

## Appendix A

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2022 -23

General Revenue Fund

Year-end Procedures and Schedules

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**Procedures in black font are applicable for all Executive Branches of Government and the Legislative Assembly and its Officers.** The Executive Branches of Government and the Legislative Assembly and its Officers are referred to as **ministries** throughout this document for simplicity.

**Procedures in blue font are only for ministries receiving accounts payable processing services from Central Accounts Payable.** These procedures are identified by **CAP**.

**Procedures in green font are only for ministries processing their accounts payable directly in MIDAS (not receiving accounts payable processing services from Central Accounts Payable).** These procedures are identified by **non-CAP**.

The timelines for CAP and non-CAP vary as a result of the shared responsibility between ministries and Central Accounts Payable for the overall accounts payable process.

## **Section A: Overview of Year-end Reporting Requirements**

### **A1. General**

The following year-end procedures can be found in the [Accounting Manual](#):

- 1000 Assets
- 1200 Accounts Receivable
- 1300 Tangible Capital Assets
- 1310 Inventories Held for Consumption
- 1320 Prepaid Expenses
- 1400 Contingent Assets
- 2000 Liabilities
- 2120 Holdbacks Payable
- 2200 Contingent Liabilities
- 2210 Contaminated Sites Liabilities
- 2220 Asset Retirement Obligations
- 2400 Public Private Partnerships (P3s)
- 3000 Revenue
- 3010 Taxation Revenue
- 3200 Government Transfers
- 3300 Expense
- 4100 Contractual Obligations
- 4110 Contractual Rights
- 4200 Measurement Uncertainty
- 4210 Related Party Transactions

#### **A1a. Reporting Requirements**

Ministries are to record all financial and non-financial assets, liabilities, revenues and expenses in accordance with the accrual accounting policies of the Government. When the actual amount for a revenue or expense is not available, a best estimate

should be recorded. Where estimates are recorded, the assumptions used and calculation of the estimates should be well documented.

Refer to the [Accounting Manual Appendix C](#) for a detailed listing of the General Revenue Fund (GRF) accounting policies.

Financial and non-financial assets and liabilities at the fiscal year-end are to be reported to the Financial Management Branch (FMB), Ministry of Finance completely to ensure accuracy of the Summary financial statements.

#### A1b. Critical Dates

Refer to Appendix A1 for a detailed listing of critical dates to facilitate planning prior to the year-end.

***TCA transactions recorded by journal entry in the GL Module that effect TCA cost accounts must be recorded in MIDAS by April 10<sup>th</sup>.*** This includes disposals, transfers and write-downs, and transfers between asset classes. All other transactions relating to TCAs, including amortization, must be recorded in MIDAS by 5:00 p.m. on April 17<sup>th</sup>.

#### A1c. Concurrent Processing

During the cut-off period ministries will be processing transactions for two fiscal years.

**Note:** The 2023-24 fiscal year periods (future enterable-limited use only) will open 5 business days early on March 27<sup>th</sup> to accommodate the Ministry of SaskBuilds and Procurement's special payment requirements. Period 1, APR-23 will be opened on April 1<sup>st</sup>.

### 2022-23 Fiscal Year

- **March 31<sup>st</sup>**

Beginning at noon on Friday, March 31<sup>st</sup>, Financial Systems Branch (FSB), Ministry of Finance will perform a preliminary March month-end reconciliation/balance, as well as new year set-up and activities, including end date issues related to chart of accounts in MIDAS.

Users will have until noon on March 31<sup>st</sup> to enter transactions to MIDAS. Please do not log on to MIDAS again until 6:00 AM on April 1<sup>st</sup>.

Both March (2022-23) and April (2023-24) periods will be open for entry during the cut-off period (March 27<sup>th</sup> to April 17<sup>th</sup>). Attention must be given to the review and entry of transaction dates to ensure entries are accounted for in the correct fiscal period.

March monthly reports will be scheduled/submitted on April 1<sup>st</sup> and will

provide a snap-shot of March transactions at that point in time.

- **Cut-off Period**

Period 12 (MAR-23) in the General Ledger (GL) Module, the Sourcing Module and the Purchasing Module, except for receiving, will be available until 5:00 PM on April 17<sup>th</sup>.

Purchase Order (PO) receiving will be available until April 6<sup>th</sup> for goods or services received on or before 31-MAR-23 and PO changes will be accepted until April 12<sup>th</sup>. Refer to Appendix A1 for detailed cut-off dates related to the Accounts Payable (AP) Module.

The Accounts Receivable (AR) Module will follow the regular month-end timetable whereas AR users must log out by noon, April 17<sup>th</sup>, 2023, followed by ministry reconciliation of Period 12 (MAR-23).

All transactions processed during the cut-off period that are related to the old year will be entered to period 12 (MAR-23) in MIDAS. All transactions must be entered with a GL/Accounting date of 31-MAR-23 or earlier.

Dates used in the AP Module are important, as they will determine the fiscal year to which the expense or tangible capital asset (TCA) addition is charged. For invoices, the goods and services received date must be 31-MAR-23 or earlier. The GL date defaults from the goods and services date. Ensure that the GL date on the invoice and invoice distributions is MAR-23.

## **2023-24 Fiscal Year**

New year transactions will be entered to period 1 (APR-23).

Please monitor all dates very closely between March 27<sup>th</sup> and April 17<sup>th</sup> as **both** fiscal years/periods MAR-23 (2022-23) and APR-23 (2023-24) are open during this timeframe. Many fields will default to the latest open period, therefore, both defaulted dates and data entry must be carefully reviewed to ensure that transactions are accounted for in the correct fiscal year.

### **A1d. Representation Letter**

Each year, the Provincial Auditor requests a letter of representation from the Deputy Minister of Finance and the Provincial Comptroller regarding the GRF financial information and financial records. As a basis for this letter, Finance requires a letter of representation from each ministry or office. This letter is required by June 6<sup>th</sup>.

If your ministry or office has been audited, and your letter of representation is complete by June 6<sup>th</sup>, send a copy of this letter to the Provincial Comptroller's Office, Ministry of Finance. If your ministry or office has not been audited, or if your letter of representation has not been signed, prepare a separate letter for Finance purposes. You will receive a sample representation letter by the end of April.

### A1e. Provincial Auditor's Summary of Unadjusted Differences

The Provincial Auditor will provide each ministry or office with a summary of unadjusted differences after the audit is complete. This will include a description of the difference, and its effect on the GRF's financial information.

Ensure that you discuss and understand the nature of differences identified by the Provincial Auditor.

Advise Royce Bereti (306-787-6814) or Eryn Enns (306-787-9253) as soon as possible, of any errors greater than \$1 million that are identified by the ministry after year-end cut-off on April 17<sup>th</sup> or that are identified by the Provincial Auditor during the audit of your ministry or office.

## A2. Year-end Process for Purchase Cards

The process for paying the purchase card invoice for the March 4<sup>th</sup> to April 3<sup>rd</sup> billing cycle will be the same as any other month. Refer to the Ministry Card Coordinator User Guide for Spend Dynamics (page 82 – 91 or watch the [Training Video](#)) for instructions on how to run the monthly payment file.

For the March 4<sup>th</sup> to April 3<sup>rd</sup> billing cycle, the payment file will automatically have a March 31<sup>st</sup> goods and services received date assigned to the payment file.

Note that purchases included in the April 1<sup>st</sup> to April 3<sup>rd</sup> billing will be considered old year expenses. It is expected that most of these transactions will be purchases completed by March 31<sup>st</sup>. Ensure that your monthly payment is in MIDAS and validated by 5:00 PM on April 17<sup>th</sup>. If this does not occur, the invoice will be charged to the new fiscal year. If you have any issues with your April 3<sup>rd</sup> payment file, contact Jin Hyun Cho (306-787-6808) immediately.

## A3. Travel Claims – iExpenses and Manual Claims

The iExpenses Module interface is expensed based on a common system date. All claims approved and for which Central Accounts Payable audit has been completed by April 10<sup>th</sup> at 5:00 PM will be expensed in the old year, regardless of the date of travel.

Claims approved and for which audit is completed after this date will be new year claims, regardless of the date of travel. Please note that the audit process may require consultation with travelers and potentially adjustments to claims. This affects processing timelines.

Refer to Appendix A1 for cut-off dates related to travel claims.



## A4. Shared Services

Shared services refer to situations where one ministry provides services to another ministry, and the ministry receiving the services reimburses the providing ministry for those services. Shared services should be billed and recovered on a timely basis throughout the year.

All shared services must be billed, the expense approved by the receiving ministry, and the reimbursement recorded by the providing ministry by 5:00 PM on April 17<sup>th</sup>, in order that the providing ministry's appropriation is not charged with the expense.

Special attention is required at year-end to ensure that all transactions are recorded and that no appropriations are exceeded. Refer to [Accounting Manual Appendix H](#) for procedures to use when recording shared services. Over expenditures are not permitted. Any approved temporary spending limit is not available to cover over expenditures at year-end.

### A4a. Shared Services with SaskBuilds and Procurement (including Information Technology Division)

SaskBuilds and Procurement plans to have its 2022-23 billings done by April 7<sup>th</sup>.

All ministerial invoices from SaskBuilds and Procurement entered but not paid at March 31<sup>st</sup> will be a year-end payable for ministries, offset by an equal receivable for SaskBuilds and Procurement.

SaskBuilds and Procurement will hold new year billings until April 18<sup>th</sup>.

[CAP: SaskBuilds and Procurement invoices will be provided to Central Accounts Payable for electronic routing to ministries. Ministries must ensure the goods and services received date is 31-MAR-23 or earlier in MarkView. These invoices must be approved in MarkView by April 13<sup>th</sup>.](#)

[The invoices will be routed electronically by Central Accounts Payable to the contact identified on the invoice received from SaskBuilds and Procurement.](#)

[Minister's Office CVA invoices will also be routed through MarkView to a ministry contact. There is insufficient time to allow these invoices to follow the normal process of first going to the Minister's Office, then to Executive Council for approval, prior to processing and routing to the ministry for electronic coding and approval. Ministries can determine if they want to accrue the invoice amount by debit memo or manage the invoice through the required approval process \(Minister's Office, Executive Council\) in accordance with the critical dates in Appendix A1.](#)

[Non-CAP: SaskBuilds and Procurement invoices must be entered as old year with a goods and services received date of 31-MAR-23 or earlier and a MAR-23 GL date in the invoice distributions. These invoices must be validated in MIDAS by 5:00 PM on April 17<sup>th</sup>.](#)

**A4b. Shared Services with Other Ministries**

All other shared service transactions should be processed as quickly as possible at year-end to allow the receiving ministry to record the expense and the providing ministry to record the reimbursement by cut-off on April 17<sup>th</sup>. If a receivable (providing ministry) and a payable (receiving ministry) are set up, ensure that the amounts are the same. Refer to Appendix A1 for critical dates.

Ministries should provide information to the receiving ministry by April 7<sup>th</sup>, to allow for processing and any adjustments to appropriations (if required). Ministries will not have access to other ministries' clearing accounts after April 12<sup>th</sup> to allow time for ministries to clear the accounts.

**A5. Shared Grants**

Shared grants refer to situations where one ministry administers transfers on behalf of other ministries and recovers the other ministries' share.

For shared grants, the receiving ministry must record the expense by 5:00 PM on April 17<sup>th</sup> and the paying ministry must recover amounts by 5:00 PM on April 17<sup>th</sup>, or the paying ministries' appropriation will be charged with the costs.

**A6. Ministry Specific Asset and Liability Accounts**

There are a number of balance sheet accounts that are used by only one ministry or by a limited number of ministries. In some cases, it is the use of the accounts within Entity 200 that is unique.

