



# 2021 ANNUAL EXPENDITURE REPORT INSTRUCTIONS



Canada Community-  
Building Fund BC | UBCM

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# ABOUT THE ANNUAL EXPENDITURE REPORT

Eligible Recipients who received funding through the Community Works Fund, the Greater Vancouver Regional Fund and/or have approved projects through a pooled fund program stream (SPF/IF/RSP/GSPF) are required to complete an Annual Expenditure Report describing Canada Community-Building Fund expenditures between January 1st and December 31st of the previous year. Reporting is available through the [Program Information Management System](#) (PIMS). Access to PIMS can be granted through your Client Access Administrator, or by reaching out to CCBF staff by emailing [PIMS@ubcm.ca](mailto:PIMS@ubcm.ca).

This guide will illustrate all practices required to successfully complete your Annual Expenditure Report in PIMS, including:

- How to access PIMS
- Accessing your Annual Expenditure Report
- Adding existing projects to your Annual Expenditure Report
- Adding and editing new projects in your AER
- Adding a new project from the home page
- How to update an existing project
- Making adjustments to prior year
- Program reporting tab
- Preparing the financial officer signature form
- Related forms
- Submitting your AER



TIP:

In the event that you have lost your username or password, please use the supporting links on the home page or e-mail [PIMS@ubcm.ca](mailto:PIMS@ubcm.ca) for assistance.

Enter your login details:

**Username \***

**Password \***

Login

[Forgot your username?](#)

[Forgot your password?](#)

# HOW TO ACCESS PIMS?

PIMS is a web based application where users can find all information related to the Canada Community-Building Fund. Users will access PIMS through their internet browser by navigating to [pims.ubcm.ca](http://pims.ubcm.ca). Each local government has been assigned a Client Access Administrator, who is responsible for adding, deactivating and managing staff access to PIMS.

Below is an overview of all user roles associated in PIMS:

- Client Access Administrator
- Administrative Officer
- Financial Officer
- Staff
- Consultant

User Role	Description
Client Access Administrator	The Client Access Administrator is responsible for adding and de-activating staff as required in PIMS. This user role is added in conjunction with another user role listed in this table.
Administrative Officer	This user role is assigned to the local governments Chief Administrative Officer or equivalent.
Financial Officer	This user role is assigned to the local governments Chief Financial Officer or equivalent.
Staff	This user role is assigned to any other staff within the local government.
Consultant	This user role is to be assigned to any consultants a Recipient may hire to help complete reports or applications in PIMS.

# ACCESSING YOUR ANNUAL EXPENDITURE REPORT

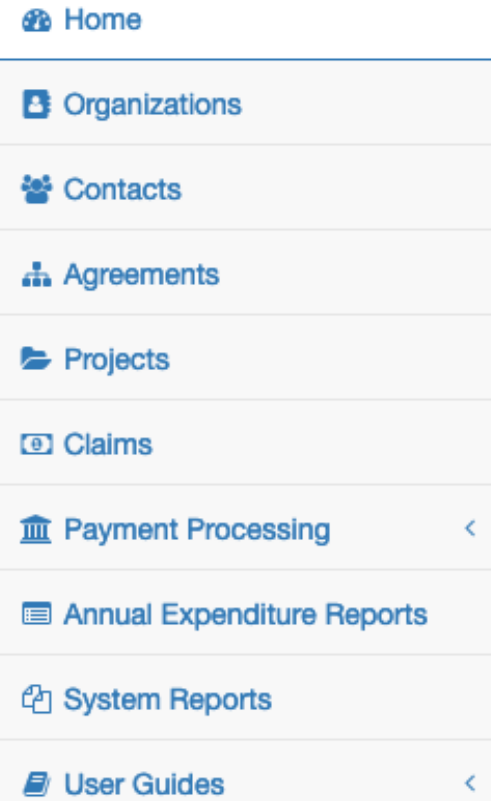
Once you have logged into PIMS, you will need to access your AER to start your submission. Below are instructions on how to access your 2021 Annual Expenditure Report in PIMS.

