

MSIO Operating Statement of Funding and Expenditures User Guide



11/9/2016

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About the Municipal Sustainability Initiative Online System

The Municipal Sustainability Initiative (MSI) is the Province of Alberta's key initiative to strengthen the municipal sector and provides significant financial support to municipalities for infrastructure needs.

The MSI capital program supports projects that involve the acquisition, construction, development, betterment, rehabilitation or non-routine maintenance of municipally-owned capital assets over a wide range of categories. The MSI operating program supports capacity building activities that improve efficiency or effectiveness, municipal services, planning activities, and contributions to non-profit organizations.

The Municipal Sustainability Initiative Online (MSIO) System has been developed to enable municipalities to:

- create, save and submit MSI capital applications and amendments online;
- create, save and submit MSI operating spending plans online;
- create, save, submit and retrieve MSI capital Statement of Funding and Expenditures (SFEs) online;
- create, save, submit and retrieve MSI operating SFEs online;
- view and track the status of MSI capital applications and amendments; and
- view, print and export some financial reports.

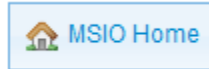
Creating the MSI Operating SFE

On the MSIO Home page, select the municipality and the year of the Operating SFE you want to enter and click "Go". This will take you to a blank SFE, which is very similar to the PDF and paper SFEs used for MSI operating.

The screenshot shows the MSIO Home page with the following elements:

- MSIO Home** header.
- Welcome to the Municipal Sustainability Initiative Online (MSIO) web application.
- Select Municipality** section: A dropdown menu with the text "Anywhere, Village of" and a downward arrow.
- Select Activity** section: A form with two columns of radio button options.
 - Capital** column: Applications, SFEs (with sub-options 2014 (Not Started) and 2015 (Not Started)).
 - Operating** column: Spending Plans (2015 Not Submitted), SFEs (with sub-options 2014 (Not Started) and 2015 (Not Started)).
- A **Go** button at the bottom right.

Across the top of the SFE form is a series of buttons:



Returns you to the MSIO Home page.



Opens the Municipal Affairs website in another window or tab.





Provides links to this User Guide and contact information for MSIO Technical Support and Municipal Grants staff.




Opens a drop-down list of summary reports.

Below these buttons, in the blue boxes, are the general rules for completing a MSI Operating SFE. More information can be found in the MSI Operating Program Guidelines, available at <http://www.municipalaffairs.alberta.ca/msi-programresources>.

 Indicates more information is available by clicking the title beside the arrow to expand.

 Indicates a required field.

Municipality Information

Municipality Information			
Enter municipality contact information.			
Municipality Name	Village of Anywhere	Telephone 	<input type="text"/>
Address	PO Box 123 Anywhere AB T1K 8B3	Email	<input type="text"/>
Municipality Representative	heather ext	Program Year	2014
		Status (Type)	Draft
		Created Date	Feb 26, 2015

Because you have already selected the municipality for which you are creating this SFE, the municipal name, address and representative have been pre-populated in the form.

Telephone Number and Email: provide the telephone number and email address of the Municipal Representative so Municipal Affairs staff can contact you if they have questions regarding this SFE.

MSI Operating Funding Available

Enter available MSI Operating funding information.

MSI Operating Funding Available	
Total Funding Carry Forward from Previous Year (A) ▲	\$0.00
Funding Allocation in Reporting Year (B) ▲	\$54,951.00
Credit Items (including Income Earned) in Reporting Year (C) ▲	
Total Funding Available in Reporting Year [A+B+C] (D)	\$54,951.00

MSI Operating Funding Available	
Row A - Total Funding Carry-Forward from 2013:	Amount provided on 2013 SFE certification letter, or amount reported in Row F of the 2013 SFE.
Row B - Funding Allocation in Reporting Year:	Full MSI Operating funding allocation in 2014, whether or not a payment(s) has been received. The municipality's full allocation is listed on the ministry website at www.municipalaffairs.alberta.ca/msi-funding-allocations-eligibility.cfm .
Row C - Credit Items (including Income Earned) in Reporting Year:	Credit items that result in net proceeds to the municipality in the reporting year, such as income earned on deposits and investments, and donations or contributions in-kind. See section 6.2 and 6.3 of the 2014 Operating Program Guidelines.
Row D - Total Funding Available in Reporting Year:	A calculated total of Rows A, B, and C.

