2023
Annual Expenditure Report
Instructions

Canada Community-Building Fund BC | **UBCM**
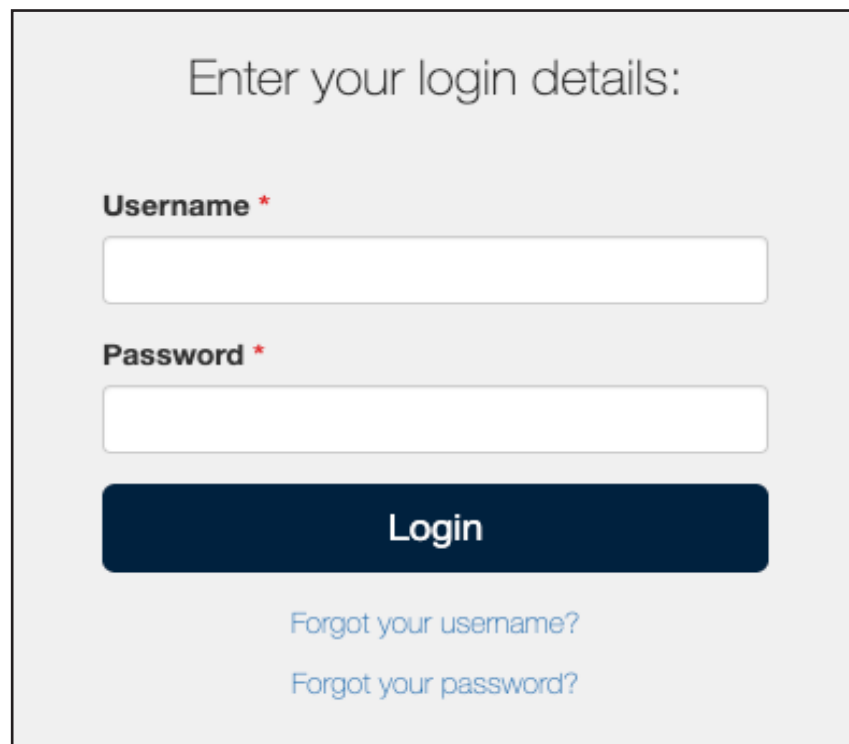
Contents

Canada Community-
Building Fund BC | UBCM

How Do I Access PIMS?

- PIMS is an online database where local government staff can find all information related to the Canada Community-Building Fund.

- Users will access PIMS through their internet browser by navigating to the PIMS Home Page.

- If you are new to PIMS or can't remember your email or password, email CCBF staff at pims@ubcm.ca for assistance.

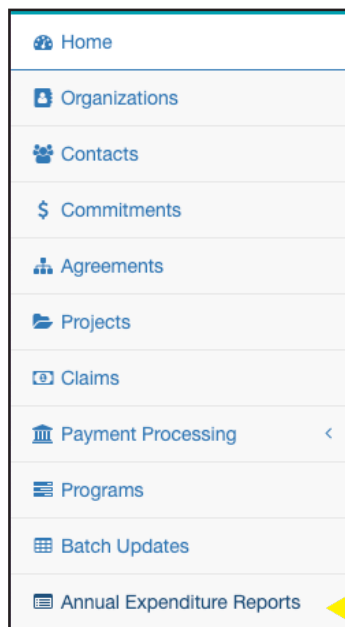Enter your login details:

Username *

Password *

Login

Forgot your username?

Forgot your password?

How Do I Find My
Annual Expenditure Report?

- Once you are logged into PIMS, click 'Annual Expenditure Reports' on the left side of the page.

- You should see the top panel "Draft Submission in Progress". Click on 2023 under "Reporting Year" and click on the four-digit AER ID to access your AER.

Annual Expenditure Reporting Years

⊞ Add New Record

Reporting Year ▼	Program	Submission Period Start Date	Submission Period End Date
2023	CCBF	April 15, 2024	June 1, 2024

How Do I Fill Out
My Contact Details?

- **Contact Name**: Full name of the person CCBF staff can contact for any questions about your AER.

- **Phone Number**: The best phone number to reach the contact for any questions about your AER.

- **Email Address**: The best e-mail address to reach the contact for any questions about your AER.

