

Shop Local BC

Detailed Information for Financial Reporting

It is the applicant's responsibility to ensure that a post-campaign financial report is submitted by February 18, 2022.

For reimbursement, the completed financial report must include evidence of completion of all campaign activities (as outlined in the post-campaign non-financial report), as well as documents that show the costs incurred (e.g. contractor invoices, purchase order for supplies) AND proof of payment (e.g. evidence of the EFT/E-transfer payment, cleared cheque, receipt).

Evidence to support expense claims for Salaries and Wages and Administration are not required for post-campaign reporting. However, applicants are required to keep records of these expenses because if their project is audited, they will be required to provide supporting evidence.

It may take up to four weeks to review your post-campaign report including the financial report. During the review, our team may reach out to you for additional clarification, information or documentation. Please understand that delays in responding to requests for additional information will result in delays approving your post-campaign report and issuing final disbursement.

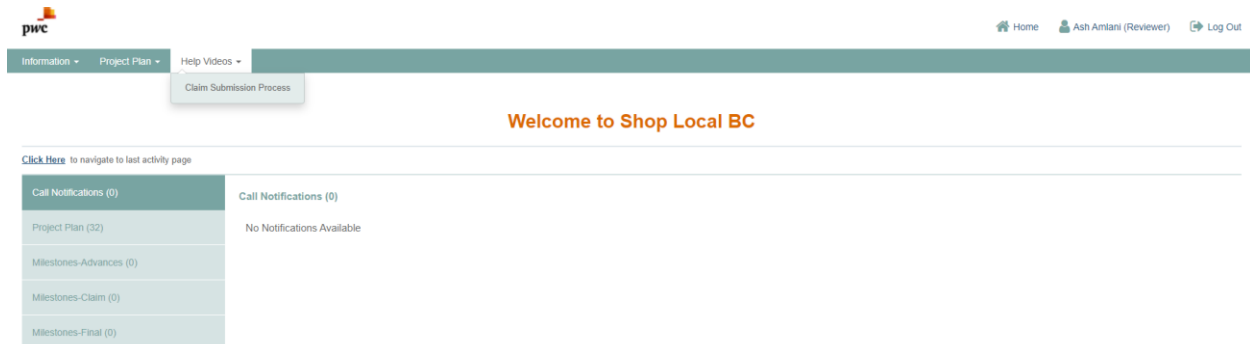
Upon approval of your post-campaign report, an electronic funds transfer (EFT) will be scheduled to the signatory of the Conditional Grant Agreement. The EFT amount will be the difference between the actual amount claimed and the funds already advanced following approval of the campaign proposal (80% of the approved budget).



How to submit your financial report

You will need to submit your post-campaign financial report through the application portal at <https://shoplocalbc.outcome-plus.com/>

Once you have logged into the system, click on “Help Videos” in the top right-hand corner to view the financial reporting process video. This 5-minute video will walk you through the technical steps to submit your post-campaign financial report.



The screenshot shows the user interface of the Shop Local BC application portal. At the top left is the PWC logo. The top navigation bar includes links for Home, Ash Amrani (Reviewer), and Log Out. A dropdown menu is open under 'Project Plan', showing 'Claim Submission Process'. The main content area displays 'Welcome to Shop Local BC' and a notification section with a list of notification categories: Call Notifications (0), Project Plan (32), Milestones-Advances (0), Milestones-Claim (0), and Milestones-Final (0). The 'Project Plan (32)' category is highlighted.

View your financial plan

You can view the details of your financial plan at any time in the application portal by opening your project plan. To do so:

- 1) Click on “Project Plan” in the top right corner and select your project plan
- 2) On the next screen, click on the project plan number to open your project plan
- 3) Select the “Planned Task” tab
- 4) Click on the orange button labelled “Go to Milestone and Task Completion Form”
- 5) In the Action column, click on the “Select” item associated with the milestone of interest
- 6) The “Planned” column displays the financial plan you submitted in your proposal

Description of Cost Categories

Your application was reviewed using the cost category definitions set out below. The review team may have asked you to revise your submission to ensure it was in compliance with these criteria.

CATEGORY	DESCRIPTION OF COST
Advertising / Marketing	<p>Costs incurred to create and/or implement marketing activities.</p> <p><i>Examples: Development of advertising, content creation, legacy items, agency fees, surveys, online advertising, print materials, social media campaign</i></p>
Contracting Fees Related to Activities	<p>Fees payable to a contractor in return for activities directly related to the campaign but not a marketing/advertising organization.</p> <p><i>Examples: Consultant fees, IT fees to set up an online marketplace</i></p>
Partnership Development	<p>Funds to be used towards hosting events or activities that bring partner organizations together to promote shopping locally.</p> <p><i>Examples: Cost of hosting a virtual or in-person meeting between municipalities, BIAs, chambers and local non-profit organizations to explore partnership opportunities; online engagement of partner organizations within a community to identify collective opportunities for promoting local businesses</i></p>
Professional Fees Related to Activities	<p>Fees related to external professional advice or services.</p> <p><i>Example: Accounting, legal fees</i></p>
Supplies	<p>Purchase of materials or supplies directly related to the campaign.</p> <p>When supplies such as gift cards or certificates are purchased for eventual distribution to the consumer, they must meet the following criteria:</p> <ul style="list-style-type: none"> - Applicants must clearly demonstrate how providing these gift cards will encourage consumers to shop locally often - Amount spent on acquiring the gift cards should not be more than 20% of the project budget, or a maximum of \$20,000 for projects greater than \$100,000. - The redistribution of these gift cards should not generate revenue for the applicant organization, partner organizations or community initiatives not related to shopping locally. - Gift cards must be for local businesses within the applicant's community and/or region, and/or within BC for applicants that span multiple regions.

	<i>Examples: Promotional products, consumables, gift cards, prizes.</i>
Salaries and Wages	<p>In-house labour applied to activities directly related to the campaign.</p> <p><i>Examples: Attendance at marketing event by applicant staff.</i></p> <p>The total of in-house Salaries and Wages, and Administration costs cannot exceed 10% of the approved campaign budget.</p>
Administration	<p>Administrative costs to deliver the campaign but not directly related to the campaign.</p> <p><i>Examples: Coordinating with BC Chamber of Commerce on project implementation, document submissions, and report preparation.</i></p> <p>The total of in-house Salaries and Wages, and Administration costs cannot exceed 10% of the approved campaign budget.</p>

Acceptable Variances

The actual total expenditure should not exceed the total amount approved in your application.

However, some variances between the actual and planned amounts in each cost category within your financial plan are acceptable, with two exceptions:

- 1) Administrative costs, including salaries and wages, are capped at 10% of the approved campaign budget
- 2) Under the Supplies cost category, the purchase of gift cards is capped at 20% of the approved campaign budget, with a maximum of \$20,000 for projects exceeding \$100,000.

Any exceptional circumstances that result in the actual total expenditures exceeding the approved total amount will be reviewed on a case-by-case basis.

If you have questions regarding your project, please contact the BC Chamber of Commerce at projects@bcchamber.org

