

# ACTIVITIES AND EXPENDITURES REPORT

## **DCI Number/Fiscal Year:**

4548549 (2022-2023)

## **Purpose:**

The information collected in this report may be used to demonstrate that funds have been used in a manner that is consistent with program objectives, to verify that the type of expense or amount is eligible to be covered by program funds, to calculate funding that is provided to the recipient, to calculate program performance indicators, to evaluate whether the program is achieving long-term results and to facilitate departmental processing.

## **Reporting Period:**

For the current fiscal year starting April 1st or upon commencement of the activities for which the recipient has received funding, whichever is later, and ending March 31st or upon completion of the activities, whichever is earlier. The reporting period may be covered by one or more reports according to the number of submissions specified in the recipient's funding agreement.

## **Due Date:**

As specified in the recipient's funding agreement

## **Report Submission Requirements:**

**Aboriginal Financial Officers Association of Canada:** The recipient may be required to submit up to 4 reports per fiscal year, each of which is to include an Activity Report and an Expenditure Report.

**Assisted Living:** The recipient may be required to submit up to 12 reports per fiscal year, each of which is to include an Activity Report only, except the final report. The final report is to include an Activity Report and an Expenditure Report.

**Band Support Funding for Third Party Manager Services:** The recipient may be required to submit 1 report per fiscal year, which is to include an Activity Report and an Expenditure Report.

**British Columbia Capacity Initiative:** The recipient may be required to submit up to 2 reports per fiscal year, each of which is to include an Activity Report only, except the final report. The final report is to include an Activity Report and an Expenditure Report.

**Capital Facilities and Maintenance Program:** The recipient may be required to submit up to 6 reports per fiscal year, each of which is to include an Activity Report and an Expenditure Report.

**Consultation and Policy Development:** The recipient may be required to submit any number of reports per fiscal year, depending on the project, each of which is to contain an Activity Report and an Expenditure Report.

**Education Research and Innovation:** The recipient may be required to submit 1 report per fiscal year, which is to include an Activity Report and an Expenditure Report.

**Emergency Management Assistance Program:** The recipient is required to submit 1 report per fiscal year, which is to include an Activity Report and an Expenditure Report.

**Engagement Toward the Development of First Nations Regional Postsecondary Education**

**Models:** The recipient may be required to submit 1 report per fiscal year, which is to include an Activity Report and an Expenditure Report.

**Estates Management Program:** The recipient is required to submit 1 report per fiscal year, which is to include an Activity Report and an Expenditure Report.

**Family Violence Prevention Program: Prevention Projects:** The recipient may be required to submit up to 12 reports per fiscal year, each of which is to include an Activity Report only, except the final report. The final report is to include an Activity Report and an Expenditure Report.

**Federal Initiative on Consultation:** The recipient is required to submit 1 report per fiscal year, which is to include an Activity Report and an Expenditure Report.

**First Nations Child and Family Services:** The recipient may be required to submit up to 12 reports per fiscal year, each of which is to include an Activity Report only, except the final report. The final report is to include an Activity Report and an Expenditure Report.

**Income Assistance:** The recipient may be required to submit up to 12 reports per fiscal year, each of which is to include an Activity Report only, except the final report. The final report is to include an Activity Report and an Expenditure Report.

**Negotiation Support Directorate - Comprehensive Claims Submission:** The recipient may be required to submit up to 2 reports per fiscal year, each of which is to include an Expenditure Report only, except the final report. The final report is to include both an Activity Report and an Expenditure Report.

**Negotiation Support Directorate - Comprehensive Claims and Treaties:** The recipient may be required to submit up to 2 reports per fiscal year, each of which is to include an Expenditure Report only, except the final report. The final report is to include both an Activity Report and an Expenditure Report.

**Negotiation Support Directorate - Enrolment and Ratification:** The recipient may be required to submit up to 2 reports per fiscal year, each of which is to include an Expenditure Report only, except the final report. The final report is to include an Activity Report and an Expenditure Report.