Annual Expenditure Report Details

Contact Name

Phone Number   Ext

Email Address
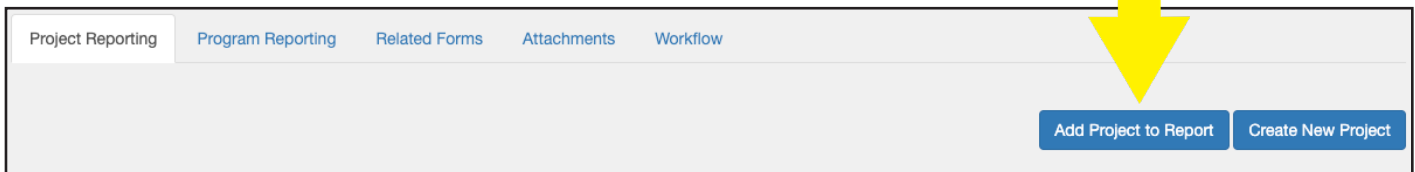
What Must Be Completed?

- You will find four tabs at the bottom of your AER: Project Reporting, Program Reporting, Related Forms, Attachments.

- **Project Reporting**: This is where you will add project-specific expenditure information.

- **Program Reporting**: This is where you will find a summary of what you've entered in Project Reporting tab and answer questions on interest earned.

- **Related Forms**: This is where you will find the link to the mandatory Communications and Compliance Survey.

- **Attachments**: This is where you will attach your completed Financial Officer Certification form.
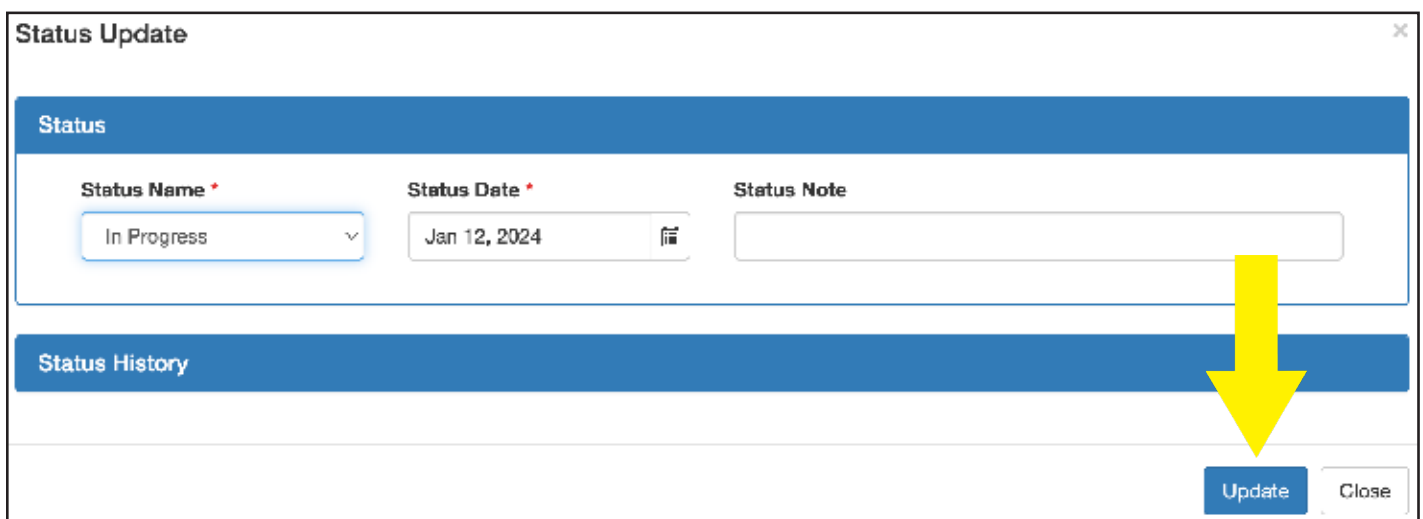
Project Reporting	Program Reporting	Related Forms	Attachments
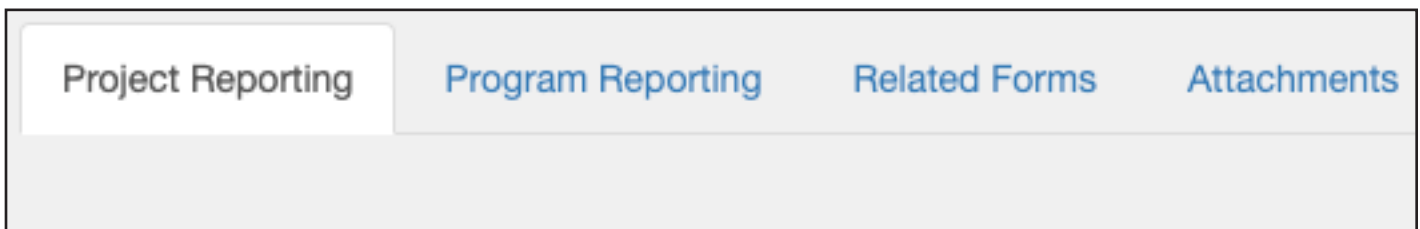
How Do I Complete The Project Reporting Tab?