1. Once you are logged into PIMS, click 'Annual Expenditure Reports' in the left-hand side navigation panel.
2. Once in the 'Manage Annual Expenditure Reports' module, you will see the top panel "Draft Submission in Progress". This is where you access your current AER. The reporting year Jan 1 - Dec 31, 2021 will be assigned an AER ID, which is a hyperlink. Click on the AER ID to access your report.



TIP:

Please note it is critical that throughout the process of completing your Annual Expenditure Report you save your work. As PIMS is a web based application, work is not automatically saved, and must be manually saved by the user. You will always find the save button at the bottom of your screen while completing your report.



## Manage Annual Expenditure Reports

Draft Submission in Progress

AER ID	Reporting Year	Status	Status Date
2853	Jan 1 - Dec 31, 2021	Draft	Feb 15, 2022

Navigation: 1 | 15 items per page | 1 - 1 of 1 items

3. Once you click on the AER ID, PIMS will bring you to your DRAFT AER. The first step is to fill out your contact details as shown in the photo on the right.

- Contact Name: First & last name of the person CCBF staff can contact for any questions in relation to your AER.
- Phone Number: The best phone number to reach the AER contact at for any further questions.
- Email Address: The best e-mail address to reach the AER contact at for any further questions.

4. The navigation bar shown to the right is where you will navigate through all required sections in order to complete the AER. You are required to complete each tab prior to submission of your AER.

5. Once you have entered the contact details, you will move on to the next stage of adding your CWF projects to your report.

Annual Expenditure Report Details

Contact Name

Phone Number Ext

Email Address

Project Reporting Program Reporting Related Forms Attach

It is important to note that there is a new process this year where UBCM will add any Strategic Priorities Fund projects that had claims paid between January 1, 2021 to December 31, 2021 to your Annual Expenditure Report. This change in process is to make reporting more streamlined for the Recipient.



TIP:

This is a good time to save your work. Scroll to the bottom of the report page and click the 'Save' button.

# ADDING EXISTING PROJECTS TO YOUR ANNUAL EXPENDITURE REPORT

Local governments can choose to add CWF projects to the system throughout the year when they are approved at a local level, or annually at the time of reporting. When adding projects it is important that the Federal Reporting Guidelines are followed, in order for UBCM to accurately report on program spending. Continuing from the previous steps on completing your AER, below you will find step by step directions on how to add your CWF project(s) to your report.

1. If you are reporting 2021 expenditures for a project that already exists in PIMS, navigate to the Project Reporting tab and click the 'Add Project to Report' button.
2. The 'Add Project(s) to Annual Expenditure Report' table will appear. Using the first column with check boxes, select which project(s) you would like to appear in your Annual Expenditure Report.
3. Click the Update button.



TIP:

Once you have added your project(s) to your AER, it is a good time to save your work. Scroll to the bottom of the report page and click the 'Save' button.

Project Reporting Program Reporting Related Forms Attachments Workflow

Add Project to Report Create New Project

Projects

Add Project(s) to Annual Expenditure Report

<input type="checkbox"/>	Project #	Project Title	Program	Recipient(s)	Status	Status Date
<input checked="" type="checkbox"/>	19-0000-CWF	Official Community Plan	GTF/CWF	BC Local Gov	Recipient Approved	May 1, 2019

15 items per page 1 - 1 of 1 items

Update Close





TIP:

You are able to add projects one at a time, or save the report and come back at a later time to add a project by clicking Add Project to Report in the top right hand panel. The button next to it also allows you to Create a new project at any time.

