GRANT MANAGEMENT SYSTEM USER GUIDE
SUBMITTING A PROGRESS OR FINAL STATEMENT OF ACCOUNT TASK

This user guide outlines the steps you need to follow to submit a progress or final statement of account task after your grant has been approved.

We have prepared four user guides to help simplify managing your grant. They are available at fwcp.ca/funding/user-guides-for-grant-recipients.html.

Contact us anytime if you have questions about how to manage your grant

If you have any questions, please contact a regional manager. If you aren't sure who to talk to, contact us at fwcp@bchydro.com or 604-786-9409.

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Start here: what is a statement of account task?

A statement of account task is the process we use for financial reporting within our grant management system. Statement of account tasks must be completed and approved by FWCP staff in order to initiate a payment.

The main project contact and any collaborators on the project will have access to the statement of account task. In this user guide, the contact or collaborators will be referred to as "the proponent" or "you."

Progress statement of account task: Refer to the instructions in "Submitting a Progress Report Task" to create the optional progress statement of account task. Submission of a progress statement of account task is optional and is a way to initiate a second 40% payment on the project. Note that the progress statement of account must demonstrate that the initial 40% or more has been spent. Do not submit a progress statement of account if the first 40% payment has not been fully spent.

Final statement of account task: This task is created automatically when the Contribution Agreement for the project has been fully signed. Submission of a final statement of account task is mandatory for all projects and must be submitted within 60 days of submitting the draft final report. The expenditures claimed on the final statement of account together with the progress statement of account (if there was one submitted) should not exceed the total FWCP-awarded amount.

Follow these instructions to submit either a *progress* or a *final* statement of account.

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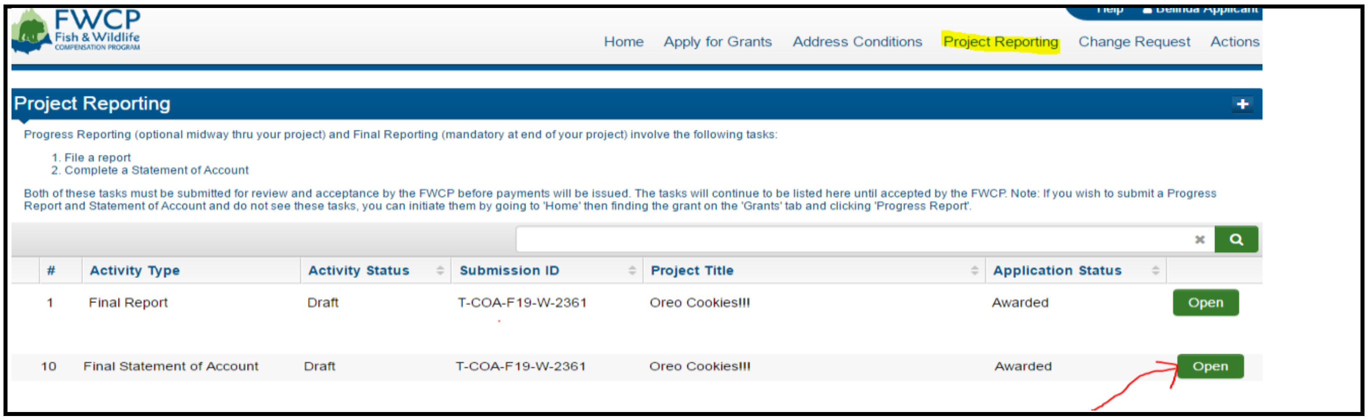
1. ACCESS THE STATEMENT OF ACCOUNT TASK