**Negotiation Support Directorate - Governance Capacity Development:** The recipient may be required to submit up to 2 reports per fiscal year, each of which is to include an Expenditure Report only, except the final report. The final report is to include an Activity Report and an Expenditure Report.

**Negotiation Support Directorate - Inherent Right:** The recipient may be required to submit up to 2 reports per fiscal year, each of which is to include an Expenditure Report only, except the final report. The final report is to include an Activity Report and an Expenditure Report.

**Negotiation Support Directorate - Inherent Right: Consultation:** The recipient may be required to submit up to 2 reports per fiscal year, each of which is to include an Expenditure Report only, except the final report. The final report is to include an Activity Report and an Expenditure Report.

**Negotiation Support Directorate - Negotiation of Incremental Treaty Agreements and Non-Treaty Agreements:** The recipient may be required to submit up to 2 reports per fiscal year, each of which is

to include an Expenditure Report only, except the final report. The final report is to include an Activity Report and an Expenditure Report.

**Negotiation Support Directorate - Negotiation Preparedness Initiative:** The recipient may be required to submit up to 2 reports per fiscal year, each of which is to include an Expenditure Report only, except the final report. The final report is to include an Activity Report and an Expenditure Report.

**Negotiation Support Directorate - Office of the Treaty Commissioner:** The recipient may be required to submit up to 2 reports per fiscal year, each of which is to include an Expenditure Report only, except the final report. The final report is to include an Activity Report and an Expenditure Report.

**Negotiation Support Directorate - Recognition of Indigenous Rights and Self-Determination Discussion Tables:** The recipient may be required to submit up to 2 reports per fiscal year, each of which is to include an Expenditure Report only, except the final report. The final report is to include an Activity Report and an Expenditure Report.

**Negotiation Support Directorate - Specific Claims Negotiations:** The recipient may be required to submit up to 2 reports per fiscal year, each of which is to include an Expenditure Report only, except the final report. The final report is to include an Activity Report and an Expenditure Report.

**Negotiation Support Directorate - Specific Claims Tribunal Activities:** The recipient may be required to submit up to 2 reports per fiscal year, each of which is to include an Expenditure Report only, except the final report. The final report is to include an Activity Report and an Expenditure Report.

**Negotiation Support Directorate - Specific and Special Claims Submissions:** The recipient may be required to submit up to 2 reports per fiscal year, each of which is to include an Expenditure Report only, except the final report. The final report is to include an Activity Report and an Expenditure Report.

**Negotiation Support Directorate - Treaty Commission and Discussions:** The recipient may be required to submit up to 2 reports per fiscal year, each of which is to include an Expenditure Report only, except the final report. The final report is to include an Activity Report and an Expenditure Report.

**Non Block First Nation School:** The recipient may be required to submit 1 report per fiscal year, which is to include an Activity Report and an Expenditure Report.

**Professional and Institutional Development:** The recipient may be required to submit 1 report per fiscal year, which is to include an Activity Report and an Expenditure Report.

**Registration and Membership:** The recipient may be required to submit any number of reports per fiscal year, depending on the project, each of which is to contain an Activity Report and an Expenditure Report.

**Treaty Management:** The recipient is required to submit 3 reports per fiscal year: 2 Interim Activity Progress and Financial Variance Reports due in November 1st and March 31st of each year, and a third report being the Annual Activity Report, variable due dates, end of June or July.

**Treaty Related/Interim Measures:** The recipient is required to provide reports on due dates as set out in the approved proposal and as per the terms of the Funding Agreement.

**Yukon Environmental and Socio-Economic Assessment Act:** The recipient is required to submit 1 report per fiscal year, which is to include an Activity Report and an Expenditure Report.