Total Funding Carry-Forward from Previous Year (A): Pre-populated if the previous years SFE has been certified. If not, you must complete this field.

Funding Allocation in Reporting Year (B): Pre-populated based on the approved MSI Operating allocation for the reporting year.

Credit Items (including Income Earned) in Reporting Year (C): This field must be completed **even if the value is \$0**.

Total Funding Available in Reporting Year [A+B+C] (D): Calculates the sum of the three previous fields.

MSI Operating Funding Expended

Enter the estimated expenditure(s) and applied MSI funding value(s) for the applicable functional categories.

Functional Category (1)	Estimated Expenditures from 2014 Spending Plan (2)	MSI Funding Applied in Reporting Year (3)
Airports	\$0.00	
Children and Family Services	\$0.00	
Culture	\$0.00	

Functional Category (1): All category types are pre-populated.

Estimated Expenditures from the 2014 Spending Plan (2): If the 2014 Spending Plan is accepted this column will pre-populate. If the 2014 Spending Plan is not submitted or accepted, this column will need to be completed. **Please note the 2014 MSI Operating SFE cannot be certified until a 2014 Spending Plan is submitted and accepted by Municipal Affairs.**

MSI Funding Applied in Reporting Year (3): Actual amount of MSI applied to a functional category.

Volunteer Development	\$0	
Wastewater	\$2,500	
Water	\$0	
Accepted Spending Plan Amount (E)	\$12,288	
Total Reporting Year Expenditures (F)		\$0
Total Reporting Year Funding Remaining [D-F] (G)		\$12,288

MSI Operating Funding Expended Explanation	
Row E - Accepted Spending Plan Amount:	A calculated total of line items in Column 2.
Row F - Total Reporting Year Expenditures:	A calculated total of line items in Column 3. Row F cannot exceed D.
Row G - Total Reporting Year Funding Remaining:	Total funding to be carried forward into 2015. A calculated total of Row D minus Row F. Row G must be \$0 or greater.
Column 1 - Functional Category:	From the dropdown list provided, select the Functional Category that MSI operating funding has been estimated on your 2014 spending plan and expended on in the reporting year. See Schedule 2 of the 2014 Operating Program Guidelines for the Functional Category definitions and the Government-Wide Objectives that they align with.
Column 2 - Estimated Expenditures on the 2014 Spending Plan:	The amount of MSI operating funding allocated to a Functional Category on the last accepted 2014 Operating Program Spending Plan. The total is in the Minister's accepted amount.
Column 3 - Actual Amount Expended in Reporting Year:	The amount of MSI operating funding expended on eligible operating expenditures by Functional Category in the reporting year.

Accepted Spending Plan Amount (E): Calculates the total of Estimated Expenditures from 2014 Spending Plan (2).

Total Reporting Year Expenditures (F): Calculates the total of MSI Funding Applied in Reporting Year (3).

Total Reporting Year Funding Remaining [D-F] (G): Calculates remaining funding.

Statement of Funding and Expenditures Certification

<input checked="" type="radio"/> Option 1: CAO Certification I, heather ext, the CAO of Village of Anywhere, certify that the information contained in this Statement of Funding and Expenditures is a true and correct representation of actual funding, expenditures and total carry-forward. This information complies with the MSI Operating Program Guidelines and funding agreements for this grant program.	<input type="radio"/> Option 2: Municipality Representative Declaration As a representative of Village of Anywhere, I, heather ext have been authorized to submit this Statement of Funding and Expenditures on behalf of the CAO and certified that the information contained in this Statement of Funding and Expenditures is a true and correct representation of actual funding, expenditures and total carry-forward. This information complies with the MSI Operating Program Guidelines and funding agreements for this grant program.
CAO Signed Date <input type="text"/>	

This section replaces the CAO's signature on the paper/PDF version of the SFE. The certification statements will be populated with the user name of the person creating the application and the name of the municipality.

If the person creating the SFE is the municipality's CAO, select the first certification statement.

If the person creating the SFE is not the municipality's CAO, but the delegated Municipal Representative, select the second certification statement.

CAO Signed Date: Select the date the CAO, or delegated Municipal Representative, is certifying the information.