1. To start a statement of account task, log in to our grant management system at fwcp.smartsimple.ca.

2. Click on “Project Reporting” in the top right menu bar.

3. You will see the final statement of account task in draft status.

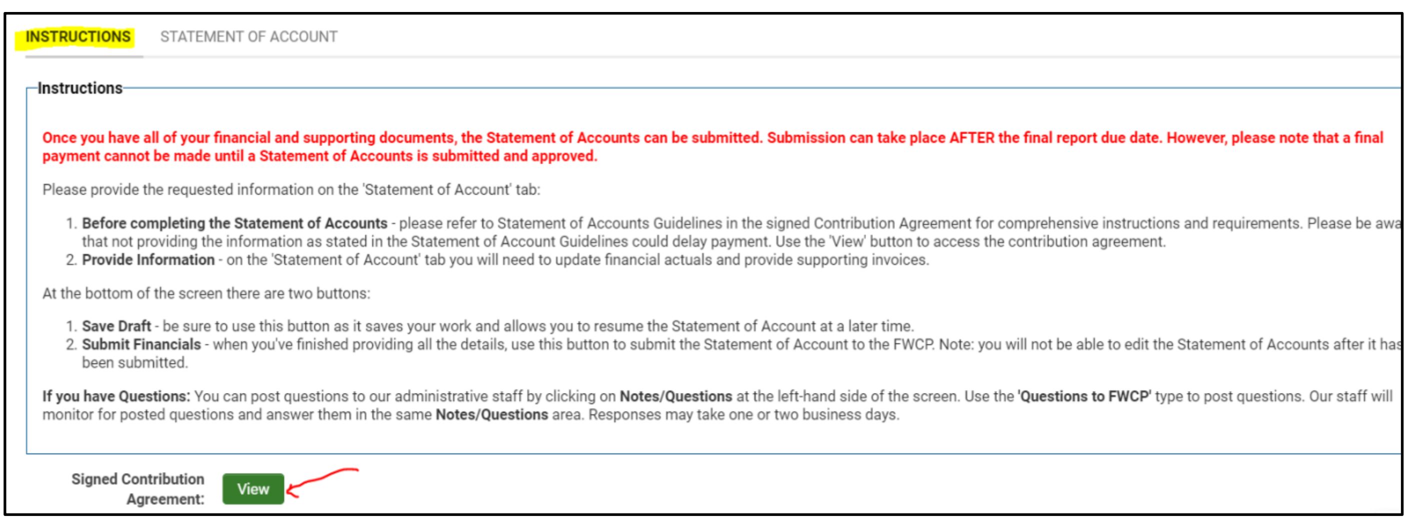
4. Click the green “Open” button beside the final statement of account to open the task.



5. When the task is opened, two tabs will be displayed (see next page for screenshot).

6. The “Instructions” tab contains some general instructions and directs proponents to review the statement of account guidelines, found in Schedule B of your Contribution Agreement, before you complete the statement of account task.

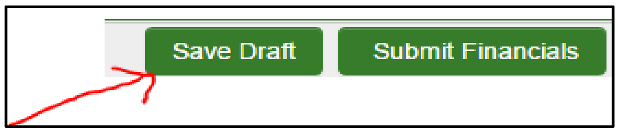
7. To review the statement of account guidelines, click the green “View” button beside “Contribution Agreement.”



Statement of account tab

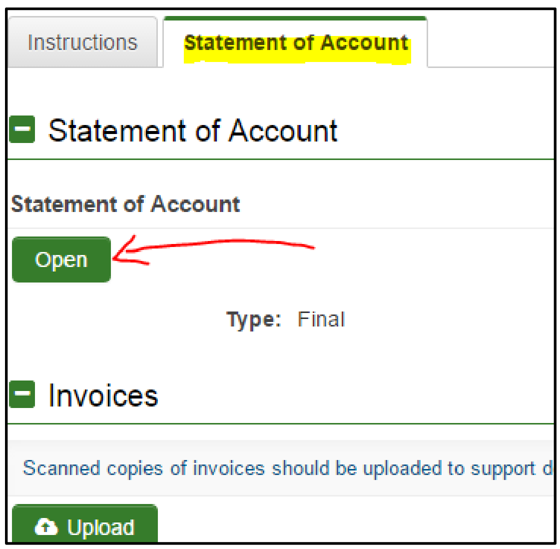
1. All statement of account entries will be made in the “Statement of Account” tab.

