

**2017**

**Ultimate Recipient**

**Annual Expenditure Report**

**Information Package**

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

Telephone: 1-877-729-4393  
Facsimile: (709) 729-3605  
E-mail: [gastax@gov.nl.ca](mailto:gastax@gov.nl.ca)

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### **Disclaimer**

The information contained in this document is intended to serve as a reference for Ultimate Recipients that are required to complete Ultimate Recipient Annual Expenditure Reports in relation to the Ultimate Recipient Gas Tax Agreement, as prescribed under the Canada – Newfoundland and Labrador Administrative Agreement on the Federal Gas Tax Fund 2014-2024.

This document should not serve as a substitute for the actual Ultimate Recipient Gas Tax Agreement. These Agreements were referenced during the compilation of this document.

### **Reporting by Ultimate Recipients**

Ultimate Recipients that received allocations of gas tax funding under the Canada – Newfoundland and Labrador Administrative Agreement on the Federal Gas Tax Fund must submit an Ultimate Recipient Annual Expenditure Report to the Department of Municipal Affairs and Environment **no later than March 31, 2018.**

### **Purpose and Objective**

The primary purpose of the Ultimate Recipient Annual Expenditure Report (AER) Information Package is to promote consistent and full compliance with the reporting and audit requirements of the Ultimate Recipient Gas Tax Agreement in terms of how to properly complete an AER and the expectations surrounding the audit. All Ultimate Recipients 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 Ultimate Recipients, reduce the amount of time required to satisfy Ultimate Recipients reporting requirements and improve efficiencies of reporting to the Federal Government.

### **Gas Tax Ultimate Recipient Annual Report**

For Gas Tax, it is the Ultimate Recipients responsibility to prepare and submit the following:

1. **Summary of Ultimate Recipient's Funding (Appendix A);**
2. **The prescribed Certification signed by the Mayor/ AngajukKâk;**
3. **Ultimate Recipient's Project Expenditure Report (Appendix B);**
4. **Other Sources of Funding to Date (Table A);**
5. **A copy of the auditor's letter; and**
6. **Outcomes Indicators (Column K in Appendix B).**

Please forward to the following address **on or before March 31, 2018:**

Gas Tax Secretariat  
Department of Municipal Affairs and Environment  
4<sup>th</sup> Floor, Confederation Building, West Block  
P.O. Box 8700  
St. John's, NL A1B 4J6; or

by emailing: [gastax@gov.nl.ca](mailto:gastax@gov.nl.ca); or  
by fax: 1-709-729-3605; or  
by uploading: to MSIS (Municipal Support Information System)

### **AER Audit**

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

- whether the financial information contained in the Summary of Ultimate Recipient's Funding and Certification (Appendix A) is complete and accurate and supported by Ultimate Recipient's Project Expenditure Report (Appendix B);
- whether the Ultimate Recipient is compliant with Sections 4.3 and 5.2 and Schedule C of the Ultimate Recipient Gas Tax Agreement. Please note that Sections 4.3 and 5.2 refer to Schedules A and D respectively. To be compliant, the Ultimate Recipient must be compliant with all material provisions of the Agreement.
- Auditors must make note to whether the Ultimate Recipient followed the **Public Tender Act** and to whether the Ultimate Recipient has a **separate gas tax bank account** and to any other matter that the auditor may consider of sufficient interest or importance to mention.

### **Prior Year Adjustments**

Should a prior year adjustment be required for any reason, a note from the auditor is required to explain the adjustment. If the adjustment includes a change to the project expenditures, a revised *Ultimate Recipient's Project Expenditure Report (Appendix B)* is required as well. Prior year adjustment includes addition errors, errors in the project expenditures; wrong carry forward amount and under reported receipts, etc.