Prepared By

Prepared By

Identify the contact information of the individual who prepared MSI Operating SFE information.

Name ▲	<input type="text"/>	Title ▲	<input type="text"/>
Telephone Number ▲	<input type="text"/>	Email	<input type="text"/>

Name, Telephone Number, Title, and Email: This section captures the information of the individual who prepared the information to complete the SFE. This section must be completed even if the Municipal Representative and the individual who prepared the information are the same.

Legal Statement

Legal Statement

The personal information provided on this form or on any attachments is required for the purpose of administering the Municipal Sustainability Initiative (MSI) program. Your personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be managed in accordance with the privacy provisions under the *FOIP Act*. If your Statement of Funding and Expenditures form is certified by Municipal Affairs, your name, the grant program and the actual amount of the grant expended may be published by the Government of Alberta as authorized under section 40(1)(b) and (f) of the *FOIP Act*. Should you have any questions about the collection, use, or disclosure of your personal information, you may contact the Director, Grant Accountability, Alberta Municipal Affairs, 15th Floor, 10155 - 102 Street, Edmonton, Alberta, T5J 4L4.

This is the same statement that appears on the MSI Operating paper and PDF SFEs.

Saving, Submitting and Printing the SFE

In the bottom right hand of the SFE screen are buttons for 'Cancel', 'Reset' and 'Save'.

Selecting 'Cancel' will clear all of the information in the SFE without saving it and return the user to the MSIO Home page. The SFE will still have a status of 'Not Started'.

Selecting 'Reset' will clear all of the information in the SFE without saving it.

Selecting 'Save' will save a copy of the SFE. You will receive the following message:

MSI Operating SFE successfully saved.

Once your SFE has been saved, the 'Print' and 'Submit' buttons are enabled.



To view, print or save a copy of the draft SFE report, click 'Print'.

To submit the SFE, click 'Submit'.

If there are errors in the SFE, you will receive the following message:

Unable to submit MSI Operating SFE due to validation errors. Please view and correct validation errors and re-save the SFE before submitting again.

Validation errors will appear in red. For example:

Application Certification

To certify your application, please select one of the agreements below.

Must choose an option

Option 1: CAO Certification

I, heather ext , the CAO of Village of Anywhere, certify that the information contained in this Statement of Funding and Expenditures is a true and correct representation of actual funding, expenditures and total carry-forward. This information complies with the MSI Operating Program Guidelines and funding agreements for this grant program.

Option 2: Municipality Representative Declaration

As a representative of Village of Anywhere, I, heather ext have been authorized to submit this Statement of Funding and Expenditures on behalf of the CAO and certified that the information contained in this Statement of Funding and Expenditures is a true and correct representation of actual funding, expenditures and total carry-forward. This information complies with the MSI Operating Program Guidelines and funding agreements for this grant program.

CAO Signed Date

Cannot be blank

If your SFE submission is successful, you will receive the following message:

The 2014 MSI Operating SFE has been successfully submitted.

SFE Status and Reports

MSIO Home

Welcome to the Municipal Sustainability Initiative Online (MSIO) web application.




Select Municipality

Select a municipality from the following list:

Anywhere, Village of


Select Activity

Select which type of application you want to perform:

Capital	Operating
<input checked="" type="radio"/> Applications	<input type="radio"/> Spending Plans (2015 Not Submitted)
SFEs	SFEs
<input type="radio"/> 2014 (Not Started)	<input type="radio"/> 2014 (Submitted - In Progress) 
<input type="radio"/> 2015 (Not Started)	<input type="radio"/> 2015  Operating MSIO SFE
	 Operating MSIS SFE

Go

The status of the SFE is indicated beside the year.

 To view, print or save a copy of the submitted SFE click on the PDF icon for a listing of SFE report(s).