2. At any time, you can save your work by clicking the green “Save Draft” button at the bottom of the screen. This allows you to exit the system and continue working on the statement of account task at another time.



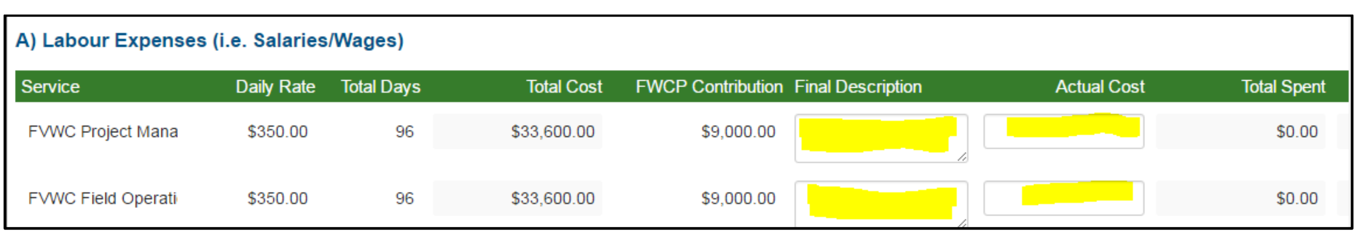
2. STARTING THE STATEMENT OF ACCOUNT

1. To start your statement of account task, click the green “Open” button.



Making entries in the statement of account window

1. A window will open displaying the budget, as submitted with the project’s grant application. Two blank fields will appear beside each budget item that the FWCP has been asked to contribute to:
    1) one field in the “Final Description” column, and
    2) one field in the “Actual Cost” column.



2. Enter the description in the “Final Description” column. Enter the total expenditures for each item in the “Actual Cost” column. Report only on the amounts and items that the FWCP is funding. **Do not report on items or amounts covered by other funders.**

NEW IN 2020–2021: changes to claiming GST

If your project was approved for 2021–2022 (i.e., F22 in your project ID), do not include GST in the actual cost. There is a separate section at the end of the statement of account to enter the total GST being claimed.

If your project was approved for 2020–2021 (i.e., F21 or earlier in your project ID), include the GST in the actual cost being claimed in each budget line item. There is no separate section to claim GST.

Goods and Services Tax

- For the Progress Statement of account (if reported) the total GST being claimed should be applicable to the actual costs reported on the Progress Statement of Accounts.
- For the Final Statement of account the total GST being claimed should be applicable to the actual costs reported on the Final Statement of Accounts
- For more information on GST: GST Information

GST-Number	Estimated GST	GST Progress	GST Final
2345678	$3,300.00	$980.23	$2,345.67

3. The “Final Description” text box **should not** be used to describe the work that was completed. As per the examples below, descriptions should include either **a)** or **b)** as follows:

   a) The description should include the calculation used to arrive at the actual cost. Calculations are especially important when there is no supporting invoice/receipt (e.g., organization’s employee labour, mileage, or per diem), as in the sample below.

A) Labour Expenses (i.e. Salaries/Wages)

Service	Daily Rate	Total Days	Total Cost	FWCP Contribution	Final Description	Actual Cost	Total Spent	Remaining Unspent
FVWC Project Mana	$350.00	96	$33,600.00	$9,000.00	11 days at $350	$3,850.00	$3,850.00	$5,150.00
FVWC Field Operati	$350.00	96	$33,600.00	$9,000.00	14 days at $350	$4,900.00	$4,900.00	$4,100.00

OR

   b) The description should reference all and any invoices/receipts and amounts being claimed from each invoice/receipt, as in the sample below.