[Add Project to Report](#) [Create New Project](#)

**Project Details - 17-1979-SPF - Quality System Tools (QST) for Asset Management Project**

<b>Project #</b>	17-1979-SPF	<b>Percentage Complete as of Dec 31, 2021 *</b>
<b>Project Title</b>	Quality System Tools (QST) for Asset Management Project	0 %
<b>Project Start Date</b>	Sep 01, 2018	<b>Project Start Date as of Dec 31, 2021 *</b>
<b>Estimated Project Completion Date</b>	Dec 31, 2021	
<b>Percentage of Project Complete</b>	0%	<b>Project Completion Date as of Dec 31, 2021 *</b>
<b>Recipients</b>	Victoria	
<b>Project Category</b>	Capacity Building - Asset Management	<b>Total CWF/GVRF spent in reporting year *</b>
<b>Estimated Total Project Cost</b>	\$150,000.00	\$0.00
<b>Claim Paid in Reporting Year</b>	\$0.00	<b>Adjustments to Total Spent to Date previously reported to UBCM</b>
<b>Total Spent to Date</b>	\$0.00	\$0.00 <a href="#">Q</a>

[Remove Project from Report](#)

Above is an example of what a project record looks like after it has been added to the Annual Expenditure Report. The following sections will outline what is read-only, and what can be edited as well as how to edit project information.

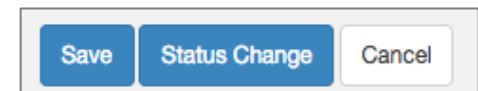
# ADDING AND EDITING NEW PROJECTS IN YOUR AER

When a new project has been approved at the local level, it will need to be added to PIMS. Below are steps on how to do this either through your Annual Expenditure Report, or through the Home Page in PIMS.

1. If you are in the Annual Expenditure Report, and want to add a new project that has not yet been created in PIMS, you will click the Create New Project button.



2. This will take you to the CWF project screen, where under the 'Project Details' heading, the following details need to be entered:
  - Project Title
  - Project Description
  - Project Category
  - Project Start Date
  - Estimated Project Completion Date
  - Percentage of Project Complete
  - Actual Project Completion Date (if applicable)
  - Total CWF/GVRF Funding Allocated
  - Total Project Cost
3. Once complete, scroll to the bottom of the Project page and click the 'Save' button. A message will appear advising you have saved your progress.



- Once all details are entered, click the 'Status Change' button at the bottom of the screen.
- The 'Status Update' table will appear. Change the project status from 'Draft' to 'Recipient Approved' and then click the update button.
- To navigate back to the Annual Expenditure Report, at the top of your page you will find the Annual Expenditure Report breadcrumb you can click on, as shown below.

Status Update

**Status**

Status Name \*  
 Draft  
 Recipient Approved

Status Date \*  
Apr 19, 2021

Status Note

**Status History**

Update Close

Annual Expenditure Report

Project [ID: 7866]

**Project Summary**

<b>Project #</b>	<b>Project Status</b>	<b>Project Start Date</b>
21-0002-CWF	Recipient Approved	Feb 01, 2021
<b>Project Title</b>	<b>Project Status Date</b>	<b>Estimated Project Completion Date</b>
First Ave. Water and Sewer Main Upgrade and Expansion	Mar 01, 2021	Nov 30, 2023
<b>Program</b>		<b>Percentage of Project Complete</b>
GTF/CWF		20%

- Once back in your Annual Expenditure Report, you will repeat the steps found on Page 8 to add existing projects to your Annual Expenditure Report.



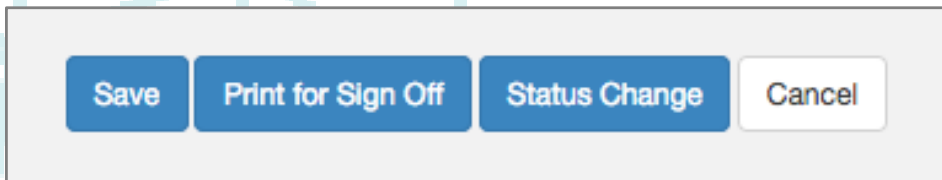
TIP:

Breadcrumbs such as this example will be found throughout your time in PIMS. It is a tool made to easily navigate back and forth between modules while you're working in the system. Always look to the top of your screen to see if you have a breadcrumb available for your ease of access.