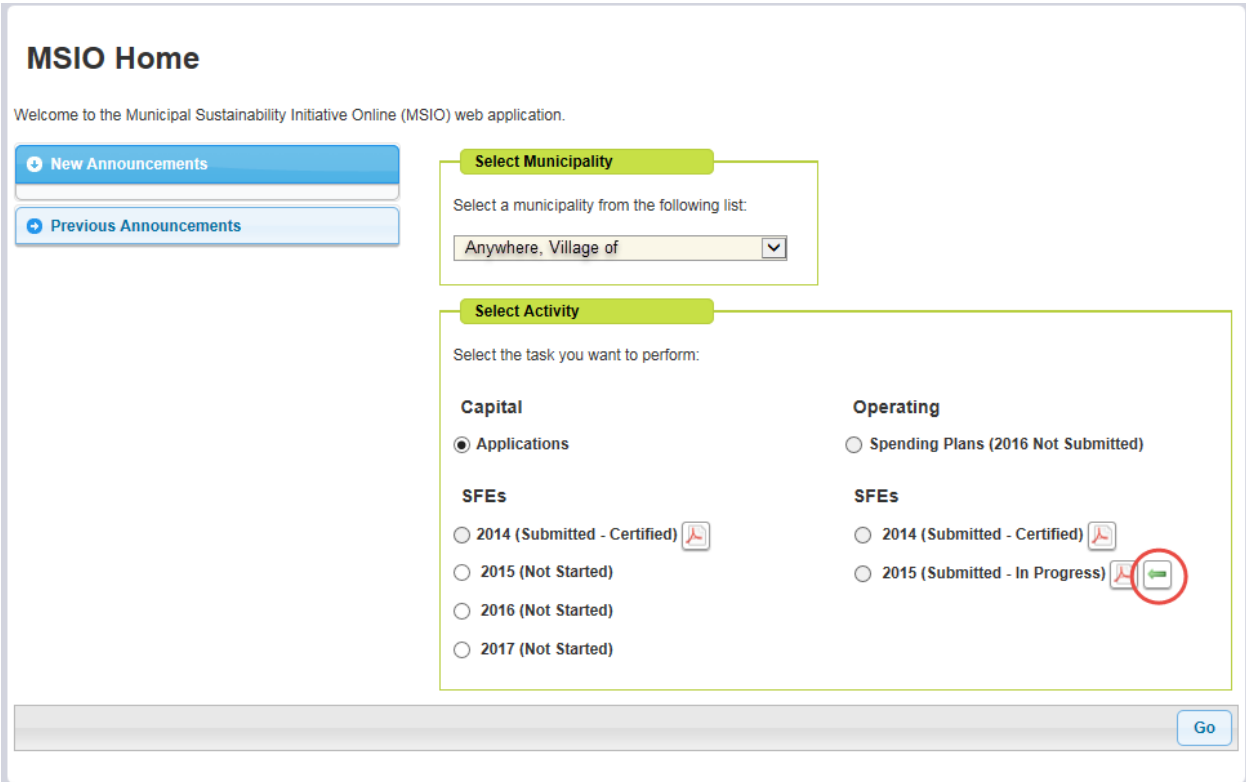
Prior to certification, there are two versions of the SFE report. The 'Operating MSIO SFE' report reflects the information submitted by the municipality and the 'Operating MSIS SFE' report reflects the version being reviewed by Municipal Affairs. Once the SFE is certified, only the 'Operating MSIS SFE' will be available as this report reflects all finalized information.

SFE Retrieval

It is possible to make Edits to a submitted SFE if the status is 'Submitted – In Progress' and a green backwards arrow button is available. If Municipal Affairs has begun the review process or certified the SFE, this option is not available and edits must be completed by contacting Municipal Affairs.

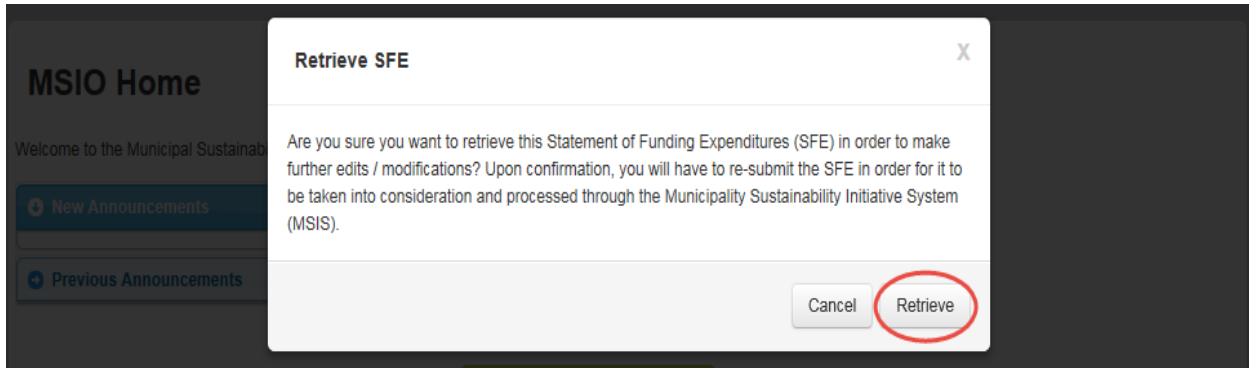
If you would like to edit a submitted SFE:

Click on the green backwards arrow to retrieve your SFE.