The ministry responsible for the transactions within any account is responsible for the accuracy and completeness of amounts recorded. This includes reviewing and reconciling account balances on a regular basis.

There also are accounts that should have a zero balance at year-end (e.g. clearing accounts). If your ministry posts to any accounts that should have a 'zero' balance at year-end but do not, the accounts are to be included on Schedule J, including an explanation of the balance. For example, if account 100050 – Returned Items Clearing Account has a balance at year-end, report the balance and explanation on Schedule J.

Appendix A2 includes a 'numeric account listing' of balance sheet accounts and the schedules that are used to record the balance in each account at year-end.

Some ministries use accounts within Entity 200, and are responsible for the amounts posted to those accounts. Examples of those accounts include:

<u>Entity</u>	<u>Account</u>	<u>Description</u>
200	124000	Travel Advances - Temporary
200	124300	Payroll – Holiday Advance Receivable

These accounts would be included on Schedule C - Loans, Advances, and Investments.

### **A7. Account Detail Maintained Separately from MIDAS**

For certain accounts, details must be maintained separately from MIDAS as there is no supplier detail in the GL Module. These accounts include:

- Prepaid Expenses (account 105000);
- Accounts Receivable - General (account 107000);
- **Embedded Derivatives (accounts 137000 (asset) or 271000 (liability))**
- Conditional Receipts (account 240000);
- Change in Severance Liability and Other Employee Benefits (account 255020);
- Accounts Payable - Previous Years (account 255099);
- Accrued Employee Leave Entitlements (account 255100);
- Guaranteed Debt Payable (account 255200);
- Contingent Liability (account 255600);
- Unearned Revenue (account 257000);
- **Contaminated Sites Liabilities (account 258960);**
- **Asset Retirement Obligations (account 258970);** and
- Obligations Under Long-Term Financing Arrangements (account 270000).

### **A8. Journal Entries**

All adjustment journal entries must be entered and posted in the GL Module by 5:00 PM on April 17<sup>th</sup>.

Appendix A3 lists the expense accounts that can be used for journal entries in the GL Module. All other expenses must be entered in the AP Module using an invoice or a debit memo if no invoice has been received. This allows capturing of supplier information for reporting in Volume 2 of the Public Accounts.

### **A9. Budgetary Control**

During the last few weeks of the fiscal year, it is particularly important for ministerial accountants and budget officers to monitor closely the unexpended balance of:

- a) each subprogram, so that any required transfers can be identified;
- b) each subvote, so that any required virements can be identified; and
- c) each vote, to avoid overspending and having funds frozen in the ministry's new year (2023-24) appropriation.

The last day for processing adjustments to appropriations (virements, freezing funds in the new fiscal year) is April 17<sup>th</sup>. Virements require Treasury Board approval prior to entering in MIDAS. Contact your Treasury Board Branch representative for Treasury Board approval. All adjustments to appropriations must be entered to MIDAS early enough on April 17<sup>th</sup> to

allow validation of old year invoices.

#### A9a. Temporary Spending Limit

Subvotes with an approved temporary spending limit for shared services or commercial type activities (net budgeting) must be monitored closely as the approved temporary spending limit will not be included when determining the over (under) expense for the subvote.

#### A9b. Inquiry and Reports

Ministries can request information on the status of appropriations using:

- **an online inquiry** (real-time balances) through GL > Inquiry > Funds.

This will give information on available funds by subvote.

The **Period** defaults to APR-XX of the current year and should be changed as needed. Queries for GRF funds available (appropriation control) are done on a **Year-To-Date** basis.

When performing a **Funds Inquiry**, you are building a complete code combination, using '%' (wildcards) as required for a particular segment, separated by periods. A code combination includes Entity, Program, Organization, Account, Location, Project and Future segments. For the query, all segments other than **Program** and **Account** are left blank (represented by % below).

The queries must use the current year Spending Control Hierarchy values in the **Program** segment of the query. (For 2022-23 the Vote/Ministry specific value will begin with an 'C' or 'D'). For appropriation control, the extension 'A0' is used in the **Program** segment.

The **Account** segment value for determining appropriation control is TGRF23, with the '23' depicting the fiscal year 2022-23.

The query examples below would be used to perform 2022-23 funds inquiries for the Ministry of Agriculture:

GRF - Vote	Query: %. <u>CA</u> 000.%.TGRF23.%
GRF - Subvote (Total)	Query: %. <u>CA</u> %00.%.TGRF23.%
<b>GRF - Subvote (Approp)</b>	<b>Query: %.<u>CA</u>%A0.%.TGRF23.%→Spending Control</b>
GRF - Subvote (Statutory)	Query: %. <u>CA</u> %C0.%.TGRF23.%

Note: The spending control query is "real-time". The remaining queries are only as current as the last transfer/post of data from the subledgers to the GL Module.

- **two reports in the GL Module** (GL > Reports > Standard).

These are:

- ⇒ GOS - GRF Subprogram
- ⇒ GOS - GRF Subvote

The reports include statutory subprograms within a subvote, where applicable, and are not specifically for appropriation control. The reports are based on transactions posted in the GL Module (not real time).

## **Section B: Other Entities**

### **B1. Revolving Funds**

Revolving funds are subject to the same cut-off dates as ministries as outlined in Appendix A1.

Information packages are to be prepared by revolving funds for consolidation in the Summary financial statements. The Summary financial statements team (FMB, Finance) provides communication to revolving funds on the information requirements and deadlines each year.

### **B2. Other MIDAS Entities (OMEs)**

There are a number of funds and other organizations administered by ministries that use MIDAS and the GRF bank account. Most of these OMEs have an entity number in the 500's. Other organizations record their transactions directly to a 23XXXX account within Entity 200.

The amount that OMEs have on deposit within the GRF bank account is a liability of the GRF.

Information on deposits held are obtained directly from MIDAS reports, therefore, a schedule for deposits held is not required.

## **Section C: Contacts**

Any inquiries regarding year-end accounting policies, procedures, and reporting requirements should be directed to the individuals listed below:

MIDAS questions should be directed to your ministry's MIDAS coordinator.

General inquiries:

Royce Bereti

306-787-6814

Eryn Enns

306-787-9253

## Summary Financial Statements (Schedules ZA-ZD):

David Langen	306-787-6813
Gabriel Plosker	306-787-6832

## Purchase Cards:

Jin Hyun Cho	306-787-6808
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## Central Accounts Payable:

Barb Loveridge	306-798-8075
Tricia Kaminski	306-798-1622

**Section D: Financial Asset Reporting Requirements****D1. General**Policy:

Financial assets are assets that could be used to discharge liabilities or finance future operations, and are not for consumption in the normal course of operations.

All financial assets are to be recorded to the extent that they represent cash and claims on other parties as a result of transactions up to and including March 31<sup>st</sup>. Some financial assets are partially offset by a valuation allowance. The purpose of a valuation allowance is to lower the reported value of assets to their realizable value. An example would be to establish a provision for uncollectible loans receivable. A valuation allowance is not a write-off; it is merely an accounting entry which estimates the portion of an asset which is unlikely to be recoverable. Further information on valuation allowances is provided in section D9.

For further information on asset procedures, refer to the Accounting Manual section [1000 Assets](#).

**D2. Cash**Policy:

All cash receipts, including electronic transfers, received up to March 31<sup>st</sup> are recorded as an old year cash transaction in period 12 (MAR-23). Likewise, all cheques which have been issued up to March 31<sup>st</sup> are old year cash transactions. All cash received and all disbursement transactions after March 31<sup>st</sup>, including cancellation of old year cheques, are new year cash transactions.

Procedures:**D2a. Outside GRF Bank Accounts**

Monies deposited to other GRF bank accounts (i.e. suspense accounts, revenue transfer accounts, VISA accounts, etc.) will be counted as old year cash transactions when monies are deposited to these accounts by March 31<sup>st</sup>. To properly record

these amounts and assist with the timely completion of the GRF bank reconciliation, they must be transferred to the GRF bank account and a deposit journal entry with a MAR-23 date processed by April 10<sup>th</sup>.

D2b. During the cut-off period, separate deposits must be prepared for items recorded as old year cash and deposits recorded as new year cash.

D2c. Cheque Cancellations

All cheque cancellations after March 31<sup>st</sup> are new year transactions. Every effort should be made to submit cheque cancellations to FSB before March 31<sup>st</sup>.

Cheque Cancellations submitted to FSB after March 31<sup>st</sup> will be assessed on an individual basis to determine the handling of the cheque cancellation request. Cheque cancellations for low dollar values will be held until Period 12 is closed.

- **Period 12 (MAR-23) is open**

If after March 31<sup>st</sup>, but before April 17<sup>th</sup>, you become aware of a cheque issued on March 31<sup>st</sup> or earlier that must be cancelled, the amount of the cheque is set up as an old year accounts receivable. Provide to FSB Finance, the coding that should be used to establish the accounts receivable at year-end.

FSB, Finance will process the cheque cancellation (new year) and a debit memo (old year). The debit memo will credit the expense and set up the accounts receivable (account 107000) in the old year. FSB, Finance will reverse the accounts receivable in the new fiscal year.

**CAP:** If the situation requires an invoice to be re-processed, Central Accounts Payable will re-enter the invoice to the old year for Ministries until April 12<sup>th</sup>, for the Ministry to code and approve by April 13<sup>th</sup>.

**Non-CAP:** Ministries can re-enter the invoice to the old year until 5:00 PM on April 17<sup>th</sup>.

- **Period 12 (MAR-23) is closed**

If after the old year is closed, an old year cheque must be cancelled, the amount of the cheque is revenue in the new year.

FSB, Finance will process the cheque cancellation and a debit memo (new year). The debit memo will credit the revenue account – Cash Refunds of Previous Years' Expenses (account 486900).

The original expense remains in the old year. If the invoice must still be paid, it requires processing in the new fiscal year, and it is charged to account 486900 – Cash Refunds of Previous Years' Expenses.

## **Program Remittance Printing Cancellations**

- **Period 12 (MAR-23) is open**

If a cheque dated prior to April 1<sup>st</sup> is to be cancelled, FSB, Finance will enter a debit memo (old year) that credits the expense distribution originally assigned.

- **Period 12 (MAR-23) is closed**

If a cheque dated prior to April 1<sup>st</sup> is to be cancelled, FSB, Finance will enter a debit memo (new year) that credits the revenue account – Cash Refunds of Previous Years' Expenses (account 486900). Provide to FSB, Finance, the coding that should be used to record the revenue.

### **D3. Accounts Receivable**

Refer to the Accounting Manual section [1200 Accounts Receivable](#) for procedures.

### **D4. Refunds of Expenditures (Refunds to Vote)**

#### Policy:

Refunds of expenditures (expenses and asset additions subject to appropriation), except for current year overpayments, duplicate payments, payments made in error, cancelled cheques or returned goods, must be approved by the Assistant Provincial Comptroller. Corporate Services Heads have been delegated approval of refunds to vote of salary reimbursements for secondments.

Refunds not received by March 31<sup>st</sup> must be set up as accounts receivable in account 107000, on an actual or a best estimate basis where the exact amount of the refund is not known, and credited to the appropriate expenditure account. Refunds of expenditures should be recorded to the same coding (program, organization, account, etc.) in which the original expenditure was recorded, unless otherwise approved. Refunds of expenditures are not to exceed the amount of the original expenditure recorded. Any excess is to be recorded as revenue.

Refunds of expenditures of past fiscal years, which have not been set up as accounts receivable, are to be recorded as revenue in account 486900 or 486905, rather than as a credit to expenditure, to avoid inappropriately increasing appropriation in the current year. Account 486900 - Cash Refunds of Previous Years' Expenses is to be used only where cash has been received from a third party. Account 486905 – Changes in Previous Years' Estimates is used to record refunds of previous years' expenditures resulting from changes in accounting estimates and errors.