Adding Existing Projects

1. Click on 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 2023 AER.

3. Click the 'Update' button

How Do I Complete The Project Reporting Tab?

## Adding New Projects

1. Click the 'Create New Project' button.
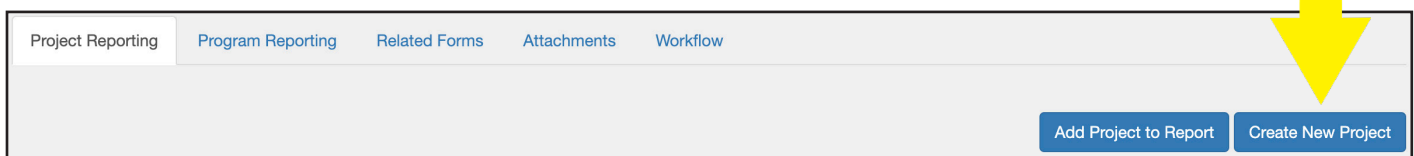
2. This will take you to the CWF project screen where you will enter the below under the 'Project Details' heading:

- Project Title
- Project Description
- Project Category
- Project Start Date
- Estimated Project Completion Date
- Percentage of Project Complete
- Actual Project Completion Date
- Total CWF Allocated
- Total Project Cost

3. Once all details are entered, click the 'Status Change' button at the bottom of the screen.
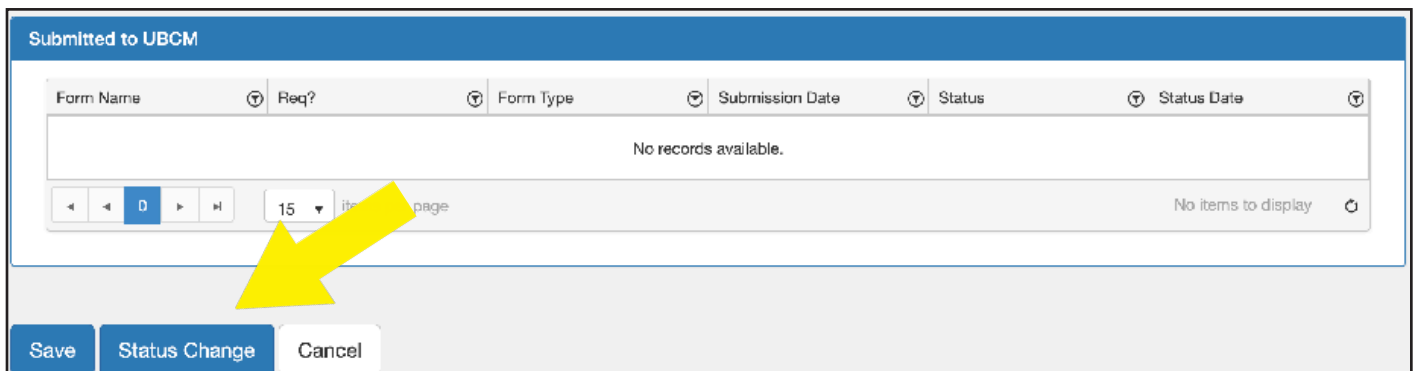
How Do I Complete The Project Reporting Tab?