8. Once the project(s) have been added to your report, you will be required to complete all information as at December 31, 2021. The following fields are mandatory when reporting on a project in your AER:

- Percentage Complete as of Dec 31, 2021
- Project Start Date as of Dec 31, 2021
- Project Completion Date as of Dec 31, 2021
- Total CWF/GVRF spent in reporting year

Once complete, scroll to the bottom of the report and click the 'Save' button. A message will appear advising you have saved your progress.



Project Details - 19-0000-CWF - Official Community Plan		
Project #	19-0000-CWF	Percentage Complete as of Dec 31, 2020 *
Project Title	Official Community Plan <b>B</b>	67% <b>A</b>
Project Start Date	January 1, 2018	Project Start Date as of Dec 31, 2020 *
Estimated Project Completion Date	December 31, 2021	January 1, 2018
Percentage of Project Complete	67%	Project Completion Date as of Dec 31, 2020 *
Recipients	BC Local Gov	December 31, 2021
Project Category	Capacity Building - Integrated Sustainable Community Planning	Total Spent this reporting year not yet reported *
Estimated Total Project Cost	\$290,000.00	\$100,000.00
Claim Paid in Reporting Year	\$0.00	Adjustments to Total Spent to Date previously reported to UBCM
Total Spent to Date previously reported to UBCM	\$20,000.00	\$0.00 <a href="#">Q</a>

[Remove Project from Report](#)

You'll note that the information listed in Box B of the 'Project Details' table are generated from each individual project's page in PIMS. Please ensure the details in Box B are consistent with what was entered in Box A. If updates are required, see the following steps to update the Project Page.

# ADDING A NEW PROJECT FROM THE HOME PAGE

As previously mentioned, there are a few ways to add a new project in PIMS. The previous pages walked you through adding a new project while in your Annual Expenditure Report. Below are instructions on how to add a project to PIMS from the home page.

1. Login to PIMS
2. Navigate halfway down the main page to 'Start New Submission'
3. You'll find a table labelled 'Applications for Funding' where you can initiate a new submission

## Start New Submission

Applications For Funding						
Program	Submission	Submission Available Start Date	Submission Available End Date			
CCBF/CWF	CWF Project	Feb 09, 2017				Initiate Submission

4. Once you click 'Initiate Submission' the system will create a project record for you to complete. Please follow the steps on Page 10 of this document to complete your new project.



TIP:

If you don't see a button you expect, such as Initiate Submission, using your mouse or track pad, scroll to the right...it might be hiding in your view!

# HOW DO I UPDATE AN EXISTING PROJECT?

1. In the 'Project Details' table, click the blue hyperlinked Project # to go to the Project page.
2. On the project page, scroll to the bottom and click the 'Edit' button.
3. Once you have clicked the edit button you'll notice fields are editable. Make the necessary updates to your CWF or GVRF project, and scroll to the bottom and ensure you click save.
4. To navigate back to your AER, you will scroll to the top of your window and click the hyperlinked Annual Expenditure Report breadcrumb in the top left-hand corner.

Project Details - 19-0000-CWF - Official Community Plan

Project #	19-0000-CWF	Percentage Complete as of Dec 31, 2020 *
Project Title	Official Community Plan	67%
Project Start Date	January 1, 2018	Project Start Date as of Dec 31, 2020 *
Estimated Project Completion Date	December 31, 2021	January 1, 2018
Percentage of Project Complete	67%	Project Completion Date as of Dec 31, 2020 *
Recipients	BC Local Gov	December 31, 2021
Project Category	Capacity Building - Integrated Community Sustainability Planning	Total Spent this reporting year not yet reported *
Estimated Total Project Cost	\$290,000.00	\$100,000.00
Claim Paid in Reporting Year	\$0.00	Adjustments to Total Spent to Date previously reported to UBCM
Total Spent to Date previously reported to UBCM	\$20,000.00	\$0.00 <a href="#">Q</a>

[Remove Project from Report](#)

[Edit](#) [Cancel](#)

[Save](#) [Status Change](#) [Cancel](#)



TIP:

Whenever project information updates such as project details, you must log into PIMS and update the project record itself.