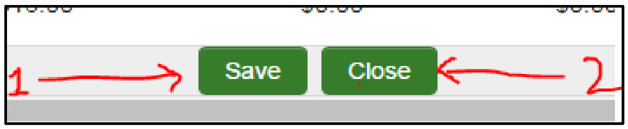
B) Materials, Equipment, Transportation and Field Expenses

Item	Number Units	Unit Cost	Total Cost	FWCP Contribution	Final Description	Actual Cost	Total Spent	Remaining Unspent
Field Supplies	1	$1,000.00	$1,000.00	$400.00	See Home Depot Receipt A- $25.99, John's Surplus receipt B - $146.79, Rona Receipt C - $286.33	$459.11	$459.11	($59.11)
Helicopter	15	$1,200.00	$18,000.00	$10,000.00	See XYZ Helicoptor Inv 101 - $3200 and ABC Helicoptor Inv 2399 - $5890.00	$9,090.00	$9,090.00	$910.00

Our grant management system calculates the remaining amounts on each budget item. If there is an overspend, it is shown as a negative amount.

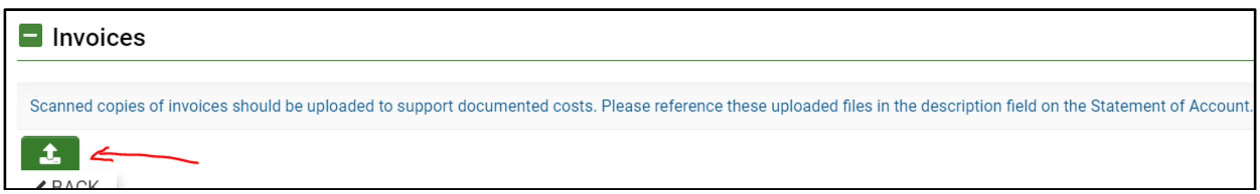
3. SAVING AND CLOSING THE STATEMENT OF ACCOUNT WINDOW

1. Once you have completed your entries in the statement of account window, click the green "Save" button to save your entries. Then click the green "Close" button at the bottom of the screen and the window will close.



4. UPLOADING SUPPORTING RECEIPTS AND INVOICES

1. You must now upload any supporting invoices or receipts. Click the green "Upload" button in the lower section of the statement of account task.



2. A window will appear. Use the green button with the folder icon to browse through your files. Drag and drop copies of your receipts and back-up invoices. Click the "X" at the top right when you are done.

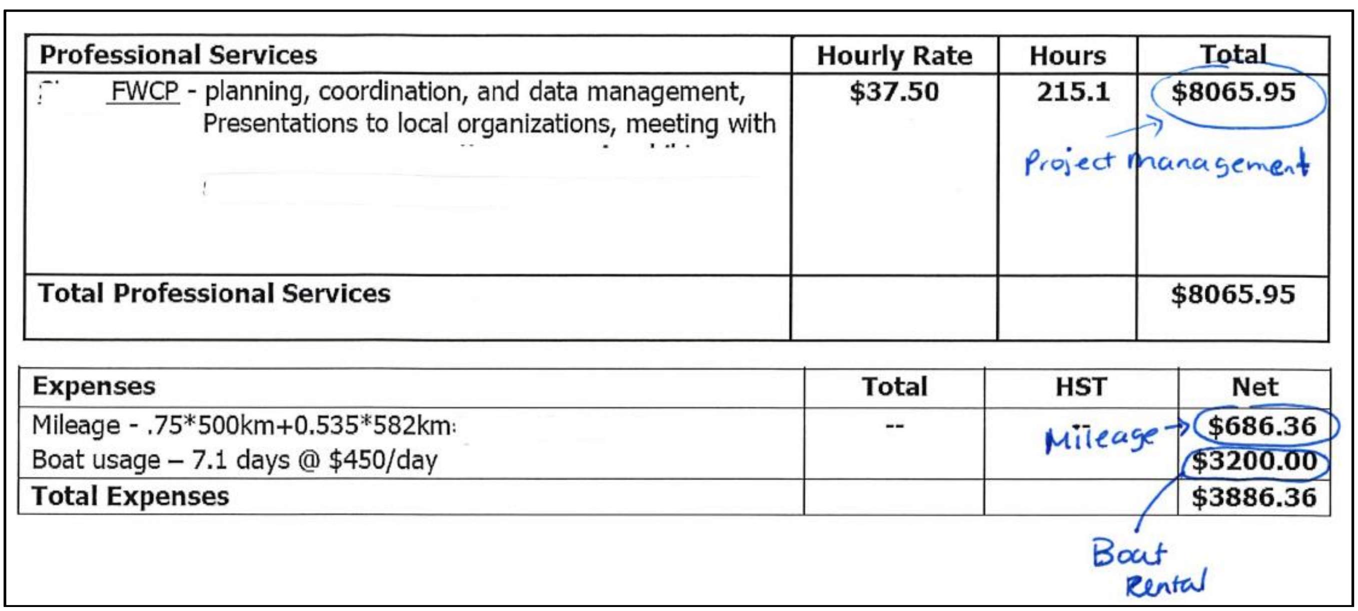
3. FWCP staff reviewing your statement of account should easily be able to identify which receipts or invoices are associated with which budget item. Please clearly communicate to us which budget item your receipts and invoices are related to. Here are three examples of how to communicate this clearly.