**Program Documentation:**

Program	Documentation
Aboriginal Financial Officers Association of Canada	Not available
Assisted Living	National Social Programs Manual (available at <a href="#">Social Programs National Manual 2017-2018</a> )
Band Support Funding for Third Party Manager Services:	Not available
British Columbia Capacity Initiative	Proposal Guidelines (available at <a href="#">British Columbia Capacity Initiative</a> )
Capital Facilities and Maintenance Program	CFMP terms and conditions: <a href="#">Capital Facilities and Maintenance Program</a>
Consultation and Policy Development	Not available
Education Research and Innovation	Not available
Emergency Management Assistance Program	Indigenous Services Canada National On-reserve Emergency Management Plan (available at <a href="#">Indigenous Services Canada National On-reserve Emergency Management Plan</a> ). Contact your regional office for documentation on preparing emergency management plans and emergency management preparation.
Engagement Toward the Development of First Nations Regional Postsecondary Education Models	Not available
Estates Management Program	Not available
Family Violence Prevention Program	Family Violence Prevention Program National Guidelines. Contact your regional office.
Federal Initiative on Consultation	Not available
First Nations Child and Family Services	First Nations Child and Family Services Program National Guidelines. Contact your regional office.
Income Assistance	The Income Assistance National Program Guidelines ( <a href="https://www.sac-isc.gc.ca/eng/1100100035256/1533307528663">https://www.sac-isc.gc.ca/eng/1100100035256/1533307528663</a> )
Negotiation Support Directorate - Comprehensive Claims Submission	Not available
Negotiation Support Directorate - Comprehensive Claims and Treaties	Not available
Negotiation Support Directorate - Enrolment and Ratification	Not available
Negotiation Support Directorate - Governance Capacity Development	Not available

<b>Program</b>	<b>Documentation</b>
Negotiation Support Directorate - Inherent Right	Not available
Negotiation Support Directorate - Inherent Right: Consultation	Not available
Negotiation Support Directorate - Negotiation of Incremental Treaty Agreements and Non-Treaty Agreements	Not available
Negotiation Support Directorate - Negotiation Preparedness Initiative	Not available
Negotiation Support Directorate - Office of the Treaty Commissioner	Not available
Negotiation Support Directorate - Recognition of Indigenous Rights and Self-Determination Discussion Tables	Not available
Negotiation Support Directorate - Specific Claims Negotiations	Not available
Negotiation Support Directorate - Specific Claims Tribunal Activities	Not available
Negotiation Support Directorate - Specific and Special Claims Submissions	Not available
Negotiation Support Directorate - Treaty Commission and Discussions	Not available
Non Block First Nation School	Not available
Professional and Institutional Development	Professional and Institutional Development Program Guidelines (available at <a href="#">Professional and Institutional Development Program</a> )
Registration and Membership	Not available
Treaty Management	Not available
Treaty Related/Interim Measures	Not available
<i>Yukon Environmental and Socio-Economic Assessment Act</i>	Not available

**Field Definitions:**

<b>Field</b>	<b>Definition</b>
<b>Identification</b>	
Recipient Name	The name of an individual or entity that has received a transfer payment, or has been authorized to receive a transfer payment, under a transfer payment program, and can be found in the funding agreement.

Field	Definition
Recipient Number	The number assigned by Indigenous Services Canada/Crown-Indigenous Relations and Northern Affairs Canada to an individual or entity that has received a transfer payment, or has been authorized to receive a transfer payment, under a transfer payment program, and can be found in the funding agreement.
<b>Program</b>	
Program Identification	The Indigenous Services Canada/Crown-Indigenous Relations and Northern Affairs Canada program for which the recipient has received funding. Only one program may be selected. Selecting a program hides fields that are not required for that program.
<b>Contact</b>	
Given Name Family Name Title Mailing Address (Number/Street/Apartment/P.O. Box) City/Town Province/Territory Postal Code Telephone Number Extension Number Facsimile Number Email Address	The name and contact information of the responsible official to verify the content and information contained in this report. A valid postal code is in the upper case in the format A#A#A#. A valid telephone or facsimile number includes the 3 digit area code in the format ###-###-####. A valid email address may be in upper or lower case in the format a@a.a.
<b>Project Information</b>	
Project Name	Enter the project name as identified in the approved proposal, work plan, approval letter or funding agreement.
Project Number	Enter the project number as it appears in the letter of approval or funding agreement. Not all projects are assigned a project number.
<b>Activity Report</b>	
Reporting Period	
From (YYYYMMDD) To (YYYYMMDD)	The reporting period is the time period the Activity Report covers, in the format 'Year Month Day'.
<b>Activities</b>	
Provide a brief description of the activity.	If applicable, ensure that the activities correspond to those identified in the approved project proposal, work plan or approval letter. An activity is a key event, action or task that is planned in order to complete a project, initiative or to operate an organization.