TIP:

Breadcrumbs such as this example will be found throughout your time in PIMS. It is a tool made to easily navigate back and forth between modules while you're working in the system. Always look to the top of your screen to see if you have a breadcrumb available for your ease of access.

[Annual Expenditure Report](#)


Project [ID: 6354]

Project Summary		
Project #	Project Status	Project Start Date
19-0000-CWF	Recipient Approved	January 1, 2018
Project Title	Project Status Date	Estimated Project Completion Date
Official Community Plan	April 19, 2021	December 31, 2021
Program	Percentage of Project Complete	
GTF/CWF	67%	

# MAKING ADJUSTMENTS TO PRIOR YEAR

1. After adding your projects to your Annual Expenditure Report, click the magnifying glass next to 'Adjustments to Total Spent to Date Previously Reported to UBCM'. The 'Adjustments' table will appear.

Project Details - 19-0000-CWF - Official Community Plan

Project #	19-0000-CWF	Percentage Complete as of Dec 31, 2020 *
Project Title	Official Community Plan	67%
Project Start Date	January 1, 2018	Project Start Date as of Dec 31, 2020 *
Estimated Project Completion Date	December 31, 2021	January 1, 2018
Percentage of Project Complete	67%	Project Completion Date as of Dec 31, 2020 *
Recipients	BC Local Gov	December 31, 2021
Project Category	Capacity Building - Integrated Community Sustainability Planning	Total Spent this reporting year not yet reported *
Estimated Total Project Cost	\$290,000.00	\$100,000.00
Claim Paid in Reporting Year	\$0.00	Adjustments to Total Spent to Date previously reported to UBCM
Total Spent to Date previously reported to UBCM	\$20,000.00	\$0.00 

[Remove Project from Report](#)







TIP:

If you don't see a button you expect, such as Initiate Submission, using your mouse or track pad, scroll to the right...it might be hiding in your view!

2. Locate the 'Reporting Year' row that you would like to adjust the spending for. Using the bottom scroll bar, move to the right of the 'Adjustment' table and click the 'Edit' button (the pencil icon).

Adjustment already Reported via Claims

Additional Adjustments

Reporting Year	Total Spent To Date Previously Reported to UBCM	Adjusted Total Spent To Date Previously Reported to UBCM	Adjustment Type	Adjustment Amount	Adjustment Note	
2005	\$0.00	\$0.00	None	\$0.00		
(...)	(...)	(...)	(...)	(...)	(...)	
2018	\$5,000.00	\$5,000.00	None	\$0.00		
2019	\$15,000.00	\$15,000.00	None	\$0.00		

15 items per page 1 - 14 of 14 items

Close

When making any adjustments to prior year, we recommend connecting with CCBF staff [via e-mail](#) to discuss the prior year changes.

3. In the 'Adjusted Total Spent to Date Previously Reported to UBCM' column, enter the correct value that your organization spent on the project for the given reporting year.

Adjustment already Reported via Claims

Additional Adjustments

Reporting Year	Total Spent To Date Previously Reported to UBCM	Adjusted Total Spent To Date Previously Reported to UBCM	Adjustment Type	Adjustment Amount	Adjustment Note	
2005	\$0.00	\$0.00	None	\$0.00		
(...)	(...)	(...)	(...)	(...)	(...)	
2018	\$5,000.00	\$5,000.00	None	\$0.00		
2019	\$15,000.00	10000	None	\$0.00	(Details for adj.)	

1 15 items per page 1 - 14 of 14 items

Close

4. Please ensure you always enter rationale for the adjustment in the 'Adjustment Note' column
5. Once complete, click the 'Save' button and ensure that the 'Adjustment Type' column reads properly as 'Decrease' or 'Increase' and that the 'Adjustment Amount' is correct.