Example 1: If you have multiple receipts and would like to scan them as one file, mark individual receipts as “A,” “B,” or “C,” etc. Then reference “Receipt A” or “Receipt B” in the description box of the appropriate budget item.

Example 2: If you are scanning each supporting receipt or invoice separately, please name the file accordingly. If your description reads “see ABC Company Invoice #2338,” then please name the file “ABC Company Invoice #2338.”
Note that you can change a file name directly in the system by clicking the three dots to the right of the file.

Once you have renamed the file, be sure to click the save button

Example 3: If one receipt supports more than one budget item, please mark up the receipt by referencing each budget item and the associated specific dollar amount. See the sample below.



Professional Services	Hourly Rate	Hours	Total
FWCP - planning, coordination, and data management, Presentations to local organizations, meeting with	$37.50	215.1	$8065.95 Project management
Total Professional Services			$8065.95

Expenses	Total	HST	Net
Mileage - .75*500km+0.535*582km Boat usage – 7.1 days @ $450/day	--	Mileage	$686.36 $3200.00
Total Expenses			$3886.36

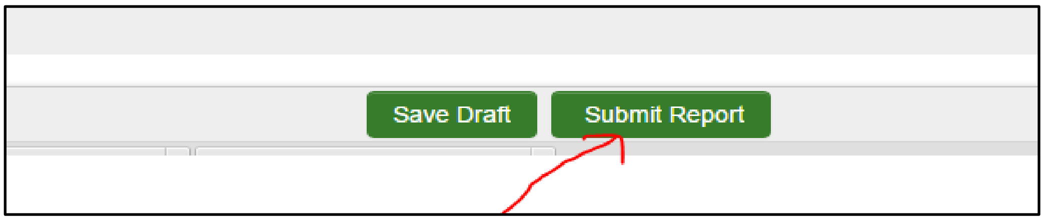
Boat Rental

A supporting receipt or invoice can exceed the amount being claimed from the FWCP. We understand that other funders may be providing funds to the same budget items. The expenditures claimed on the final statement of account together with the progress statement of account (if there was one submitted) should not exceed the total FWCP-awarded amount.

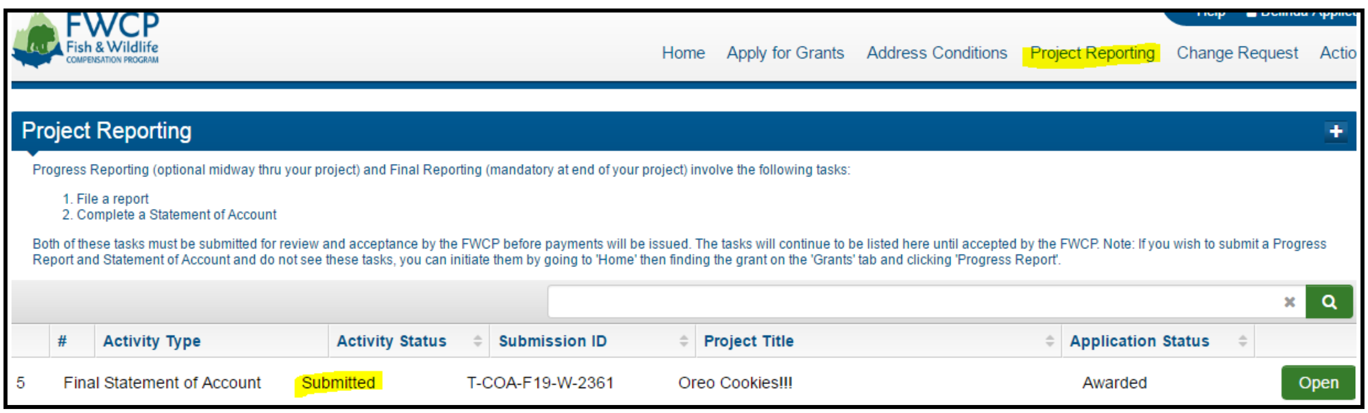
5. SUBMITTING THE STATEMENT OF ACCOUNT TASK