When a payable/accrual recorded in past fiscal years is higher than the actual or estimated future payments, the reversal of the payable/accrual should be recorded as revenue in account 486905 Change in Previous Years' Estimates.



Procedures:

There are two options available to record a current year refund of expenditure in MIDAS:

1. a debit memo can be processed within the AP Module ([CAP: deadline for receipt of the debit memo is noon on April 13<sup>th</sup>](#); [non-CAP: deadline is April 17<sup>th</sup>](#)) or
2. a journal entry within the GL Module can be used to record a blanket refund to vote (reimbursement expense account) when it is impractical to credit the reimbursement against the original expense (supplier). No supplier is associated with a blanket refund to vote. The total amount paid to the supplier without taking the refund into account will be shown in Volume 2 of the Public Accounts.

Refunds receivable are coded to account 107000, Accounts Receivable - General. When the amount is received, it is recorded as a reduction of (credit to) the accounts receivable.

- D4a. Example: Supplies with a cost of \$900 are purchased on March 15<sup>th</sup>. Assume \$250 of the supplies are considered to be of unsatisfactory quality, so they are returned for a full refund. The refund is not received by March 31<sup>st</sup>.

**1. Refund to vote recorded using a debit memo:**

The lines on the debit memo would be:

Debit Accounts Receivable (account 107000) (old year)	250	
Credit Expense account (original expense account) (old year)		250

The debit memo invoice number should be the same as the supplier's invoice number, followed by the letters DM to indicate that it is a debit memo. The description should indicate that it is a year-end accrual.

[CAP: Central Accounts Payable will enter the debit memo.](#)

[Non-CAP: Enter the debit memo as normal, but do not check the Pay Alone box. Save the record with the default pay group. Once the record has been saved, choose the Pay Group - Handling70 and save the record again. The pay alone flag will automatically be checked so the debit memo is not aggregated with other payments. This ensures that the supplier does not receive a reference to this transaction on payment documents.](#)

[If the debit memo has been matched to an invoice, it is critical that the Invoice Overview form be checked to see if the invoice is associated with a purchase order receipt. The receipt will be automatically adjusted and be available to match with other invoices. The funds will also be encumbered.](#)

[If this is the case, the ministry buyer must do a return to supplier on the original receipt. Once the adjusted receipt has been saved, the buyer that created the purchase order must also change the quantity on the purchase order to relieve the encumbrance of funds, making sure that the unreserve date on the PO is on](#)

or prior to March 31<sup>st</sup>.

Purchase order receipts can be adjusted in the old year until April 6<sup>th</sup>. The buyer entering the return must be sure that the transaction date on the adjusted receipt is dated on or before 31-MAR-23.

POs can be adjusted in the old year until Wednesday April 12<sup>th</sup>. When unreserving the PO the unreserved date must be changed to on or before 31-MAR-23. Once the changes have been made to the purchase order it will need to be reapproved with a GL date on or before 31-MAR-23.

## 2. Refund to vote recorded using a journal entry

The lines on the journal entry would be:

Debit Accounts Receivable (account 107000) (old year)	250	
Credit Reimbursement Expense account* (old year)		250

\* Refer to Appendix A3 for a listing of reimbursement expense accounts

When the refund is received in the new fiscal year, the bank deposit journal entry credits accounts receivable, for both options:

Debit Cash (new year)	250	
Credit Accounts receivable (account 107000)		250

- D4b. Example: Salary reimbursement for an external secondment for the period of January to March is \$9,000 plus \$450 benefits recovery (total amount billed is \$9,450). The refund will not be received by March 31<sup>st</sup>.

## 1. Refund to vote recorded using a journal entry and forwarded to HR/Payroll – HR Service Centre for processing:

The lines on the journal entry would be:

Debit Accounts Receivable (account 107000) (old year)	9,450	
Credit Refund to Vote – Payroll account 253022		9,000
Credit Revenue (for the benefits portion) (old year)		450

The payroll refund-to-vote (account 253022) information is forwarded to HR/Payroll – HR Service Centre for processing through the next available payroll run. The payroll entry will refund the salary expense as follows:

Debit Refund to Vote – Payroll account 253022	9,000	
Credit Salary Expense (employee original expense account)		9,000

Note: If the HR/Payroll entry will not be processed prior to the year-end payroll cut-off date, a GL journal entry must be submitted to FSB, Finance to manually clear the Refund-to-vote account to the detailed employee expense in the old

year. This entry will be reversed by FSB, Finance in the new year to offset the HR/Payroll entry once processed.

When the refund is received in the new fiscal year, the bank deposit journal entry credits accounts receivable

Debit Cash (new year)	9,450	
Credit Accounts receivable (account 107000)		9,450

## **D5. Assets Held for Sale (Financial Asset)**

### Policy:

An asset held for sale is recognized as a financial asset when all of the following criteria are met:

- prior to March 31<sup>st</sup>, the government commits to selling the asset;
- the asset is in a condition to be sold;
- the asset is publicly seen to be for sale;
- there is an active market for the asset;
- there is a plan in place for selling the asset; and
- it is reasonably anticipated that a sale external to the GRF will be completed within one year of the financial statement date.

### Procedures:

Assets held for sale are listed on Schedule B.

Inventories held for consumption are non-financial assets. Refer to the Accounting Manual section [1310 Inventories Held for Consumption](#) for procedures.

## **D6. Loans and Advances**

### Policy:

Loans and advances are initially recorded at cost. Valuation allowances are used to reflect loans and advances at the lower of cost and net recoverable value.

In some situations, part or all of a loan is recorded as an expense. Examples include:

- when there are concessionary terms so that the substance of the transaction is that all or part of the loan is more in the nature of a grant, for example if there is a low interest rate on the loan. The recorded value of the loan is the face value discounted by the amount of the grant portion. The loan discount is amortized to revenue over the term of the loan;
- when a direct relationship can be established between the repayment of a loan and

- GRF's funding to the borrower, the loan is recorded as an expense; and
- in some situations, when an amount is advanced with forgivable conditions, it should be accounted for as a grant.

#### Procedures:

- D6a. The recoverable value of all loans and advances should be reviewed at March 31<sup>st</sup>. If a permanent impairment in value has occurred, a valuation allowance must be established or increased. A separate balance sheet account is set up for each non-budgetary loan valuation allowance. Contact Royce Bereti (306-787-6814) or Eryn Enns (306-787-9253), to set up a provision for loss account if necessary. Refer to Section D9. Valuation Allowances for Financial Assets for more information on valuation allowances.
- D6b. A loan must be issued (cash actually paid) by March 31<sup>st</sup>, in order to qualify as an old year transaction. There is no "extended period 12" for these items.
- D6c. Cash must be received by March 31<sup>st</sup> to be recorded as a receipt on a loan in the old year.
- D6d. If a loan has been written off, it is removed from the gross loan receivable and valuation allowance totals if applicable. Adequate documentation of write-offs should be retained including a detailed list of all written off loans and advances by individual, corporation, etc. All write-offs must be approved by the Board of Revenue Commissioners and any other required authorities as outlined in FAM section [3725 Write-off or Cancellation of Accounts Receivable](#).
- D6e. New year (APR-23) holiday advances on regular salary cannot be processed until new year appropriations are available.

List all Loans and Advances on Schedule C.

### **D7. Accountable and Travel Advances**

#### Policy:

All advances issued in April and all receipts on advances received after March 31<sup>st</sup>, must be recorded as new year transactions.

#### Procedures:

- D7a. Review advances prior to March 31<sup>st</sup>, to ensure all are still outstanding and required. All advances to employees no longer required must be cleared through receipt of money from the employee, by a deduction from salary or by a personal cheque, by March 31<sup>st</sup>.

List accountable and travel advances, totalled by balance sheet account, on Schedule C, Loans and Advances.

Accountable and travel advances include all advances recorded against the following accounts:

<b><u>Name of Account</u></b>	<b><u>Account</u></b>
General Advances - Permanent	123700
Relocation Advances - Permanent	123800
Temporary Advances - Not Travel	123900
Travel Advances - Temporary	124000
Travel Advances - Permanent	124100

#### D7b. End Dated Chart of Accounts

In MIDAS, advances are entered and tracked by employee as 'Prepayment' invoice types in the AP Module. Any advances outstanding at March 31<sup>st</sup> coded to a chart of accounts that is end dated as at March 31<sup>st</sup>, must be moved to a new chart of accounts. Use the following chart of accounts for any end dated permanent advances and when initially issuing a permanent or temporary advance, to avoid problems with end dated chart of accounts in the future:

Entity.00000.000000.xxxxxx.0000.000000.000000

FSB, Finance will provide instructions to ministries for moving advances at a later date. The deadline to clear outstanding advances that will not have a valid chart of accounts in the new year is 5:00 PM on April 17<sup>th</sup>.

#### D7c. New Year Transactions after March 31<sup>st</sup>

It is also important that there are no prepayment invoices entered but not paid at March 31<sup>st</sup>. All accountable and travel advance invoices entered after March 31<sup>st</sup> must be entered to the new fiscal year (APR-23).

### D8. Imprest and Petty Cash Accounts and Transfer Accounts

#### Policy:

After March 31<sup>st</sup>, all increases in imprest and petty cash accounts and all reductions in amounts outstanding (returned to the GRF) must be recorded as new year transactions.

Transfer accounts are recorded at their March 31<sup>st</sup> balance.

#### Procedures:

D8a. Disbursements should be accurately recorded on a timely basis throughout the year and at year-end, to ensure the appropriation is charged on a timely basis. Accounts should be reconciled on a regular basis.

D8b. Entries to record the March 31<sup>st</sup> balance in transfer accounts in MIDAS are processed.

## D9. Valuation Allowances and Write-offs for Financial Assets

### Policy:

Ministries should determine a valuation allowance for each applicable financial asset at March 31<sup>st</sup>. The valuation allowance should provide for any permanent impairment in the value of these assets. In addition, allowances should include a provision for all disputed amounts which are not expected to be collected. In some circumstances, the valuation adjustment could result in a recovery.

By providing a valuation allowance for a specific asset you are not writing it off, you are simply expressing an appropriate level of doubt as to the likelihood of collection. All write-offs must be approved by the Board of Revenue Commissioners and other required authorities as outlined in FAM section [3725 Write-off or Cancellation of Accounts Receivable](#).

### Procedures:

D9a. Valuation allowances should incorporate the ministry's best estimate of its unrealizable assets at March 31<sup>st</sup>. This estimate should be based on the ministry's past experience. Increases/decreases to valuation allowances affect old year budgetary expenses.

1. **Loans and investments** valuation allowances should be recorded in expense account **576200 Provision for Loss on Loans and Investments**. The offset for loans is the provision for loss account 12XX20. If necessary, contact Royce Bereti (306-787-6814) or Eryn Enns (306-787-9253) to set up a provision for loss account.
2. **Accountable and travel advances** valuation allowances should be recorded in expense account **576200 Provision for Loss on Loans and Investments**. The offset for advances is the provision for loss account 124920 Provision for Loss - Advances.
3. **Accounts receivable** valuation allowances should be recorded in expense account **576000 Change in Valuation Allowance** with the credit to account 107020 Accounts Receivable - Valuation Allowance or account 107120 Accounts Receivable Valuation Allowance - from Accounts Receivable for accounts receivable recorded in the AR Module.