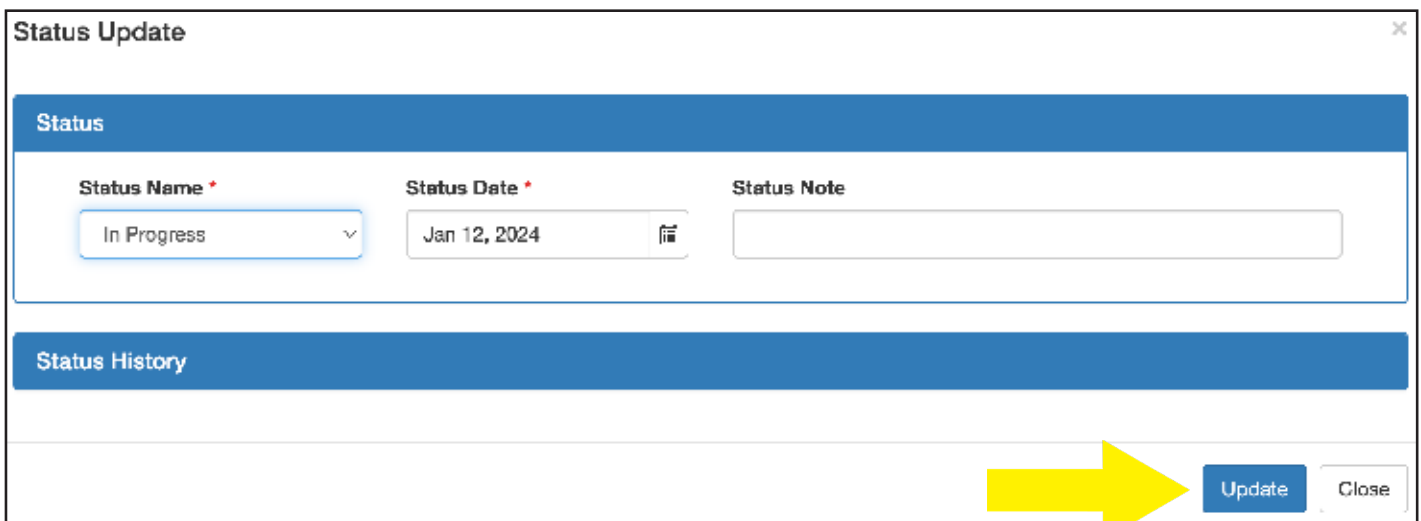**4.** The 'Status Update' table will appear. Change the project status from 'Draft' to 'In Progress' and then click the 'Update' button.

5. To navigate back to your AER, click on the 'Annual Expenditure Report' breadcrumb at the top of the page.
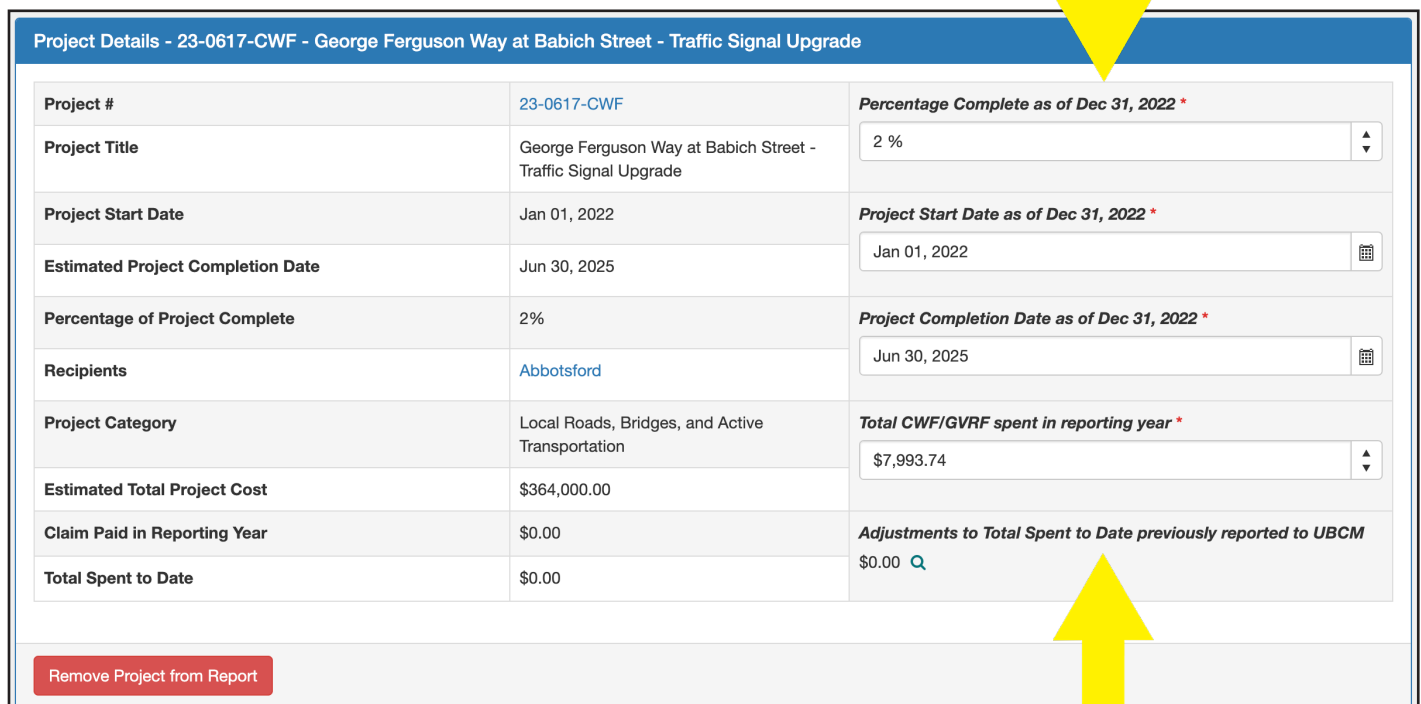
How Do I Complete The Project Reporting Tab?