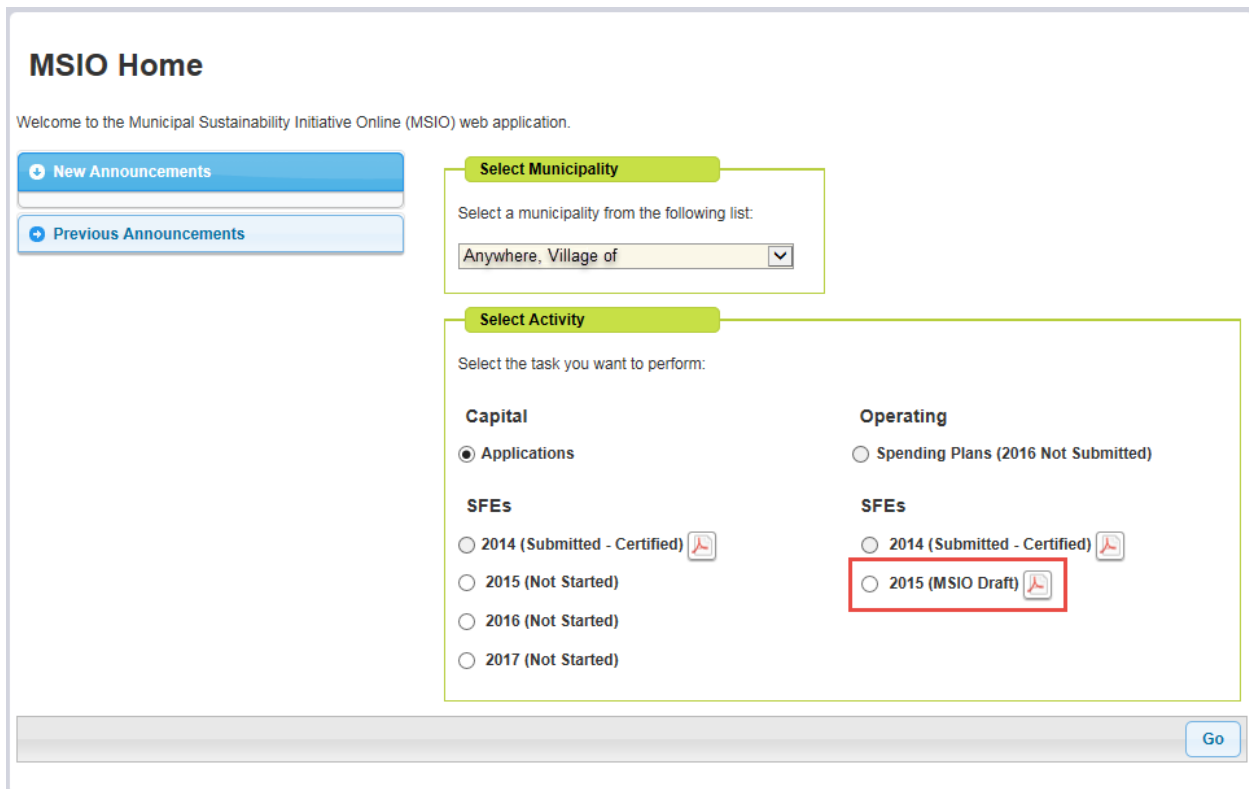


A warning will appear reminding you that you must re-submit the SFE upon completion of your edits. Failure to re-submit the SFE could result in the delay of grant allocation payments.

Click on “Retrieve.”



Once “Retrieve” is clicked, the SFE will return to “Draft” status.



You can now select the draft SFE and click “Go.” This will take you to the main SFE screen where you can make any necessary edits.