1. Once you have completed your entries and uploaded all the receipts, be sure to click the green “Submit Report” button at the bottom of the screen. This will prompt FWCP staff to review and approve your statement of account.

2. If you leave the statement of account task in draft status, it will not be reviewed.



3. When the statement of account task has been submitted, it can no longer be modified by the proponent. The task will continue to appear in the “Project Reporting” tab in “Submitted” status.

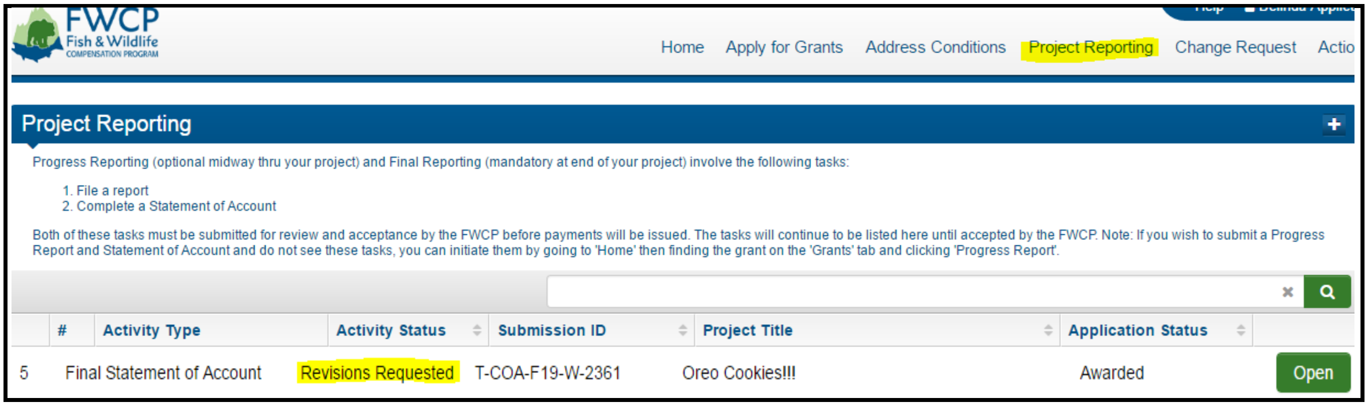


6. REVISIONS TO THE STATEMENT OF ACCOUNT TASK

1. FWCP staff will review the submitted statement of account task. If revisions are required, they will put the statement of account task into “Revisions Requested” status.

2. Our grant management system will email the main project contact to notify them that revisions have been requested. There will be no specific details in the automated email. However, FWCP staff will provide details on the required revisions in the “Notes/Questions” tab of the task OR they will communicate the required revisions by email (see the Notes and Questions section, below).