6. Once the project(s) has been added, you are required to complete all information as at December 31, 2023. The following fields are mandatory:

- Percentage Complete as of Dec 31, 2023
- Project Start Date as of Dec 31, 2023
- Project Completion Date as of Dec 31, 2023
- Total CWF or GVRF spent in reporting year

Project Details - 23-0617-CWF - George Ferguson Way at Babich Street - Traffic Signal Upgrade

Project #	23-0617-CWF	**Percentage Complete as of Dec 31, 2022** *	2 %
Project Title	George Ferguson Way at Babich Street - Traffic Signal Upgrade		
Project Start Date	Jan 01, 2022	**Project Start Date as of Dec 31, 2022** *	Jan 01, 2022
Estimated Project Completion Date	Jun 30, 2025		
Percentage of Project Complete	2%	**Project Completion Date as of Dec 31, 2022** *	Jun 30, 2025
Recipients	Abbotsford		
Project Category	Local Roads, Bridges, and Active Transportation	**Total CWF/GVRF spent in reporting year** *	$7,993.74
Estimated Total Project Cost	$364,000.00		
Claim Paid in Reporting Year	$0.00	**Adjustments to Total Spent to Date previously reported to UBCM**	
Total Spent to Date	$0.00	$0.00 🔍	

Remove Project from Report

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

How Do I Complete The Project Reporting Tab?

Editing Existing Projects

1. In the 'Project Details' table, click the blue hyperlinked project number to go to the project page.

Project Details - 23-0617-CWF - George Ferguson Way at Babich Street - Traffic Signal Upgrade		
Project #	23-0617-CWF	**Percentage Complete as of Dec 31, 2022 *** 2 %
Project Title	George Ferguson Way at Babich Street - Traffic Signal Upgrade	
Project Start Date	Jan 01, 2022	**Project Start Date as of Dec 31, 2022 *** Jan 01, 2022
Estimated Project Completion Date	Jun 30, 2025	
Percentage of Project Complete	2%	**Project Completion Date as of Dec 31, 2022 *** Jun 30, 2025
Recipients	Abbotsford	
Project Category	Local Roads, Bridges, and Active Transportation	**Total CWF/GVRF spent in reporting year *** $7,993.74
Estimated Total Project Cost	$364,000.00	
Claim Paid in Reporting Year	$0.00	**Adjustments to Total Spent to Date previously reported to UBCM** $0.00
Total Spent to Date	$0.00	

Remove Project from Report

2. On the project page, scroll to the bottom and click the 'Edit' button.

3. 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, click on the 'Annual Expenditure Report' breadcrumb at the top of the page.

How Do I Make A Prior Year Adjustment?

1. Click the magnifying glass next to 'Adjustments to Total Spent to Date Previously Reported to UBCM'

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

How Do I Make A
Prior Year Adjustment?

3. In the 'Adjusted Total Spent to Date Previously Reported to UBCM' column, enter the correct value.

4. Please enter rationale for the adjustment in the 'Adjustment Note' column.

5. Once complete, click the 'Save' button at the end of the row and ensure that the 'Adjustment Type' column reads properly as 'Decrease' or 'Increase' and that the 'Adjustment Amount' is correct.

* When making any adjustments to prior year spendng, we recommend connecting with CCBF staff to discuss the changes.

How Do I Complete The Program Reporting Tab?

1. Once all projects have been entered in the 'Project Reporting' tab, navigate to the 'Program Reporting' tab. Most of the fields are populated, but you must report any interest earned in 2023.