### **Confirmations of Receipts and Approved Projects for Auditors**

A confirmation of receipts and approved projects is available to auditors. Requests should be directed to:

Gas Tax Secretariat  
Department of Municipal Affairs and Environment  
4<sup>th</sup> Floor, Confederation Building, West Block  
P.O. Box 8700  
St. John's, NL A1B 4J6

by emailing: [gastax@gov.nl.ca](mailto:gastax@gov.nl.ca); or  
by fax: 1-709-729-3605

### **Availability of Forms**

Copies of the AER forms contained in this information package are available:

1. by emailing [gastax@gov.nl.ca](mailto:gastax@gov.nl.ca);
2. on Municipal Affairs and Environment website <http://www.mae.gov.nl.ca/for/gta.html> ; or
3. by calling 1-877-729-4393.

### **Auditor's checklist:**

1. The Summary of Ultimate Recipients Funding (Appendix A) and the Summary of Ultimate Recipients Project Expenditure Report (Appendix B) are complete;
2. **Both forms are in the prescribed format and filled out completely;**
3. The cumulative and annual figures are reported on the Summary of Ultimate Recipients Funding (Appendix A);
4. The correct amount is carried forward from the previous year's audit;
5. All receipts for the year are reported;
6. The cumulative and annual amounts spent on eligible projects from the Summary of Ultimate Recipients Funding (Appendix A) matches the details on Summary of Ultimate Recipients Project Expenditure Report (Appendix B);
7. Check that all projects received prior approval of the Gas Tax Committee;
8. Check that the expenditures on any project do not exceed the approved amount;
9. Any interest spent on eligible projects is included on line 4 in Appendix A and in column I on Appendix B;
10. Audit letter is signed and attached; and
11. **For all projects completed within the calendar year, start/end dates and outcomes are indicated on Appendix B.**

### **Review Process**

Upon receipt of the AER, the Gas Tax Secretariat will review. The Ultimate Recipient will be notified of any discrepancies.

**Appendix A: Summary of Ultimate Recipients Funding and Certification**

**2017 Ultimate Recipient Annual Expenditure Report**

**Municipality/Inuit Community Government of \_\_\_\_\_**

For the Year Ended December 31, 2017

	Annual 01/01/2017– 12/31/2017	Cumulative 2006- 12/31/2017
1. Opening balance of unspent funding	xx	
2. Received from Government of Newfoundland & Labrador	xx	xx
3. Interest earned on gas tax funds	xx	xx
4. Interest spent on eligible projects	(xx)	(xx)
5. Net interest earned on gas tax funds	<u>xx</u>	<u>xx</u>
6. Gas Tax Funds spent on eligible projects	(xx)	(xx)
7. Closing balance of unspent funding	<u>xx</u>	<u>xx</u>

8.

**Certification by Ultimate Recipient**

I, \_\_\_\_\_, \_\_\_\_\_ of the  
(Name) (Mayor/ AngajukKâk)

Town/City/Inuit Community Government of \_\_\_\_\_  
certify that the information reported is a true and accurate representation of the Town/City/Inuit Community Government's position with respect to its federal gas tax revenues. I acknowledge and understand that any contravention of the terms and conditions of the Ultimate Recipient Gas Tax Agreement may result in funding being withheld.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

9. Does the recipient have a separate bank account for Gas Tax funds? Yes \_\_\_ No \_\_\_

## Explanation for the Completion of Summary of Ultimate Recipients Funding

Please include values for all figures in Appendix A.

1. **Opening Balance of Unspent Funding**

This balance should be carried forward from the “Closing balance of unspent funding” of the previous year.

2. **Received from Government of Newfoundland & Labrador**

This amount is the total Gas Tax Funds received in the calendar year from the Department of Municipal Affairs and Environment. This figure is reported on a cash basis.

3. **Interest Earned on Gas Tax Funds**

This figure is the total interest earned on Gas Tax Funds in the calendar year.

4. **Interest Spent on Eligible Projects**

Please include the total amount of interest spent on all projects for the year. This figure must match the total of Column I on Appendix B: *Ultimate Recipients Project Expenditure Report* and must be included in the *Cumulative Gas Tax Funds Spent*.

