Title:

State project name as it was labelled on the approved capital investment plan.

B - Location:

Indicate the street where the project is located.

C - Investment/Project Category:

Indicate **one** of the following: (a) Water, (b) Waste Water, (c) Solid Waste, (d) Community Energy Systems, (e) Transportation Infrastructure, or (f) Capacity Building.

D - Project cost carried forward from prior years (includes all sources of funding):

Include the cumulative cost spent on the project to December 31, 2007. Include funds from gas tax allocations, municipal, provincial and federal sources.

E - Project cost from Jan.-Dec., 2008 (includes all sources of funding):

Include the total cost spent on the project from January 1, 2008 to December 31, 2008. Include funds from gas tax allocations, municipal, provincial and federal sources.

F - Total project cost to Dec. 2008 (Column D + E):

Total project cost to Dec. 2008 equals the sum of the Project cost carried forward from prior years (Column D) plus the Project cost from January to December 2008 (Column E).

G - Gas Tax Funds spent from prior years:

Indicate the amount of gas tax funds (net of GST) which were spent on the project up to December 31, 2007.

H - Gas Tax Funds spent from Jan.-Dec. 2008:

Indicate the amount of gas tax funds (net of GST) which was spent on the project from January 1, 2008 to December 31, 2008. The total of this column should match the Gas Tax Funds Spent on Eligible Projects on the Summary of Eligible Recipients Fund for municipalities/Inuit Community Governments.

If a municipality has received an approval to borrow against future gas tax allocations from the Department of Municipal Affairs, please make a foot note to this figure indicating the amount of money borrowed and the expected date that the loan will be repaid.

I - Total Gas Tax Funds spent to Dec. 2008 (Column G + H):

Total Gas Tax Funds spent to Dec. 2008 equals the Gas Tax Funds spent from prior years (Column G) plus the Gas Tax Funds spent from Jan.-Dec. 2008 (Column H).

J - Other Sources of funding spent to Dec. 2008 (also complete Table A):

Indicate the total amount of funding received for this project from other sources (for example, municipal funds, provincial funds, other federal sources, etc.). Other Sources of funding spent to Dec. 2008 should equal Total project cost to Dec. 2008 (Column F) less Total Gas Tax Funds spent to Dec. 2008 (Column I). If the figure in Column J is > 0, please complete Table A.

K - Completion or Anticipated Completion Date:

Enter the completion date of the project. If the project is not yet completed, enter the anticipated completion date.

L - Expected Outcomes:

Indicate **one** of the following: (a) cleaner air, (b) cleaner water, or (c) lower green house gases.

Table A: Other Sources of Funding to Date

This table is to be completed for each project that received funding from sources, other than Gas Tax and should only be completed if you have entered figures into column J of Appendix B - Summary of Eligible Recipients Project Expenditure Report for Municipalities/Inuit Community Governments.

Table A					
Other Sources of Funding Spent to December 2008					
Project Title	Municipal	Provincial	Federal	Other	Program (i.e. MRIF, MCW, etc.) and Project number
Total					

Project Title

State project name as it was labelled on the approved capital investment plan.

Municipal

Indicate the amount of funding spent from municipal funds.

Provincial

Indicate the amount of funding spent from provincial funding programs.

Federal

Indicate the amount of funding spent from federal funding programs.

Other

Indicate the amount of funding spent from provincial funding programs.

Program (i.e. MRIF, MCW, etc.)

Indicate the name of the federal or provincial funding program and project number

Appendix C: Report on Progress of Commitments – Gas Tax

Please provide a brief narrative on each of the following items:

1. Integrated Community Sustainability Plan (ICSP) – Have you developed an ICSP? If not, please note your progress to date.

2. Have you issued a press release in relation to projects funded by gas tax? Was your project featured in any local newspaper? If so, please attach a copy.

3. Have you adopted Public Sector Accounting Board Standards (PSAB)? If not, please note your progress to date.