Program Reporting - CCBF

Reporting year	2022
Opening balance of unspent funds	$3,958,610.57
Total pooled funds received from UBCM	$1,367,047.10
Total CWF received from UBCM	$482,771.46
Interest earned	$0.00
Adjustment to interest earned from previous AERs	$0.00 🔍
Total spent on pooled funds projects	$1,367,047.10
Total spent on CWF/GVRF projects	$0.00
Adjustment to total spent to date from previous AERs	$0.00
Closing balance of unspent funds	$4,441,382.03

2. Once complete, scroll to the bottom of the page and click 'Save' to ensure you do not lose your work.

How Do Complete The Program Reporting Tab?

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 verified and saved, click 'Close' to navigate back to your Annual Expenditure Report.

Adjustment to Interest Earned from previous AERs

Adjusted Interest Earned	Adjustment Type	Adjustment Amount	Adjustment Note	
$0.00	None	$0.00		✎
$0.00	None	$0.00		✎

How Do I Complete The Communications and Compliance Survey?

The 2023 AER will include a Communications and Compliance Survey. The survey will record local government communications activity in 2023 and confirm the level of uncommitted CCBF funds for each local government in BC.

1. Locate the 'Related Forms' tab and click on the '2023 - CCBF Communications and Compliance Survey' in blue text.


2. Complete the required information and click 'Submit'.

How Do I Complete 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.
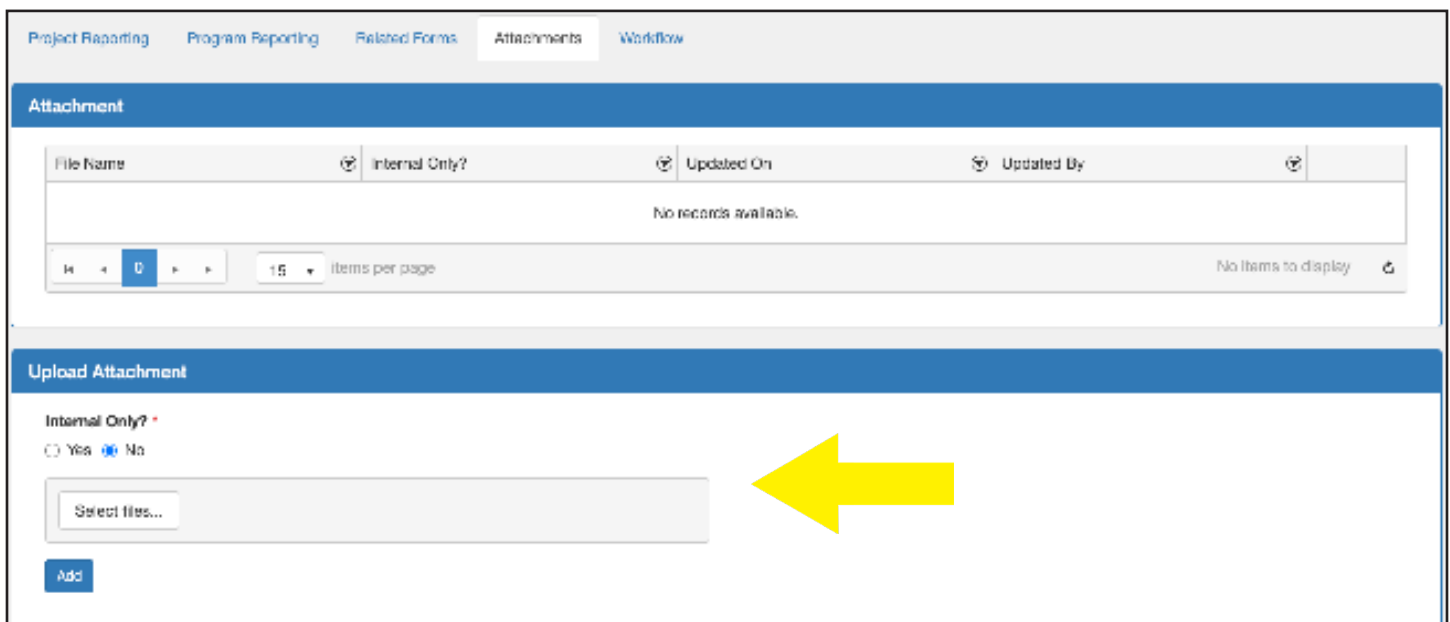
* If you have any difficulties accessing or uploading your Financial Officer Certification Form, please email CCBF@ubcm.ca for assistance

How Do I Submit My Annual Expenditure Report?

1. Once you have completed everything and are ready to submit, 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

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