Example: A ministry has accounts receivable of \$1 million at March 31<sup>st</sup>. It does not know which specific accounts are uncollectible, however past experience has shown that 5 per cent are unlikely to be collected. The appropriate old year journal entries to adjust the valuation allowance to \$50,000 (5 per cent of the \$1 million accounts receivable balance) are as follows:

Valuation allowance balance from prior year is \$15,000:

Debit Change In Valuation Allowance (account 576000)	35,000	
Credit Accounts Receivable -Valuation Allowance (account 107020)		35,000

Valuation allowance balance from prior year is \$65,000:

Debit Accounts Receivable -Valuation Allowance (account 107020)	15,000	
Credit Change In Valuation Allowance (account 576000)		15,000

At the end of the next fiscal year, the ministry will again assess the adequacy of its allowance in relation to its accounts receivable. A budgetary expense will be incurred for any amount needed to increase the allowance to an appropriate level.

- D9b. Write-offs must be approved as outlined in FAM section [3725 Write-off or Cancellation of Accounts Receivable](#). Ministries should maintain records of written off accounts.

When a ministry receives revenue relating to an account that has been written off, the revenue is to be coded to casual revenue (account 485100).

- 1. Accounts receivable** - write-off the account of a specific individual. When the write-off has been approved by the Board of Revenue Commissioners, the appropriate entry in either the GL Module or the AR module should be recorded.

If the AR Module is **not** used, the appropriate journal entry in the GL Module is:

Debit Accounts Receivable - Valuation Allowance (account 107020)	XXX	
Credit Accounts Receivable (account 107000)		XXX

If the AR Module is used, an AR write-off adjustment coded to the appropriate write-off receivable activity (e.g. W/O XXX) is entered. Once the adjustment is approved, MIDAS will automatically create the following entries:

Debit Accounts Receivable - Valuation Allowance from AR module (account 107120)	XXX	
Credit Accounts Receivable – from AR module (account 107100)		XXX

Note that the above write-offs do not affect an appropriation.

- 2. Prepayment** –write-off a travel advance to an employee. When the write-off has been approved by the Board of Revenue Commissioners, the following entries are required:

In the GL Module, the journal entry required is:

Debit Provision For Loss on Loans and Investments (account 576200)	XXX	
Credit Provision for Loss – Advances (account 124920)		XXX

Once the journal has been posted in GL, a standard invoice is entered for the employee, coded as follows:

Debit Provision for Loss – Advances (account 124920)   XXX  
 Apply the Prepayment to the invoice. Upon prepayment application, the system will automatically generate the credit line with the Chart of Account coding from the original prepayment. This will clear the outstanding prepayment.

- 3. Credit memo** - write-off an outstanding credit memo. When the write-off has been approved by the Board of Revenue Commissioners, the following entries are required:

In the GL Module, the journal entry required is:

Debit Change In Valuation Allowance (account 576000)	XXX	
Credit Refund to Vote – Clearing (account 253021)		XXX

Once the journal has been posted in GL, a standard invoice is entered for the supplier, coded as follows:

Debit Refund to Vote – Clearing (account 253021)	XXX
--	-----

Ensure that the terms are immediate and that the pay method and pay group are the same as the credit memo. When payments run, the credit memo will aggregate with the invoice resulting in a zero-dollar payment. The outstanding credit will be cleared.

Refer to Appendix A1 for the critical dates relating to the processing of standard invoices.

## **Section E: Non-financial Assets Reporting Requirements**

### **E1. General**

#### **Policy:**

Non-financial assets are employed to deliver government services, and may be consumed in the normal course of operations. They are not held for sale, and do not normally provide resources to discharge liabilities.

Non-financial assets include prepaid expenses, inventories held for consumption and TCAs, and are included on the Statement of Financial Position.



For further information on asset procedures, refer to the Accounting Manual section [1000 Assets](#).

## **E2. Prepaid Expenses**

Refer to the Accounting Manual section [1320 Prepaid Expenses](#) for procedures.

## **E3. Tangible Capital Assets (TCAs)**

Refer to the Accounting Manual section [1300 Tangible Capital Assets](#) for procedures.

## **E4. Unrecognized Assets**

Refer to the Accounting Manual section [1000 Assets](#) for procedures.

## **E5. Inventories Held for Consumption**

Refer to the Accounting Manual section [1310 Inventories Held for Consumption](#) for procedures.

## **Section F: Liability Reporting Requirements**

### **F1. General**

#### Policy:

A liability is recorded for all obligations to other parties as a result of events and transactions occurring prior to or on March 31<sup>st</sup>, where the settlement is expected to result in the future sacrifice of economic benefits.

For further information on liability procedures, refer to the Accounting Manual section [2000 Liabilities](#).

### **F2. Accounts Payable**

#### Policy:

Payables at March 31<sup>st</sup> include amounts for work performed, goods supplied, and services rendered and transfers where the transfer is authorized and eligibility requirements have been met at March 31<sup>st</sup> and a reasonable estimate of the amount can be made. These amounts are recorded as expenses of the old fiscal year.

All amounts payable for TCAs received by March 31<sup>st</sup>, are included in payables and acquisitions in the old fiscal year.

Accounts payable includes unpaid invoices where there is no related purchase order, and unpaid invoices where a purchase order was used and the receipt of goods and services or TCA was entered with a date on or prior to March 31<sup>st</sup> by April 6<sup>th</sup>.

Accounts payable also includes the cost of goods and services and TCAs received by March 31<sup>st</sup> but where no invoice is received before or during the cut-off period (April 1<sup>st</sup> to 17<sup>th</sup>).

### Procedures:

F2a. Accounts payable must be established for goods and services and TCAs received by March 31<sup>st</sup>, which are unpaid at that date. Monitor payables to ensure sufficient funds are available to cover all payables at March 31<sup>st</sup>. The cut-off for virements is 5:00 PM on April 17<sup>th</sup>.

Accounts payable can be set up in four ways:

1. **Invoices** – where invoices are received and processed in accordance with the critical dates identified in Appendix A1 (**CAP: invoice is received by Central Accounts Payable by noon on April 11<sup>th</sup> and approved by the Ministry by April 13<sup>th</sup>; non-CAP: invoice is received, approved, entered and validated prior to 5:00 PM on April 17<sup>th</sup>**)

An invoice where there is a related purchase order can be entered to the old year and charged to the old year appropriation only if goods and services were received by March 31<sup>st</sup> and the receipt of goods and services is recorded with a date on or prior to March 31<sup>st</sup> by April 6<sup>th</sup>.

Ministries will have until April 6<sup>th</sup> to enter the actual MAR-23 date of receipt of goods and services to the Purchasing Module. All old year receipts from remote locations must be entered by this date. These locations must provide the information to the central location for entering to MIDAS where required.

For all invoices, the goods and services received date must be 31-MAR-23 or earlier. The GL date defaults from the goods and services date. Ensure that the GL date is MAR-23.

For every invoice coded to an expense account, MIDAS updates the following accounts:

Debit Expense (various accounts)	XXX
Credit Accounts Payable - from Accounts Payable (account 253000)	XXX

When the cheque is issued, MIDAS automatically makes the following entry:

Debit Accounts Payable - from Accounts Payable (account 253000)	XXX	
Credit Cash		XXX

This is a new year transaction for all cheques issued after March 31<sup>st</sup>. Invoices related to receipt of goods and services and TCAs on or before March 31<sup>st</sup> will be processed in accordance with the critical dates detailed in Appendix A1. These invoices are expensed to ordinary expense accounts or recorded to TCA addition accounts and MIDAS automatically sets up the accounts payable in the AP Module - from Accounts Payable (account 253000 and accounts 253010 to 253013 for ministries with special operating units).

There will be some invoices entered to MIDAS prior to March 31<sup>st</sup> that are not paid by March 31<sup>st</sup>. These invoices will be included in accounts payable at March 31<sup>st</sup>, in account 253000 and accounts 253010 to 253013.

The total (balance) of accounts 253000 and 253010 to 253013 at March 31<sup>st</sup> is included on Schedule E.

- 2. Receipt of Goods and Services and TCAs/No Invoice** – where goods and services and TCAs are received in purchasing by April 6<sup>th</sup>, but an invoice is not processed in accordance with the critical dates identified in Appendix A1 (**CAP: invoice is not received by Central Accounts Payable by noon on April 11<sup>th</sup>**; **non-CAP: invoice is not entered and validated by 5:00 PM on April 17<sup>th</sup>**)

As noted in Section F3 - Purchasing and Receipt of Goods and Services and TCAs (Purchasing Module), purchase orders should be reviewed and follow-up done where goods/services/TCAs were received by March 31<sup>st</sup> but no invoice has been processed in accordance with the critical dates identified in Appendix A1.

Goods and services and TCAs may be received by March 31<sup>st</sup> and entered to MIDAS Purchasing by April 6<sup>th</sup> (with a date of March 31<sup>st</sup> or earlier) but no invoice is processed in accordance with the critical dates.

***FSB, Finance will handle the creation of accruals for received but un-invoiced goods and services and TCAs. To prevent duplicate accruals, do not process (or submit to Central Accounts Payable) a debit memo for these. Ministries can monitor these using the GOS - Uninvoiced Receipts Report.***

The following old year journal entry will be processed by FSB, Finance after close on April 17<sup>th</sup>:

Debit Expenses or TCA addition (coding from PO)	XXX	
Credit Inventory Accounts Payable Accrual (account 253096)		XXX

This journal entry will be reversed by FSB, Finance in the new year, once appropriation is available (after old year has been closed). The journal entry will debit Inventory Accounts Payable Accrual and credit Expenses. Any amounts charged to a program disabled at March 31<sup>st</sup> will cause the journal entry to fail. FSB, Finance will send a report to ministries showing all lines that failed. Ministries will record the new coding on the report and return the report to FSB, Finance.

When an invoice related to these purchase orders is received and entered and matched to the purchase order receipt, there will be no charge to the new year appropriation because of the credit processed on the reversal journal entry above by FSB, Finance.

- 3. No Purchase Order/No Invoice (Debit Memos)** – where no purchase order is used and where no invoice is processed in accordance with the critical dates identified in Appendix A1 (**CAP: invoice not received in Central Accounts Payable by noon on April 11<sup>th</sup>**; **non-CAP: invoice is not entered by 5:00 PM on April 17<sup>th</sup>**)

***Debit memos can be used to record payables/expenses/TCA purchases only when there is no related purchase order.***

Ministries are responsible for identifying accruals for goods and services received by March 31<sup>st</sup> where:

- invoice was not received from the supplier;
- invoice was received from the supplier but not submitted to Central Accounts Payable; and
- invoice was submitted to Central Accounts Payable but not processed (i.e. missed noon on April 11<sup>th</sup> cut-off or was not approved within ministry).

Per the critical dates detailed in Appendix A1, invoices received by Central Accounts Payable after noon on April 11<sup>th</sup> will be routed through MarkView to the ministry's Central AP contact to determine appropriate handling.

For all debit memos, the goods and services/TCA received date must be March 31<sup>st</sup> or earlier. The GL date defaults from the goods and services received date. Ensure that the GL date on the invoice and invoice distribution is MAR-23.

Payables/expenses/TCA purchases are set up by debit memo **where no invoice is received by Central Accounts Payable by noon on April 11<sup>th</sup> (non-CAP – where no invoice is processed by 5:00 PM on April 17<sup>th</sup>)**:

Debit Expenses or TCA addition	XXX	
Credit Accounts Payable - General (account 255000)		XXX

If necessary, a reasonable estimate of the amount is made. All payables set up in account 255000 must be by debit memo.

A special invoice numbering convention should be used for the debit memos to allow for the tracking of these payables:

**AP2023-xxx** (with xxx being the entity {vote}). The ministry assigns the remainder of the invoice number.

Debit memos are recorded as follows:

Debit Expense	XXX	
Credit Accounts Payable - General (account 255000)		XXX

Debit memos which establish accounts payable are coded to the same level of detail as the eventual payment will be. This tracks individual payables, providing proper disclosure in Volume 2 of the Public Accounts.