Adjustment already Reported via Claims

Additional Adjustments

Reporting Year	Total Spent To Date Previously Reported to UBCM	Adjusted Total Spent To Date Previously Reported to UBCM	Adjustment Type	Adjustment Amount	Adjustment Note	
2005	\$0.00	\$0.00	None	\$0.00		
(...)	(...)	(...)	(...)	(...)	(...)	
2018	\$5,000.00	\$5,000.00	None	\$0.00		
2019	\$15,000.00	10000	None	\$0.00	(Details for adj.)	


1 15 items per page 1 - 14 of 14 items

Close



# PROGRAM REPORTING TAB

1. Once all projects have been reported on, it's time to navigate to the 'Program Reporting' tab. Most of the fields are auto calculated depending on what was entered in the 'Project Reporting' tab, but it is the Recipient's responsibility to report on any interest earned in the reporting year.
2. Once complete, scroll to the bottom of the AER and click save to ensure you do not lose your work.

Program Reporting - CCBF	
Reporting year	2021
Opening balance of unspent funds	\$35,591,269.91
Total pooled funds received from UBCM	\$580,305.44
Total CWF received from UBCM	\$12,290,673.16
Interest earned	<input type="text" value="\$0.00"/>
Adjustment to interest earned from previous AERs	\$0.00 
Total spent on pooled funds projects	\$580,305.44
Total spent on CWF/GVRF projects	\$0.00
Adjustment to total spent to date from previous AERs	\$0.00
Closing balance of unspent funds	\$47,881,943.07

If you believe there is an error in the above table, please email [CCBF@ubcm.ca](mailto:CCBF@ubcm.ca) and we the CCBF team will work with you to find any discrepancies.

3. If you need to make any adjustments to interest earned in prior years, you can do so by clicking on the magnifying glass in the 'Adjustment to interest earned from previous AERs line'
4. In the 'Adjustment to Interest Earned from previous AERs' table, locate the year you would like to adjust and scroll to the right and click the edit button.
5. In the 'Adjusted Total Spent to Date Previously Reported to UBCM' column, enter the 'Adjusted Interest Earned' as the correct amount of interest and click save.
6. Verify that the 'Adjustment Type' reads correctly as 'Decrease' or 'Increase'.
7. Once saved and verified, click close to navigate back to the Annual Expenditure Report.

#### Adjustment to Interest Earned from previous AERs



\$132,815.13	None	\$0.00		
\$203,278.49	None	\$0.00		
\$235,344.67	None	\$0.00		
\$280,617.00	None	\$0.00		
\$350,250.00	None	\$0.00		
\$44,998.00	None	\$0.00		
\$378,467.09	None	\$0.00		
\$1,766,372.00	None	\$0.00		
\$536,617.00	None	\$0.00		
\$732,738.99	None	\$0.00		



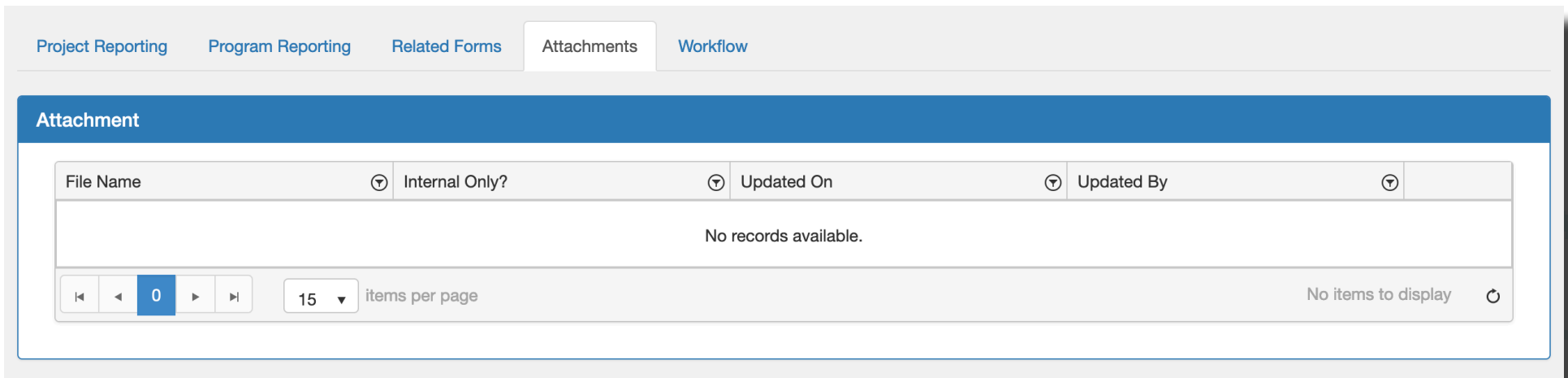
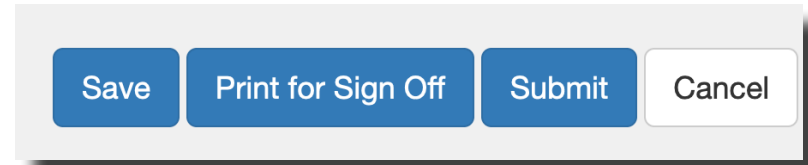
#### TIP:

You need to save both the adjustment and the AER itself for the calculation to appear.

Close

# PREPARE THE FINANCIAL OFFICER CERTIFICATION FORM

1. Scroll to the bottom of the Annual Expenditure Report and click the 'Print for Sign Off' button.
2. A PDF document will be saved to your computer's Downloads. Open the PDF, and have your Financial Officer complete the form, sign, and upload it to PIMS through the Attachments tab shown below.



The file size limit for the attachments tab has been set to 20MB. Should you have any supporting documentation for your Annual Expenditure Report, please attach it through the above noted tab.

Should you have any difficulties accessing or uploading your Financial Officer Certification Form, please email [PIMS@ubcm.ca](mailto:PIMS@ubcm.ca) for assistance.

# RELATED FORMS

The 2021 AER will include a Communications and Compliance Survey. The survey will record local government communications activity in 2021 and confirm the level of uncommitted program funds for each local government. Copies of the 2020 survey are available upon request.

As a reminder, each local government that receives CCBF funding has signed an agreement that includes a Communications Protocol. The aim of the protocol is so BC residents are made aware of the contributions provided by the Government of Canada through the program. There are several ways in which this can be achieved: Installation of temporary construction signage; formal communications (such as news releases and media events); and social media.

Guidelines for signage installation along with templates are available on Infrastructure Canada's website. Any project utilizing over \$100,000 from the CCBF should incorporate project signage. UBCM gathers data on signage installation in our annual reporting process for the federal government.

Communities receiving annual CCBF allocations greater than \$400,000 and those receiving grants through the Strategic Priorities Fund should undertake at least one formal communication highlighting the use of funds in each year. Local governments are required to provide notice to Canada, BC and UBCM twenty-one days in advance of any formal communications. This requirement can be fulfilled by contacting UBCM.

Please tag UBCM (@CCBFinBC) and Infrastructure Canada (@Infrastructure Canada - English) on any posts to your community's Facebook page that recognize projects funded through the CCBF.

The 2021 Communications and Compliance Survey can be found on the related forms tab of your 2021 AER.

Form Name	Req?	Form Type	Available From	Available To
<a href="#">2021 Communications and Compliance Survey</a>	Yes	Client	Apr 01, 2022	Sep 30, 2022


# SUBMITTING YOUR ANNUAL EXPENDITURE REPORT

1. To submit your Annual Expenditure Report to UBCM, scroll to the bottom of your report, and click the 'Submit' button.
2. A pop-up window will appear. Click on the dropdown menu 'Status Name', select 'Submitted' and click the 'Update' button

**Status Update** ×

---

**Status**

<b>Status Name *</b>	<b>Status Date *</b>	<b>Status Note</b>
<input type="text" value="Draft"/>	<input type="text" value="Apr 01, 2022"/> 	<input type="text"/>

**Status History**

---

Once submitted, UBCM staff will review your Annual Expenditure Report. Should we have any further questions we will follow up via e-mail.



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