

2025 Guide for Agencies and Auditors

for meeting the financial reporting requirements of the FCSS grant program

This guide provides information to assist agencies and their auditors in meeting the financial reporting requirements for FCSS funding.

FCSS is a collaborative partnership established in 1966 between the Province of Alberta, and Municipalities and Metis Settlements to meet the preventive social service needs of communities. The City of Edmonton must submit an annual report to the Province that summarizes funds awarded to agencies in the previous calendar year.

Financial Reporting of FCSS Funding

An **FCSS Program Schedule** (see samples below) for each funded program showing revenue and expenses from January 1 to December 31 must be signed by two authorized representatives having legal and/or financial signing authority for the Agency and submitted **on or before January 30**.

- Prepare a separate FCSS Program Schedule for each FCSS funded program, using the partially pre-populated template provided, indicating the specific program name (as submitted in the original funding application) in the title.

***Note:** This schedule must be prepared for January 1 to December 31, regardless of your agency's fiscal year and is **not** required to be audited.*

Audited financial statements must be submitted annually, **on or before March 1**. If only a draft statement is available by March 1, submit the draft and forward the final signed copy by March 31. Agencies with a year end other than December 31 must submit the most recent audited financial statements.

Financial Statements should:

- use the accrual method and follow Generally Accepted Accounting Principles (GAAP)
- list FCSS funding separately on the Statement of Operations (Revenue) and Statement of Financial Position (Deferred Revenue, if applicable)
- identify reserve balances as unrestricted, restricted, or capital
- include an explanation in the notes to the financial statements of how the FCSS funds are allocated to general operating, administrative/office, programming etc.; and a breakdown of deferred revenue, including sources.

A Management Letter must be provided to the City, upon request only, and should include observations and recommendations for addressing any issues identified by the auditor during the audit, including updates on recommendations made in previous audits.

***Note:** This is not the same as a **Management Representation Letter** which is a letter written by the auditors and signed by the agency's senior management attesting to the accuracy of the financial statements the agency has submitted to the auditors for their analysis.*

Ineligible Expenses for FCSS funding:

- purchase of land or buildings
- renovation or construction
- purchase of capital assets, for example motor vehicles
- property taxes or levies
- meals/food expenses that are not part of the funded program
- honoraria or per diem for board members or volunteers for attending meetings (if this is a practice of the organization, provide an explanation in the notes of the financial statements).

Budget Adjustments

A change in the allocation of the approved budget of less than or equal to 10% of the FCSS funding may be done at the discretion of the Agency. Changes greater than 10% of the FCSS funding will require prior written approval from the City.

Any deficits in the program budget are the sole responsibility of the agency.

Unspent Funds

The expectation is that all FCSS funding be spent in the year it is granted, unless the funding agreement outlines spending on a multi-year basis. During the annual FCSS audit each spring, the City reviews the FCSS Program Schedule of each FCSS funded agency to determine if there are unspent FCSS funds as of December 31 of the prior year. Unspent FCSS funds will need to be returned to the City of Edmonton. **No exceptions will be granted.**

Where an agency received funding in a prior year to be spent on a multi-year basis, including 2025, the remaining amount of funding (i.e. previously unreported) must be reported in the FCSS Program Schedule as "Prior Year FCSS Unspent Funds".

Any questions regarding FCSS financial reporting requirements?

Please contact the Community Investment Office at 780-496-4932 or fcss@edmonton.ca

FCSS Youth in Leadership Program

ABC Youth Agency

FCSS PROGRAM SCHEDULE

JANUARY 1 - DECEMBER 31, 2025

	FCSS Funding	Other Funding	Total Program
Revenue:			
FCSS Grant	80,000	LEAVE BLANK	80,000
Prior Year FCSS Unspent Funds	5,000	LEAVE BLANK	5,000
Other City of Edmonton Grants	LEAVE BLANK	-	-
Federal Grants	LEAVE BLANK	30,000	30,000
Provincial Grants	LEAVE BLANK	-	-
United Way Grants	LEAVE BLANK	18,000	18,000
Donations	LEAVE BLANK	-	-
Fundraising	LEAVE BLANK	-	-
Membership Fees	LEAVE BLANK	-	-
Other: (Please specify)	LEAVE BLANK	-	-
Total Revenue:	85,000	48,000	133,000
Expenditures:			
Personnel Expenses	69,450	-	69,450
Occupancy Expenses	1,550	4,500	6,050
Travel and Training Expenses	1,000	1,000	2,000
Volunteer Expenses	1,850	1,000	2,850
Program Supplies	8,000	30,000	38,000
Administration Expenses	3,150	1,550	4,700
Other: (Please specify)	-	-	-
Capital Expenses <u>previously approved</u>	-	-	-
FCSS ineligible - Amortization	LEAVE BLANK	750	750
FCSS ineligible - Food Programs	LEAVE BLANK	1,500	1,500
FCSS Ineligible - Capital Expenses	LEAVE BLANK	-	-
FCSS Ineligible - Other:	LEAVE BLANK	-	-
	85,000	40,300	125,300
Operating Surplus (Deficit) For The Year	\$ -	\$ 7,700	\$ 7,700

Note: Only FCSS eligible expenses should be included in the FCSS spending column.

Sign: Sally SmithSign: John DoePrint Name : Sally SmithPrint Name : John DoePosition: Board ChairPosition: Secretary-Treasurer

FCSS Youth Counselling Program

ABC Youth Agency

FCSS PROGRAM SCHEDULE

JANUARY 1 - DECEMBER 31, 2025

	FCSS Funding	Other Funding	Total Program
Revenue:			
FCSS Grant	20,000	LEAVE BLANK	20,000
Prior Year FCSS Unspent Funds	5,000	LEAVE BLANK	5,000
Other City of Edmonton Grants	-	1,125	1,125
Federal Grants	LEAVE BLANK	-	-
Provincial Grants	LEAVE BLANK	-	-
United Way Grants	LEAVE BLANK	-	-
Donations	LEAVE BLANK	6,500	6,500
Fundraising	LEAVE BLANK	-	-
Membership Fees	LEAVE BLANK	-	-
Other: (Please specify)	LEAVE BLANK	-	-
Total Revenue:	25,000	7,625	32,625
Expenditures:			
Personnel Expenses	20,500	2,465	22,965
Occupancy Expenses	-	-	-
Travel and Training Expenses	1,500	300	1,800
Volunteer Expenses	-	-	-
Program Supplies	2,450	1,600	4,050
Administration Expenses *	1,000	3,500	4,500
Other: (Please specify)	-	-	-
Capital Expenses <u>previously approved</u>	-	-	-
FCSS ineligible - Amortization	LEAVE BLANK	-	-
FCSS ineligible - Food Programs	LEAVE BLANK	-	-
FCSS Ineligible - Capital Expenses	LEAVE BLANK	-	-
FCSS Ineligible - Other:	LEAVE BLANK	-	-
	25,450	7,865	33,315
Operating Surplus (Deficit) For The Year	\$ (450)	\$ (240)	\$ (690)

Note: Only FCSS eligible expenses should be included in the FCSS spending column.

* Note: Administration for this program is calculated as 1% of the total organizational administrative costs.

Sign: Sally SmithSign: John DoePrint Name : Sally SmithPrint Name : John DoePosition: Board ChairPosition: Secretary-Treasurer