**CAP:** Debit memos must be submitted to Central Accounts Payable for entry into MIDAS. It is expected that the majority of these debit memos will be in spreadsheet format for electronic entry into MIDAS. Spreadsheets are due to FSB, Finance (email to FI GRP-AP) by noon on April 13<sup>th</sup>. **Manual** debit memos are due to Central Accounts Payable by **noon on April 13<sup>th</sup>**.

**Non-CAP:** Enter the debit memo above as normal, but do not check the Pay Alone box. Save the record with the default pay group. Once the record has been saved, choose the Pay Group - Handling70 and save the record again. The pay alone flag will automatically be checked so the debit memo is not aggregated with other payments. (The cheque is a new year transaction.) Ministries have until 5:00 PM on April 17<sup>th</sup> to process these debit memos.

After year-end close, FSB, Finance will move the year-end balances in account 255000 to account 255099. For further details, refer to Section F2c. Accounts Payable - Previous Years (account 255099).

When the invoice is received in the new year, it is submitted to Central Accounts Payable for processing (non-CAP – the invoice is entered in the AP Module for payment). Rather than coding to an expense account, the payment is coded to Accounts Payable - Previous years (account 255099) and does not result in a charge to appropriation. No invoices are paid from account 255000.

This will clear the payable set up by the debit memo.

To avoid temporarily increasing appropriation in the current year, payables/accruals should not be reversed in the new fiscal year until the related payments are made.

When a 255000/255099 payable recorded in past fiscal years is higher than the actual or estimated future payments, the difference should be recorded as revenue in account 486905 Change in Previous Years' Estimates, rather than as a credit to expenditure, to avoid inappropriately increasing appropriation.

Amounts payable at March 31<sup>st</sup> recorded in account 255000 and account 255099 are listed on Schedule E.

**Use debit memos between entities only if the debit memo will be “paid” by March 31<sup>st</sup>.** The debit memo must be received by Central Accounts Payable by March 24<sup>th</sup> (non-CAP – debit memo must be entered and validated by March 31<sup>st</sup>).

**4. Journal Entries in the GL Module (for individual invoices \$1,000 or less) -** optional process where no purchase order is used and the invoice is less than \$1,000

Journal entries can be used to record payables/expenses **only where there is no related purchase order and when the individual invoices are \$1,000 or less.** Journal entries must be recorded in MIDAS by 5:00 PM on April 17<sup>th</sup>.

To assist in reducing the amount of coding required to set up accounts payable by debit memo, ministries may choose to record certain payables at a lower level of detail. For individual invoices of \$1,000 or less, ministries can record accounts payable by journal entry in the GL Module, using special expense accounts. This option can be chosen if ministries believe that it will achieve some efficiencies in processing and that it will not compromise the supplier or expense account information that the ministry requires for these transactions.

The following special expense accounts are used when payables are recorded by journal entry in the GL Module to account 255010 Payables \$1,000 and Under:

519891 Personal Services Payable - Year End  
 541892 Travel Expenses Payable - Year End\*  
 571893 Transfers Payable - Year End  
 521894 Contract Services Payable - Year End  
 532895 Communications Expenses Payable - Year End  
 542896 Supplies and Services Expenses Payable - Year End  
 569897 Expensed Equipment and Other Assets Expenses Payable - Year End  
 572898 Other Expenses Payable - Year End

***\*Because of sensitivity with respect to disclosure, Ministers’ travel must be set up using a debit memo, coded to the Minister’s supplier code and the correct travel expense account.***

The Accounts Payable account used is 255010 Payables \$1,000 and Under.

Example of a journal entry:

Debit Expense (e.g. account 542896)	XXX	
Credit Payables \$1,000 and Under (account 255010)		XXX

This entry could be a total for a number of invoices.

With this option, no supplier detail is reported in Volume 2 of the Public Accounts for the old year. The supplier detail will be reported in Volume 2 in the new fiscal year if total payments to the supplier are over \$50,000.

In the new year, ministries process journal entries in the GL Module to adjust the amount of the payables set up in account 255010.

When payables set up in account 255010 are paid, a journal entry to reverse an amount equal to the payment processed is recorded. When the invoices are processed for payment in the new year, ministries must code them to the appropriate expense account. Because of the reversing journal entry, these invoices do not affect the new year appropriation. To avoid temporarily increasing appropriation in the current year, payables/accruals should not be reversed in the new fiscal year until the related payments are made.

Alternatively, as the payables usually have a low dollar value, the expense account(s) and payable account can be adjusted to the accounts payable balance at the following year-end.

The same expense accounts that were used to set up the payables are used when they are reversed.

The entry to reverse the example above would be:

Debit Accounts Payable (account 255010)	XXX	
Credit Expense (e.g. account 542896)		XXX

When a payable recorded in the old fiscal year is higher than the actual payment made in the new fiscal year, the difference should be recorded as revenue in account 486905 Change in Previous Years' Estimates, rather than as a credit to expenditure, to avoid inappropriately increasing appropriation.

Amounts payable at March 31<sup>st</sup> recorded in account 255010 are listed on Schedule E.

#### F2b. U.S. Dollar Accounts Payable

Any accounts payable denominated in U.S. dollars, which are set up by means of a debit memo or journal entry, should be entered in Canadian dollars using the exchange rate in effect at March 31<sup>st</sup>.

When paid, U.S. dollar disbursements will differ from the amount accrued due to exchange rate fluctuations. The effect of these fluctuations should be recognized when the accounts payable balance has been completely discharged.

#### F2c. Accounts Payable - Previous Years (account 255099)

This account contains uncleared payables set-up in previous years. Payables in balance sheet account 255000 at the beginning of each new fiscal year are mapped

to account 255099 after the old year is closed. Ministries need to track these payables by supplier on a spreadsheet. The balance in account 255099 must agree to the spreadsheet. If amounts do not agree, each item must be reviewed to determine corrective action to be taken.

Amounts payable at March 31<sup>st</sup> recorded in account 255099 are listed on Schedule E.

### **F3. Purchasing and Receipt of Goods and Services and TCAs (Purchasing Module)**

#### Policy:

Goods and services and TCAs received on or before March 31<sup>st</sup> are expenses or TCA additions of the old fiscal year and a charge to the old year appropriations.

POs, when goods and services or TCAs have not been received on or before March 31<sup>st</sup>, must be carried forward to the new fiscal year and become an encumbrance on the new year appropriation unless cancelled in the old year.

#### Procedures:

F3a. Ministries will have until April 6<sup>th</sup> to enter the actual MAR-23 date of receipt of goods and services and TCA additions. All old year receipts from remote locations must be entered by this date. These locations must provide the information to the central location for entering to MIDAS where required.

F3b. CAP: Ministries should review purchase orders and follow up if goods and services or TCAs were received on or before March 31<sup>st</sup> but no invoice has been entered, so that, to the extent possible, invoices are received by Central Accounts Payable by noon on April 11<sup>th</sup> per the critical timelines in Appendix A1.

Non-CAP: Ministries should review purchase orders and follow up if goods and services or TCAs were received on or before March 31<sup>st</sup> but no invoice has been entered, so that, as far as possible, invoices are received and entered into MIDAS prior to 5:00 PM on April 17<sup>th</sup>.

F3c. Refer to the document entitled 'Month End Processes for Buyers' provided by the MIDAS Purchasing team for instructions on how to run reports and clean up documents.

F3d. Carry Forward of POs to New Year

In order to close the MAR-23 Purchasing period, the old fiscal year must be clear of all outstanding purchasing encumbrances. Therefore, any POs that were not received by March 31<sup>st</sup> must be unreserved as to move their encumbrance amounts into the new fiscal year. This process will begin on April 1<sup>st</sup> and must be completed by April 12<sup>th</sup>.



The ministry will unapprove the PO, change the GL date in the PO distributions to an APR-23 date and then reapprove the PO. This will pull the encumbrance out of the old fiscal year and place it in the new fiscal year. Care should be taken with partially received POs as to ensure the received amount has been matched to an invoice first before unreserving. In the case of a PO issued by SaskBuilds and Procurement - Purchasing or Executive Council, please contact the buyer who issued the PO to complete this process.

If the PO is coded to a program disabled at March 31<sup>st</sup>, that coding must be changed to an active code before reapproving the PO.

Any outstanding encumbrances remaining in the old fiscal year after April 12<sup>th</sup>, will be brought to the attention of the ministry and may need correction by the MIDAS Purchasing team.

- F3e. If a purchase order will not be continued in the new year, cancel the PO by April 12<sup>th</sup> and advise the supplier. In order to cancel the PO in the correct year the Action Date must be changed to a MAR-23 date.
- F3f. When requesting goods and services for delivery or contract execution, SaskBuilds, Single Procurement Service, applies a two-tiered approach for year end procurement business plan submissions:
1. Service Procurements > \$75,000 need to be received by December 12, 2022
  2. Goods Procurements > \$10,000 need to be received by January 9, 2023

This timeline will allow for the optimal competition period and ensure vendors have a fair opportunity to submit proposals for competitions. Following the award, in most cases, vendors will have time to make deliveries prior to year end.

Executive Council, Communications Services should receive requisitions by February 28<sup>th</sup> to give suppliers time to make deliveries by March 31<sup>st</sup>.

- F3g. Ministries can run the GOS Open Purchase Order Report by Buyer and the GOS Encumbrance Detail Report to verify whether they have any open encumbrances. Outstanding Purchase Orders Encumbrances should also be reviewed to verify if the purchase has been paid with a purchasing card rather than a payment through MIDAS. If they have been paid with a purchasing card, the email requesting that those POs be closed must be submitted to the MIDAS Financials Helpdesk by April 12<sup>th</sup> in order for the POs to be closed by April 17<sup>th</sup>.
- F3h. Contact the MIDAS Financials Helpdesk (306-798-9999 or [finmhd@gov.sk.ca](mailto:finmhd@gov.sk.ca)) for information on the reports or the documents indicated above.

## **F4. Interministerial Clearing Accounts and Refund to Vote Clearing Accounts**

### Policy:

Certain accounts are used as clearing accounts to facilitate the recording of transactions. These accounts must have a 'zero' balance at April 17<sup>th</sup>. It is important to monitor and clear these accounts regularly during the year and particularly during the cut-off period.

### Procedures:

#### **F4a. Interministerial Clearing Accounts**

Each ministry has an account assigned to it, in the 2530xx series that is used for interministerial transactions. It is imperative that these accounts have a 'zero' balance at year-end, as all expenses must be charged to an appropriation and all revenue recognized.

Provide information to the receiving ministry by April 7<sup>th</sup>, to allow for processing and any adjustments to appropriations (if required). Refer to Section A4. Shared Services.

If you process a credit against another ministry's interministerial clearing account during the cut-off period, advise that ministry (and provide any required documentation) immediately. To allow ministries time to clear the credit by 5:00 PM on April 17<sup>th</sup>, ministries will not have access to other ministries' clearing accounts after April 12<sup>th</sup>.

#### **F4b. Refund to Vote-Clearing Account**

The refund to vote clearing account (account 253021) must also have a 'zero' balance at year-end. Amounts can be recorded as a refund to vote only in the year that the related expense is made. After the old fiscal year is closed, any refunds related to an old year expense must be credited to either account 486900 or 486905 in the new fiscal year. Account 486900 - Cash Refunds of Previous Years' Expenses is to be used only where cash has been received from a third party. Account 486905 – Changes in Previous Years' Estimates is used to record refunds of previous years' expenses resulting from changes in accounting estimates and errors.