Field	Definition
If the activity was completed within the period identified above, enter the date the activity was completed.	Enter the date on which the activity was completed, in the format 'Year Month Day'.
If the activity was not completed within the period identified above, explain why it was not completed and describe any work completed within this period.	Provide an explanation as to why the activity is incomplete and describe the work completed on this activity, including any unplanned work.
List any deliverables associated with this activity that are specified in the recipient's funding agreement and attach if completed.	Ensure that the deliverables reflect those that are identified in the recipient's funding agreement. A deliverable is any product resulting from an activity.
Provide any additional comments you would like to share regarding this activity.	Entries in this field may include an explanation of how the activity was carried out, success stories, challenges, highlights, etc.
<p><b>Supporting Documents</b> (if applicable) List any supporting documents associated with this activity (if applicable)</p> <p>Title Submission Method</p>	<p>Enter the name of the supporting document.</p> <p>From the drop-down list, select the method by which additional documents will be submitted. The options include:</p> <ul style="list-style-type: none"> <li>- Attachment</li> <li>- Email</li> <li>- Facsimile</li> <li>- Mail</li> <li>- By Hand or Courier</li> </ul> <p>If you select 'Attachment' as the submission method, an 'Attach File' button will appear. Selecting this button allows you to select a file that will be attached to the form. After attaching the file you can click on the paper clip icon on the left side of the Adobe application to see the attached file. Once the file is attached, the "Attach File" button changes to "Remove File". To remove the file only, select this button. To clear all fields for a single document and remove the associated file, select the [-] button.</p>
If this is a final report, describe the final outcomes and any highlights.	A final report is the last Activities and Expenditures Report completed for a fiscal year or the last Activities and Expenditures Report completed following the end of a project, whichever applies. Outcomes are the results or benefits of a project.
<b>Expenditure Report</b>	
Reporting Period	
From (YYYYMMDD) To (YYYYMMDD)	The Period is the time period the Expenditure Report covers, in the format 'Year Month Day'.
<b>Expenditures or Contributions</b>	
Budget Item	Enter the name of the eligible expenditure category or budget item.
Budget Amount	Enter the amount budgeted for each budget item.
Expenditure Amount	Enter the amount expended on each budget item.

Field	Definition
Variance	The variance is the difference between the amount budgeted and the amount expended. This amount is calculated automatically.
In-Kind Sources (if applicable)	An in-kind contribution is non-monetary support received from participating partners. For example, donated facilities, volunteers, or airline tickets would be considered in-kind contributions.
Source Name	If applicable, list the source of any in-kind contributions.
Value (Optional)	If known, list the value of the contribution.
<b>Supporting Documents</b> (if applicable)	
List any supporting documents associated with the above budget (if applicable).	
Title	Enter the name of the supporting document.
Submission Method	<p>From the drop-down list, select the method by which additional documents will be submitted. The options include:</p> <ul style="list-style-type: none"> <li>- Attachment</li> <li>- Email</li> <li>- Facsimile</li> <li>- Mail</li> <li>- By Hand or Courier</li> </ul> <p>If you select 'Attachment' as the submission method, an 'Attach File' button will appear. Selecting this button allows you to select a file that will be attached to the form. After attaching the file you can click on the paper clip icon on the left side of the Adobe application to see the attached file. Once the file is attached, the "Attach File" button changes to "Remove File". To remove the file only, select this button. To clear all fields for a single document and remove the associated file, select the [-] button.</p>
<b>Declaration</b>	
Given Name Family Name Title Date (YYYYMMDD)	The given name, family name and position title of the person who acknowledged the accuracy of the information, and the date on which it was completed. Dates are in the format of 'Year Month Day'.