Please note that starting in 2014 interest can only be spent on eligible projects.

5. **Net Interest Earned on Gas Tax Funds**

Net Interest Earned on Gas Tax Funds equals the Interest Earned on Gas Tax Funds “**MINUS**” Interest spent on eligible projects. Net Interest Earned on Gas Tax Funds cannot be negative.

6. **Gas Tax Funds Spent on Eligible Projects**

Please include the total gas tax funds spent on all projects for the year. This figure must match the total of Column H on Appendix B: *Ultimate Recipients Project Expenditure Report*.

**Please note the Cumulative Gas Tax Funds Spent on an individual project cannot exceed the approved amount of the project.**

7. **Closing Balance of Unspent Funding**

Closing balance of the unspent funds equals the Opening Balance of Unspent Funding **PLUS** “Received from Government of Newfoundland & Labrador” **PLUS** “Net Interest Earned on Gas Tax Funds” **MINUS** “Gas Tax Funds Spent on Eligible Projects”

8. **Certification by Ultimate Recipients**

For **Municipalities/Cities** this section must be signed and dated by the Mayor or Deputy Mayor.

For **Inuit Community Governments** this section must be signed by the AngajukKâk or designate.

9. Please indicate whether the recipient has a gas tax bank account.

**Appendix B: Summary of Ultimate Recipients Project Expenditure Report**  
**2017 Ultimate Recipient Annual Expenditure Report**

Municipality/Inuit Community Government of \_\_\_\_\_  
 For the Year Ended December 31, 2017

**Required  
if project  
completed**

**Required  
if project  
completed**

A	B	C	D	E	F	G	H	I	J	K
Project Number	Amount Approved by the Gas Tax Committee	Project Title	Project Description	Current Status	Start & End Date	Total Project Cost	GTF spent in 2017	Interest Spent in 2017	Total Gas Tax Fund Spent	Outcomes
01-123-4567	\$32,000	Road Upgrading	Upgrades to Main Street	Completed	June-July 2016	\$52,000	\$31,500	\$500	\$32,000	5 kms improved/resurfaced
Total										



## **Explanation for the Completion of Summary of Ultimate Recipients Project Expenditure Report**

### **A - Project Number:**

State project number as stated on your Gas Tax Approval Letter.

### **B - Amount Approved by the Gas Tax Committee:**

State the amount approved by the Gas Tax Committee as stated on your Gas Tax Approval letter.

### **C - Project Title:**

State project title as it appears on your Gas Tax Approval letter.

### **D - Project Description:**

Briefly describe the main activities of the project.

### **E - Current Status:**

Indicate the status as of December 31, 2017 by choosing **one** of the following: completed, in progress or not started.

### **F – Start & End Date:**

Indicate the start date for any in progress projects and start/end dates of all completed projects.

### **G – Total Project Cost:**

Provide the total cost to complete the project from all sources of funding: Gas Tax, Municipal, Federal, Provincial and any other source of funding. All funding sources must be broken down by the Ultimate Recipient in Table A.

### **H - GTF spent in 2017:**

Include the amount of Gas Tax spent on the project from January 1, 2017 to December 31, 2017. (*The total in this column should match the annual figure in Appendix A, line 6 – Gas Tax Funds Spent on Eligible Projects.*)

### **I – Interest spent in 2017:**

Include the total interest spent on the project from January 1, 2017 to December 31, 2017. (*The total in this column should match the annual figure in Appendix A, line 4 – Interest Spent on Eligible Projects.*)

### **J - Total Gas Tax Fund Spent**

This equals the cumulative amount of Gas Tax spent on the project.

### **\*K – Outcomes (must be completed if project completed)**

The Ultimate Recipient must enter the outcome for all projects **completed** during the year. A list of outcome indicators is attached to this package and is also indicated on project approval letters.