#### **F4c. Payroll Refund to Vote-Clearing Account**

The payroll refund to vote clearing account (account 253022) must have a 'zero' balance at year-end. Credits to this account include Workers' Compensation Board reimbursements and external secondment receipts. It is important to coordinate the clearing of this account within MIDAS HR/Pay. Note: If the HR/Payroll entry will not be processed prior to the year-end payroll cut-off dates, a GL journal entry must be submitted to FSB, Finance to manually clear the Refund-to-vote account to the detailed employee expense in the old year. This entry will be reversed by FSB, Finance in the new year to offset the HR/Payroll entry once processed.

#### F4d. Accounts Receivable – Accounts Payable Clearing Accounts

The AR to AP clearing accounts (accounts 253023 and 253024) must have a 'zero' balance at year-end. These accounts are used for processing refunds/setoffs from the AR module that will be paid via the AP module.

### F5. Payroll

#### Policy:

A liability should be recorded for the value of all services performed up to March 31<sup>st</sup> which are unpaid at that date.

#### Cut-off Dates

##### **April 6<sup>th</sup> @ 5:00 P.M.**

- final quick pay process for the old fiscal year;
- all refunds to vote for the old fiscal year must be entered into MIDAS HR/ Pay;
- employees with a new cost centre, the "old" cost centre must remain open until April 17<sup>th</sup>;
- all PTO payouts must be entered in MIDAS HR/Pay to be costed to 2022-23;
- all timecards up to and including March 31<sup>st</sup> must be entered into MIDAS HR/Pay and approved.

Note: April 6<sup>th</sup> is the last day old year transactions can be processed from MIDAS HR/Pay.

#### **Prior to the last Payroll Runs of the Fiscal Year**

The dates for the last payroll runs are:

B2 – March 26<sup>th</sup>  
B1 – March 28<sup>th</sup>  
M1 – March 22<sup>nd</sup>

Any retroactive costing changes to cost centres related to 2022-23 will not be processed after the last payroll runs in the 2022-23 fiscal year.

#### **Prior to the first Payroll Runs of the New Fiscal Year**

The dates for the first payroll runs are:

B2 - April 9<sup>th</sup>  
B1 - April 11<sup>th</sup>  
M1 – April 19<sup>th</sup>

For those employees that have a new cost centre in the new fiscal year, new year default costing (on the employee's assignment in MIDAS HR/Pay) must be entered with an

effective date of April 1<sup>st</sup>. The new costing must be entered in MIDAS HR/Pay prior to the employee's first payroll run of the new fiscal year.

### **April 17<sup>th</sup> @ 5:00 P.M.**

The last day entries can be made to the old fiscal year in the GL Module.

### Procedures:

#### **F5a. Accrued Employee Leave Entitlement**

Accrued employee leave entitlement identifies the ministry's liability for vacation days, SDOs, banked EDOs, banked overtime and special northern leave.

Ministries must determine the value of employees' accrued leave entitlement as at March 31<sup>st</sup>. The payable for accrued employee leave entitlement is coded to liability account 255100 Accrued Employee Leave Entitlement. Any changes to the balance should be recorded by journal entry to expense account 519900 Change in Year-End Accrued Employee Leave Entitlement. Any increase (decrease) in the payroll liability will be a budgetary expense (refund to vote) for the ministry.

Ministries are required to adjust the accrued leave entitlement in the GL Module by 5:00 PM on April 17<sup>th</sup>.

A MIDAS report is available for ministries to run to provide information on accrued leave entitlement and transmittal of costs between votes:

#### **PTO Financial Liability Detail Report**

This report details accrued employee leave entitlements for a ministry based on the chart of account values associated with an employee's assignment. It also details transmittal costs for employees moving between votes. Ministries are required to manually transfer these costs between votes using journal entries in the old fiscal year.

The PTO Financial Liability Detail Report can be used to determine amounts to be transferred. Suggested parameters:

Control Point:	use level of detail used by ministry for liability entries (varies)
GL Account From/To:	ensure range includes <b>all</b> required values... too restrictive may miss multiple costing lines within ministry and skew results.
Effective Date:	use date of transfer
Accrual Type:	Earned (to determine earned less taken at point of transfer)
Transfers Only:	Yes (reduces report output is used only for obtaining transfer data)
Show Detail:	Yes (to provide employee level detail)

***Note that if an employee has moved/transferred multiple times within the year, either within or across ministries, you may require multiple reports (at each transfer date) to calculate the net transfer result.***

### **Transfers of Accrued Employee Leave Entitlements between Votes**

Journal entries should be processed throughout the year to transfer accrued employee leave entitlements between votes. The required journal entry is:

#### **Ministry A (transfer from)**

Debit Accrued Employee Leave Entitlements (account 255100)	XXX	
Credit Interministerial clearing account – Ministry B		XXX

#### **Ministry B (transfer to)**

Debit Interministerial clearing account – Ministry B	XXX	
Credit Accrued Employee Leave Entitlements (account 255100)		XXX

### **Transfers of Accrued Employee Leave Entitlements to Crown Agencies**

Journal entries should be processed when required to transfer accrued employee leave entitlements from a ministry to a Crown agency that utilizes MIDAS. The required journal entries are:

#### **Ministry (Debit memo in the AP Module)**

Debit Vacation Leave Payouts (with no employee number) (account 518650)	XXX	
Credit Interministerial clearing account – Ministry		XXX

This debit memo ensures payee details (transferred employee) are reported in MIDAS.

#### **Ministry (in the GL Module)**

Debit Accrued Employee Leave Entitlements (account 255100)	XXX	
Credit Change in Year-End Accrued Employee Leave Entitlement (account 519900)		XXX

#### **Crown Agencies (in the GL Module)**

Debit Interministerial clearing account – Ministry	XXX	
Credit Accrued Employee Leave Entitlements (account 255100)		XXX

## **Payable for Accrued Employee Leave Entitlement – Year-end Balance**

The PTO Financial Liability Detail Report can be used to set up accrued employee leave at March 31<sup>st</sup>. Suggested parameters:

Control Point:	use level of detail used by ministry for liability entries (varies)
GL Account From/To:	ensure range includes <b><i>all</i></b> required values... too restrictive may miss multiple costing lines within ministry and skew results.
Effective Date:	use 31-Mar-XX (fiscal year-end)
Accrual Type:	Earned PFT Forecast (to determine amount that will be earned to the end of the year less the amount taken to date)
Transfers Only:	No
Show Detail:	Optional – depends on the level of detail needed for ministry analysis/entry

Note: Should the report indicate negative balances (indicating that the employee used time more than earned), ensure that the amount is not recorded twice, (both as a negative entry included in this total as well as setting up an accounts receivable as a salary overpayment).

Two options are available to calculate accrued employee leave entitlement:

### **1. Use Reports that include March attendance**

Timecards for March 31<sup>st</sup> must be entered and processed by April 1<sup>st</sup> if they are to be included on the March liability reports. If timecards are entered the liability reports generated on April 3<sup>rd</sup> would reflect the final year-to-date values. These reports can be used to calculate accrued employee leave entitlements by journal entry in the GL Module by 5:00 PM on April 17<sup>th</sup>.

If M1 monthly timecards for March are entered by April 1<sup>st</sup>, the information will be included in the March liability reports generated on April 3<sup>rd</sup>.

Due to timecard entry deadlines for B1 and B2 employees the liability reports generated on April 3<sup>rd</sup> may not reflect the final year-to-date values for these groups. Time worked or taken as paid time off on March 26 to 31 will not be included.

### **2. Use February Reports and adjust these for March attendance**

If March monthly attendance cannot be entered by April 1<sup>st</sup>, it is recommended that the accruals be based on reports run after February attendance is entered, and adjusted as required for expected March vacation usage. (This could be estimated as average daily salary X number of days taken in March by appropriation control point.)

A journal entry in the GL Module would record the change in accrued leave entitlements (assumes an increase in accrued leave entitlements):

Debit Change in Year-End Accrued Employee Leave Entitlement (account 519900)	XXX	
Credit Accrued Employee Leave Entitlements (account 255100)		XXX

F5b. Bi-weekly Cheques Dated in April

**B1 Pay Cycle Paying Permanent, Part-time, Labour Service, and Term Employees**

At fiscal year-end, the bi-weekly pay cycle ends on March 25<sup>th</sup>. The entire pay run will be charged to the old fiscal year. This pay period will be processed through MIDAS HR/Pay on March 28<sup>th</sup> (pay date March 31<sup>st</sup>).

Other transactions with a March 25<sup>th</sup> pay period end date or earlier that are paid through quick pay transactions by April 6<sup>th</sup> will be charged to the old fiscal year. MIDAS HR/Pay will set up accounts payable in the old fiscal year for the March 25<sup>th</sup> pay period end date (or earlier) costs that are disbursed in April.

All B1 bi-weekly payrolls after the March 28<sup>th</sup> run and quick pays processed after April 6<sup>th</sup> will be charged to the new fiscal year regardless of the date recorded on the payroll transaction (this includes March 26<sup>th</sup> to 31<sup>st</sup>) if not entered in to MIDAS HR/Pay by April 6<sup>th</sup>.

Regular hours (March 26<sup>th</sup> - 31<sup>st</sup>) earned in the old fiscal year to be paid in the new year must be accrued as an accounts payable. To meet this requirement all regular hours for March for B1 employees must be entered and approved in PSC Client before April 6<sup>th</sup>. This will require the early submission of March 26<sup>th</sup> – April 8<sup>th</sup> timesheets. Deadlines for timecard submission will be communicated to ministries by the HR Service Centre.

MIDAS HR/Pay will generate a journal entry in the GL Module with the hours (dollars) for March 26<sup>th</sup> - 31<sup>st</sup>, listing each individual impacted for each ministry:

Debit Charge to Employee Specific Costing String (account 514000/514100/514200, etc.)	XXX	
Credit Payroll Payable (account 255500)		XXX

MIDAS HR/Pay will process the journal entry centrally to record the accrual. The journal entry will be automatically reversed in the new year and will offset the payroll paid for these days in the new year (as part of the payroll run process for April).

The March 26<sup>th</sup> – April 8<sup>th</sup> timesheets with hours for March 26<sup>th</sup> - 31<sup>st</sup> must be entered into MIDAS HR/Pay by the deadlines communicated by the HR Service Centre to be accrued as accounts payable and processed through the GL Module by 5:00 PM on April 17<sup>th</sup>.

## B2 Pay Cycle Paying SGEU Permanent Full-time Employees

At fiscal year-end, the bi-weekly pay cycle ends on March 25<sup>th</sup>. The entire pay run will be charged to the old fiscal year. This pay period will be processed through MIDAS HR/Pay on March 26<sup>th</sup> (pay date March 31<sup>st</sup>).

Other transactions with a March 26<sup>th</sup> pay period end date or earlier that are paid through quick pay transactions by April 6<sup>th</sup> will be charged to the old fiscal year.

MIDAS HR/Pay will set up accounts payable in the old fiscal year for the March 25<sup>th</sup> pay period end date (or earlier) costs that are disbursed in April.

All B2 bi-weekly payrolls after the March 26<sup>th</sup> run and quick pays processed after April 6<sup>th</sup> will be charged to the new fiscal year regardless of the date recorded on the payroll transaction (this includes March 26<sup>th</sup> - 31<sup>st</sup>) if not entered in to MIDAS HR/Pay by April 6<sup>th</sup>.