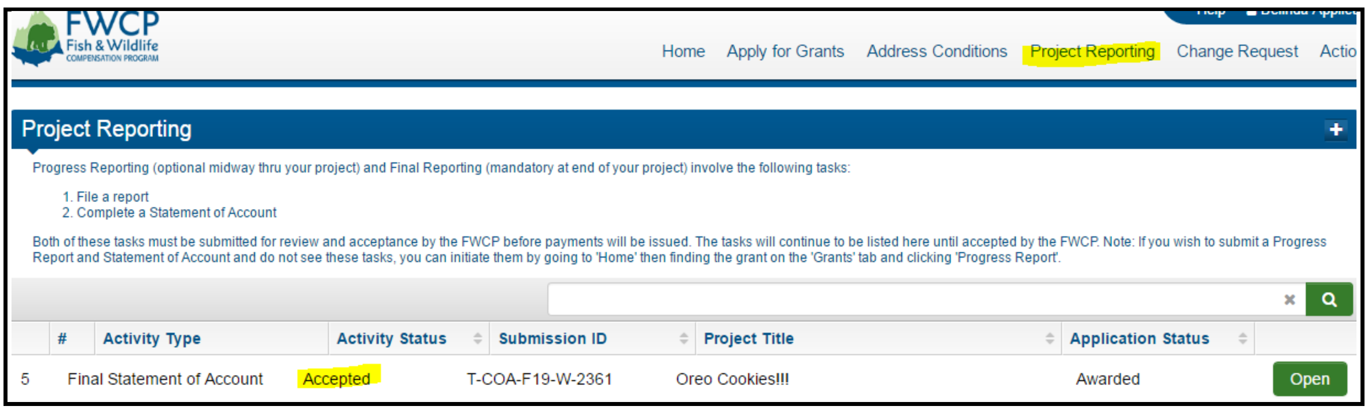
3. The task will appear in the “Project Reporting” tab in “Revisions Requested” status, and you will be able to open and modify the statement of account task (see next page for screenshot) .



7. RESUBMITTING THE STATEMENT OF ACCOUNT TASK

1. Once you have completed the revisions on the statement of account task, be sure to click the green "Submit" button at the bottom of the screen. This will prompt FWCP staff to review and approve the revised statement of account. If you leave the statement of account task in "Revisions Requested" status, it will not be reviewed.

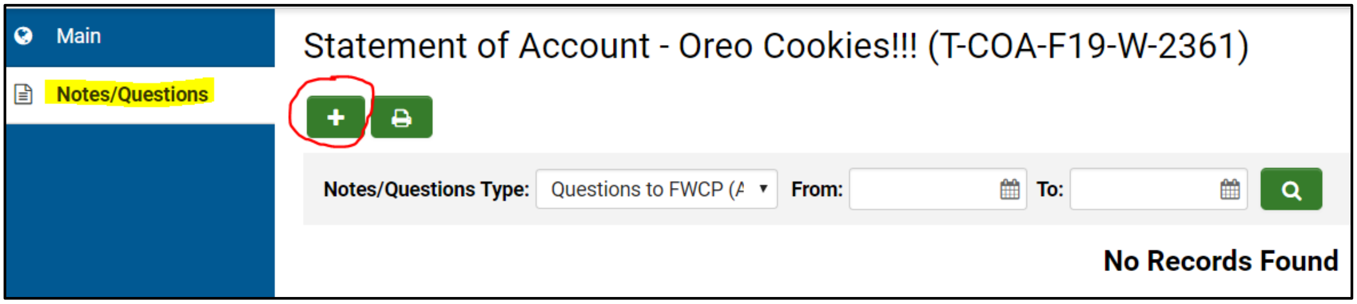
2. When the statement of account task is fully approved, it will appear in the "Project Report" tab in "Accepted" status.



8. NOTES AND QUESTIONS

1. At any time, you can post questions to FWCP staff by clicking on the "Notes/Questions" tab on the left side of the screen.

2. Use the "Questions to FWCP" option to post questions. Click the green "+" sign and a text box will open where you can enter your question (see next page for screenshot).



3. Then be sure to hit the green “Save” button at the bottom of the text box, which will send the question(s) to FWCP staff.

4. FWCP staff will monitor Notes/Questions and respond in the same “Notes/Questions” area. Responses may take one or two business days.

If you have any questions about these instructions, please contact us at fwcp@bchydro.com or 604-786-9409.