**Table A: Other Sources of Funding to Date**

**2017 Annual Expenditure Report**

**Municipality/Inuit Community Government** \_\_\_\_\_  
For the Year Ended December 31, 2017

A	B	C	D	E	F	G
Project Title	Municipal	Provincial	Federal	Other	Total Other Sources	Program (i.e. MRIF, MCW, etc.) and Project number
<b>Total</b>						

## **Explanation for the Completion of Summary of Other Sources of Funding to Date**

This table should display the amount of additional funding for each project received from sources other than Gas Tax. Each project listed in Appendix B: *Ultimate Recipient's Project Expenditure Report* will also be listed in Table A.

*Note:* If a project has no additional sources of funding, input a zero into column F for that project.

### **A – Project Title:**

State project title as it was labelled on *Ultimate Recipient's Project Expenditure Report* (Appendix B).

### **B – Municipal:**

Indicate the amount of funding spent from municipal funds.

### **C – Provincial:**

Indicate the amount of funding spent from provincial funding programs.

### **D – Federal:**

Indicate the amount of funding spent from federal funding programs.

### **E – Other:**

Indicate the amount of funding spent from other programs.

### **F – Total Other Sources:**

Equals the total of columns B to E.

### **G – Program (i.e. MRIF, MCW, etc.) and Project Number:**

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

### National Outcomes and Outcome Measures by GTF project category

GTF Project Category	Indicators	National Objectives
Local Roads and Bridges	# of km improved/resurfaced # of bridges constructed/upgraded # of projects that decrease the rate of accidents/fatalities or injuries	Productivity and Economic Growth
Highways	# of km improved/resurfaced	Productivity and Economic Growth
Short Sea Shipping	# of projects that resulted in improvements with short-sea shipping	Productivity and Economic Growth
Short Line Rail	N/A	Productivity and Economic Growth
Regional and Local Airports	N/A	Productivity and Economic Growth
Broadband Connectivity	# of households (and/or non-residential properties) with internet access as a result of the project # of households (and/or non-residential properties) with enhanced broadband services as a result of the project	Productivity and Economic Growth
Public Transit	# of projects that resulted in improvements with the public transit system	Productivity and Economic Growth
Drinking Water	# of new households (and/or non-residential properties) connected to a municipal water system # of households (and/or non-residential properties) with improved water quality # of projects that resulted in reduced GHG emissions from energy-efficiency improvements to the municipal water system efficient # meters of water main installed Population served	Clean Environment
Wastewater	# of new households (and/or non-residential properties) connected to a municipal waste water system # of households (and/or non-residential properties) with improved wastewater treatment and/or services # of projects that resulted in reduced GHG emissions from energy-efficiency improvement to the municipal wastewater system #meters of sanitary sewer installed Population served	Clean Environment

	# meters of storm sewer installed	
Solid Waste	# of projects that resulted in increased capacity of site # of projects that increased quantity of solid waste diverted from disposal through compost and/or recycling # of projects that resulted in improved solid waste practices	Clean Environment
Community Energy Systems	# of projects that resulted in decreased GHG emissions	Clean Environment
Brownfield Redevelopment	Area (m2) of remediated site # of new residential units, businesses and/or institution on redeveloped site	Clean Environment
Sport Infrastructure	# of residents who will benefit from increased access to new or upgraded sport facility	Strong Cities and Communities
Recreational Infrastructure	# of residents who will benefit from increased access to new or upgraded recreational facilities or networks	Strong Cities and Communities
Cultural Infrastructure	# of residents who will benefit from increased access to new or upgraded infrastructure that supports arts, humanities, and heritage	Strong Cities and Communities
Tourism Infrastructure	# of projects that provided new/upgraded attractions	Strong Cities and Communities
Disaster Mitigation	# of projects that provided at-risk infrastructure better protection # of properties or infrastructure protected due to the project	Strong Cities and Communities
Capacity Building	# of capacity building projects investing in asset management and/or long term municipal planning	Strong Cities and Communities