Regular hours (March 26<sup>th</sup> - 31<sup>st</sup>) earned in the old fiscal year to be paid in the new year must be accrued as an accounts payable. MIDAS HR/Pay will be used to establish the accrual values based on a calculated estimate that will cost a prorated amount based on the number of calendar days that fall in the new year in that pay period. For 2022-23 year end the biweekly pay period is March 26<sup>th</sup> to April 8<sup>th</sup> and therefore the accrual for regular salary will be equal to 6/14 of the full salary for that pay period. Deadlines for timecard submission will be communicated to ministries by the HR Service Centre.

MIDAS HR/Pay will generate a journal entry in the GL Module with these estimated hours (dollars) listing each individual impacted for each ministry:

Debit Charge to Employee Specific Costing String (account 513000)	XXX	
Credit Payroll Payable (account 255500)		XXX

MIDAS HR/Pay will process the journal entry centrally to record the accrual. The journal will be automatically reversed in the new year and will offset the payroll paid for these days in the new year (as part of the payroll run process in April).

### F5c. March Monthly Payroll

As monthly salaries are paid on the last working day of the month for which the salaries are payable, there is no accounts payable for March monthly payroll, except for supplementary amounts and any quick pays with April pay dates for items relating to the period ending March 31<sup>st</sup>. All timecards for the M1 pay period ending March 31<sup>st</sup> must be entered by the deadlines communicated by the HR Service Centre.

All M1 monthly payrolls and quick pays processed after March 29<sup>th</sup> will be charged to the new fiscal year regardless of the date recorded on the payroll transaction.



#### F5d. Supplementary Payments

Supplementary payments include overtime, shift, TPHD, etc.

**Exception paid employees (B2 and M1)** - supplementary earnings are typically paid in the same pay period in which they are earned (with the regular salary for that same period).

**Hourly paid employees (B1)** – supplementary earnings are typically paid in the same pay period in which they are earned (with the regular salary for that same period).

Supplementary pay earned for all employees in the old fiscal year that will be paid (charged to expense) in the new fiscal year must be accrued as an accounts payable. To meet this requirement all supplementary pay earned up to and including March 31<sup>st</sup> must be entered and approved in PSC Client by the deadlines communicated by the HR Service Centre.

No additional approvals will be required for the time (that will be expensed and set up as an accounts payable in the old fiscal year) as the time has already been approved through the attendance process.

MIDAS HR/Pay will generate the required journal entry in the GL Module by 5:00 PM on April 17<sup>th</sup> for the amount of the supplementary pay:

Debit Charge to employee specific costing string – Premium		
Pay/Differential (account 516XXX)	XXX	
Credit Payroll Payables (account 255500)		XXX

This journal entry will be automatically reversed in the new year and will offset the payroll paid for these supplementary earnings in the new year (as part of the payroll run process for April).

#### F5e. Severance Pay

For severance pay, an accrual is recorded which represents the ministry's best estimate of amounts to be paid in future years with respect to severance decisions made prior to April 1<sup>st</sup>. A journal entry would be entered to MIDAS to accrue this amount. Refer to Section F6. Severance Pay, Apprenticeship Top-up and Maternity and Adoption Leave Top-up.

#### F5f. Top-up of Employment Insurance Benefits

Employees on maternity or adoption leave and apprentices on apprenticeship training are provided with a top-up of their Employment Insurance benefits to 95 per cent of regular salary for the first 17 weeks of their leave.

For accounting purposes, the benefits do not constitute salaries as there is no service being performed by the employees in return for payment. The full amount of

the benefit is expensed in the period that an employee commences a maternity or training leave. This is similar to the accounting treatment of other benefits, such as severance payments. If you have expensed the benefits as they were paid, an accrued expense must be recorded for any outstanding payments at year-end. Refer to Section F6. Severance Pay, Apprenticeship Top-up and Maternity and Adoption Leave Top-up.

#### F5g. Exceptions

Accounts payable should **not** be set up for sick pay, deferred salary leave, and education leave. Disbursements for sick pay and education leave are budgetary expenses when paid. Deferred salary leave amounts are charged as an expense in the month the salary is earned.

The GRF sick leave liability will be monitored by FMB, Finance and will only be adjusted when the change in the liability is significant. Ministries should not record any adjustments to account 255120 Accrued Employee Sick Leave.

#### F5h. Salary Overpayments

All salary overpayments that have not been recovered by March 31<sup>st</sup> are accounts receivable. Where ever possible, overpayments should be recovered over the same period that the overpayment occurred. If a salary overpayment originating from the old year (or earlier) is not identified until after cut-off, it will be accounted for as new year revenue. Refer to Section D4. Refunds of Expenses (Refunds to Vote).

#### Overpayments Repaid by Personal Cheque Instalments

For salary overpayments being repaid by personal cheque instalments, the receivable should be recorded in the GL Module **by MIDAS HR/Pay**.

If the overpayment originated in a previous fiscal year, a receivable is set up with the credit recorded to revenue:

Debit Accounts Receivable - General (account 107000) using ministry costing, special project code, future value	XXX
Credit Salary Overpayment Refunds - Previous Year Expenses (account 486910) using ministry costing, project code 902141, future value	XXX

If the overpayment originated in the same fiscal year, a receivable is set up with the credit recorded as refund to vote:

Debit Accounts Receivable - General (account 107000) using ministry costing, special project code, future value	XXX
Credit Salary Overpayment Reimbursements (account 519887) using ministry costing, project code 902141, future value	XXX

When the re-payment is processed, the receivable will be reduced **by MIDAS HR/Pay** as follows:

Debit Cash – Payroll Bank Account (account 100100)	XXX	
Credit Accounts Receivable - General (account 107000) using ministry costing, project code 902141, future value		XXX

### Overpayments Deducted from Subsequent Salary Payments

The **ministry** should set up an accounts receivable and record credits to the receivable for salary overpayments deducted from subsequent salary payments. No adjustments to the receivable will be made through MIDAS HR/Pay.

Note: Project 902145 (Payroll - Recovery of Salary Overpayments by Ministry) may be used by ministries to monitor/track their salary overpayment related entries (recommended). A future value should be used with accounts 107000 and 486900 when using project code 902145 to assist in the tracking and reconciliation of salary overpayment recoveries.

If the overpayment originated in a previous fiscal year, a receivable is set up with the credit recorded to revenue.

The following journal entry would be processed by the ministry:

Debit Accounts Receivable – General (account 107000) (project code 902145, future value)	XXX	
Credit Cash Refunds of Previous Years' Expenses (account 486900) (project code 902145, future value)		XXX

When the recovery is processed in MIDAS HR/Pay it will credit the payroll expense. The **ministry** must initiate a journal entry **(to be recorded by FSB, Finance)** to apply the credit to clear off the accounts receivable or if no receivable was set up, move the amount to revenue (486900 Cash Refunds of Previous Years' Expenses).

Debit Employee specific costing string, including employee future use segment (account 51XXXX)	XXX	
Credit Accounts Receivable – General (account 107000) project code 902145 (if used when established)		
<b>OR</b>		
Cash Refunds of Previous Years' Expenses (account 486900) (project code 902145, future value)		XXX

If an overpayment originating in the same fiscal year is not recovered by March 31<sup>st</sup>, a receivable is set up with the credit recorded as a refund to vote.

The **ministry** must initiate a journal entry **(to be recorded by FSB, Finance)**:

Debit Accounts Receivable - General (account 107000)	XXX
(project code 902145, future value)	
Credit Employee specific costing string, including employee future	
use segment (account 51XXXX)	XXX

When the recovery is processed in MIDAS HR/Pay, the payroll expense will be credited. FSB, Finance will reverse the receivable entry in the new year, upon notification by the ministry as the overpayment recovery is processed through MIDAS HR/Pay. If the accounts receivable was not set up, then when the recovery is made through MIDAS HR/Pay, the credit must be moved to revenue (486900 Cash Refunds of Previous Years' Expenses).

**Note:** For all ministry initiated entries including accounts (51XXXX) and/or employee Future use segment values, the journal entries must be sent to the **MIDAS Financials Helpdesk**. The journal entry should be in spreadsheet format (ADI loadable) with the journal description clearly marked as YEAR-END SALARY OVERPAYMENT. FSB, Finance will enter the journal.

#### F5i. Grievance payments

Depending on the specifics of the grievance payment, these payments may need to be processed in either MIDAS HR Pay and/or the AP Module. Any grievance payments that are taxable and therefore need to be reported on a T4/T4A would be paid through MIDAS HR Pay. Non-taxable payments for settlements of personal injury damages, relinquishment of reinstatement rights or relocation expense reimbursements would not be reported on a T4/T4A, and therefore, would be paid through the AP Module.

Payments that are outstanding at March 31<sup>st</sup> and are to be processed by Debit Memo through the AP Module are charged to expense account 519750 – Contingent Liability Payouts – salaries and benefits.

For grievance payments, an accrual is recorded which represents the ministry's best estimate of amounts to be paid in future years with respect to grievance settlement decisions made prior to April 1<sup>st</sup>. A journal entry would be entered in the GL Module to accrue this amount. Refer to Section F6. Severance Pay, Apprenticeship Top-up and Maternity and Adoption Leave Top-up.

#### F5j. Payments made through the AP Module

Depending on the specifics of the severance, grievance or other salary and benefit payments and based on guidance provided by the Public Service Commission, the payment may need to be processed in the AP Module. Any payments that are non-taxable and therefore would not be reported on a T4/T4A, would be paid through the AP Module and charged to expense account 519750 – Contingent Liability Payouts – salaries and benefits.

**F5k. SGEU Collective Bargaining Agreement – Retroactive Pay**

The current SGEU Collective Bargaining Agreement ended September 30, 2022. A new agreement is under negotiation but likely will not be settled until after year end. Fiscal year 2022-23 is the appropriate year in which to expense the retroactive pay increases expected to result from the bargaining process. Negotiations are ongoing and we will continue to monitor the situation and will communicate any requirements.

**F6. Severance Pay, Apprenticeship Top-up and Maternity and Adoption Leave Top-up**Policy:

All unpaid amounts are recorded as accounts payable. Refer to Section F5e. Severance Pay and F5f. Top-up of Employment Insurance Benefits.

Procedures:

- F6a. The cost of severance, apprenticeship top-up and maternity and adoption leave top-up decisions made during a year but not entered in MIDAS HR/Pay by April 6<sup>th</sup> are recorded as an expense using expense account 519800 Change in Year End Severance Liability and Other Benefits. The following old year journal entry is prepared in the GL Module:

Debit Change in Year End Severance Liability and Other Benefits (account 519800)	XXX
Credit Change in Severance Liability and Other Employee Benefits (account 255020)	XXX

- F6b. When these amounts are paid in the new year, they are charged as a new year expense, and the amounts by payee will be properly disclosed in Volume 2 of the Public Accounts.

All severance cash payments are charged to one of the following severance expense accounts: 517100; 517300; 517400.

Apprenticeship Top-up paid is charged to expense account 518100.

Maternity and Adoption Leave Top-up is charged to expense account 518200.

When the payment is made in MIDAS HR/Pay, the ministry reverses the accrued expense set up (credit to account 519800; debit to account 255020) so there is no charge against the appropriation in the new year. Where the accrual recorded in the old year is higher than the actual payment made in the new year, the difference should be recorded in account 486905 Change in Previous Years' Estimates, rather than as a credit to expenditure, to avoid inappropriately increasing appropriation.

## F7. Transfers/Grants

Refer to the Accounting Manual section [3200 Government Transfers](#) for procedures.

## F8. Guarantees

### Policy:

A loan guarantee is a promise to pay all or part of the principal and/or interest on a debt obligation in the event of default by the borrower. Loan guarantees are contingent liabilities of the GRF, and are disclosed in the notes to the Summary financial statements and recognized as a liability when it is determined that a loss is likely.

A provision for losses on loan guarantees (liability) should be established when a loss is likely and can be estimated. Amounts accrued with respect to guarantees are budgetary expenses. The provision for loan guarantee losses should take into account the principal amount outstanding, accrued and unpaid interest if it is guaranteed, and any recoverable amounts. The provision should be determined using the best estimates available in light of past events, current conditions and circumstances known at year-end. The provision should be reviewed on an ongoing basis.

### Procedures:

- F8a. Ministries are asked to determine the amount of their outstanding loan guarantees at March 31<sup>st</sup>. The amount to be set up as accounts payable and charged to expense should be all specific guarantees for which a future payment is likely.

When preparing the year-end adjusting journal entry, a special expense account is used:

Debit Change in Guaranteed Debt Payable (account 577100)	XXX	
Credit Guaranteed Debt Payable (account 255200)		XXX

- F8b. Cash payouts of guarantees are charged to Loan Guarantee Payouts (account 577000); the Public Accounts supplier is the organization on whose behalf the loan was guaranteed. At the same time any related amount previously set up would be reversed by journal entry so that there is no charge to appropriation in the year of pay out. The reversal will be recorded by journal entry as follows:

Debit Guaranteed Debt Payable (account 255200)	XXX	
Credit Change in Guaranteed Debt Payable (account 577100)		XXX

- F8c. If it is determined that a guaranteed debt payable set up in a previous fiscal year is no longer payable, the adjustment to the payable should be recorded as revenue, rather than as a credit to expenditure, to avoid increasing the appropriation in the current year. The adjustment journal entry would be as follows:
- |  |     |  |
|--|-----|--|
| Debit Guaranteed Debt Payable (account 255200) | XXX |  |
|--|-----|--|

Credit Changes in Previous Years' Estimates (account 486905)

XXX

F8d. Ministries are asked to report the details of all guarantees outstanding at the fiscal year-end regardless of whether the guarantees are expected to be enforced. The following information should be provided:

- the name of the Act under which the guarantee is extended (e.g. *The Agricultural Societies Act*);
- a description of the obligation guaranteed (e.g. Loans to Exhibition Associations), and general terms and conditions;
- the currency in which the guarantee is enforceable;
- the principal amount of loan outstanding;
- the guaranteed amount outstanding at March 31<sup>st</sup>, (or the most recent fiscal year-end) supported by correspondence from a financial institution;
- the maximum authorized guarantee;
- amount of provision for losses set up as a liability in account 255200.

This information is provided on Schedule FA. ***Do not include on Schedule FA guarantees from organizations within the government reporting entity as listed in the [Accounting Manual Appendix D](#).***

Note that the guaranteed amount outstanding is not necessarily the maximum guarantee permitted under the legislation or regulations, nor is it necessarily the amount of the loan outstanding.

## F9. Holdbacks Payable

Refer to the Accounting Manual section [2120 Holdbacks Payable](#) for procedures.

## F10. Operating and Capital Lease Obligations

### Policy:

Operating leases are disclosed as contractual obligations in the notes to the Summary financial statements. Capital lease obligations are disclosed on the other liabilities schedule of the Summary financial statements.

A leased TCA is held under a capital lease for use in the provision of goods and services. Under the terms and conditions of a capital lease substantially all of the benefits and risks incident to ownership are, in substance, transferred to the ministry without necessarily transferring legal ownership.

A ministry should account for leased property that meets the definition of a leased TCA as a TCA and a liability. If the TCA held under a capital lease does not meet the threshold for capitalization (per the Accounting Manual section [1300 Tangible Capital Assets](#) Schedule B), a ministry should record an **expense** and a liability for the present value of the minimum

lease payments at the inception of the lease.

For an operating lease which does not transfer substantially all the risks and benefits of ownership, lease payments should be expensed and no liability recorded.

Procedures:

F10a. To be classified as a capital lease, usually **one** or more of the following conditions are present:

1. a ministry will receive substantially all the economic benefits expected to be derived from the use of the property; usually the term of the lease is at least 75 per cent of the economic life of the asset; or
2. the present value of the minimum lease payments is at least 90 per cent of the fair value of the asset at the inception of the lease; or
3. there is reasonable assurance that the ministry will obtain ownership of the asset at the end of the lease term. This assurance is normally demonstrated by the presence of an option which allows the ministry to acquire the asset for a nominal amount at the end of the lease or ownership is transferred to the ministry by the end of the lease term.

There may be situations where one of these conditions is not present, but a capital lease still exists. Refer to the Accounting Manual section [1300 Tangible Capital Assets](#) D15 Capital Leases or the Public Sector Guideline 2 - Leased TCAs for guidance.

The value of the leased TCA and the amount of the lease liability, recorded at the beginning of the lease term, would be the present value of the minimum lease payments, excluding the portion relating to executory costs. Executory costs are costs related to the operation of the leased TCA (e.g. insurance, maintenance).

For capital leases entered into in the old year, the discounted value of the remaining capital lease payments must be calculated to determine the liability at each fiscal year-end for the duration of the lease. The appropriate discount rate to use is the lesser of the Province's incremental borrowing rate at the inception of the lease or the interest rate implicit in the lease, if determinable. Contact Joe McMaster, Analyst, Capital Markets, Finance at 306-787-0928 if you require assistance in determining an appropriate discount rate.

F10b. All capital leases must be recorded at their discounted values. Subsequent lease payments are charged against the liability to the extent that they represent payments of principal. The interest portion of these payments is a budgetary expense and is set up as a payable at March 31<sup>st</sup>, if applicable. Interest expense is calculated on the outstanding liability balance for the number of days since the last payment and at the same interest rate as used in the original transaction.

Obligations under capital leases are coded to Obligation Under Capital Lease (account 255400).

Example: operating equipment costing \$10,000 (meets threshold for capitalization)



is purchased under a capital lease on February 1<sup>st</sup>. An initial payment of \$2,000 is made on February 1<sup>st</sup>, and there are four future annual payments of \$2,256 principal and interest. The Province's four year borrowing rate at February 1<sup>st</sup> is assumed to be 5 per cent.

In MIDAS, an invoice entered to the AP Module will record the full cost of the TCA, make the initial payment and set up the liability at the inception of the lease.

Using the example as above, the following lines are entered on the invoice:

Debit Operating Equipment - current year additions (account 199300)	10,000	
Credit Obligation Under Capital Lease (account 255400)		8,000

MIDAS will create the offset line to accounts payable for the difference of \$2,000 and then issue a cheque for the initial payment of \$2,000.

Invoices entered for subsequent lease payments will be coded to the liability account 255400 for the principal portion of the payment, with the interest portion charged as a budgetary expense as follows:

	Payments			Remaining Principal
	Interest	Principal	Total	
<b>Year 0</b>	\$0	\$2,000	\$2,000	\$8,000
<b>Year 1</b>	<b>400</b>	<b>1,856</b>	<b>2,256</b>	6,144
<b>Year 2</b>	307	1,949	2,256	4,195
<b>Year 3</b>	210	2,046	2,256	2,149
<b>Year 4</b>	107	2,149	2,256	0

The following lines are entered on the invoice for the first annual payment:

Debit Other Interest (account 558270)	400
Debit Obligation Under Capital Lease (account 255400)	1,856

If the obligations under capital lease balance is determined to be higher than the actual or estimated future payments, the excess should be recorded as revenue in account 486905 Change in Previous Years' Estimates, rather than as a credit to asset additions, to avoid inappropriately increasing appropriation.

F10c. A leased TCA is amortized over the period of expected use, consistent with the amortization policy for other TCAs in that category.

F10d. All operating leases are included on Schedule P, Contractual Obligations. All capital lease obligations are included on Schedule G, Capital Lease Obligations.

For capital leases, a separate deduction is shown for interest and executory costs included in the minimum lease payments; the total should then agree to the unpaid liability in account 255400.

## F11. Unearned Revenue

### Policy:

Revenue received or recorded as an accounts receivable during the old fiscal year or a previous fiscal year, where goods and services will not be provided until the new fiscal year or a subsequent fiscal year, is included in unearned revenue at March 31<sup>st</sup>. Examples include the proceeds from multi-year licenses and other licenses and fees received in advance.

Restricted revenue received from external parties, including other governments, is restricted if the external parties specify how these revenues are to be used. The revenue is restricted by agreement with an external party or by legislation of another government. Restrictions may specify expenses or classes of expenses that must be made.

Externally restricted revenue is recorded as revenue in the period it is used for the purpose(s) specified. Until the conditions are met, the revenue is unearned and recorded as a liability (unearned revenue).

If the revenue is received in the same period as the related expenses are incurred, the restrictions have been met and the inflows are recorded as revenue.

Any restricted revenue received, but where conditions have not been met, must be recorded as unearned revenue at March 31<sup>st</sup>.

Schedule H provides detail on amounts included in unearned revenue.

### Procedures:

F11a. At year-end, unearned revenue is calculated and any changes to the account balance are recorded by journal entry. Unearned revenue is coded to liability account 257000. The offsetting entry is to the appropriate revenue account.

Example: a ministry issued a five-year license on April 1<sup>st</sup>, for \$1,000. At that time, the following entry is made:

Debit Cash	1,000	
Credit License Revenue		1,000

At March 31<sup>st</sup>, a portion of this amount is unearned revenue, since the license covers the next four fiscal years. The unearned portion of the license equals \$800 ( $4/5 \times \$1,000$ ) and is added to the unearned revenue account.

At March 31<sup>st</sup>, the total unearned license revenue is computed to be \$56,000, and the account balance is currently \$47,000. A journal entry would be prepared as follows:

Debit License revenue	9,000	
Credit Unearned revenue (account 257000)		9,000

If at March 31<sup>st</sup> the account balance had been \$57,000, the following journal entry would be prepared:

Debit Unearned revenue (account 257000)	1,000	
Credit License revenue		1,000

F11b. At year-end, amounts recorded in account 257020 – Unapplied Receipts should be reviewed to ensure receipts are appropriately matched to receivables and cleared out of the account.

## **F12. Contingent Liabilities**

Refer to the Accounting Manual section [2200 Contingent Liabilities](#) for procedures.

## **F13. Conditional Receipts**

### Policy:

Funds received for which the ultimate disposition is not immediately known or which are held for third parties and cannot be paid out until some future date are recorded as conditional receipts.

### Procedures:

F13a. Conditional receipts should be monitored and reconciled on a monthly basis and reasonable efforts should be made to clear the account to zero at year-end.

F13b. The cut-off date for cash deposits and withdrawals from Conditional Receipts is March 31<sup>st</sup>. Deposits made (cash received) and invoices entered to MIDAS after March 31<sup>st</sup> must be recorded as new year transactions. Old year amounts can be transferred to the proper revenue or balance sheet accounts within the GRF (Ministries) by journal entry until 5:00 PM on April 17<sup>th</sup>.

Ensure that there are no unpaid invoices coded to the conditional receipts account at March 31<sup>st</sup> and that all cash received after March 31<sup>st</sup> is recorded as a new year receipt.

F13c. Balances in this account at year-end are to be included on Schedule J including an explanation of the balance.

## **F14. Liability for Contaminated Sites**

Refer to the Accounting Manual section [2210 Contaminated Sites Liabilities](#) for procedures.

## **F15. Asset Retirement Obligations**

Refer to the Accounting Manual section [2220 Asset Retirement Obligations](#) for procedures.

## **F16. Obligations Under Long-Term Financing Arrangements**

Refer to the Accounting Manual section [2400 Public Private Partnerships \(P3s\)](#) for procedures.

## **Section G: Revenue and Expense Reporting Requirements**

### **G1. Revenue**

Refer to the Accounting Manual sections [3000 Revenue](#), [3010 Taxation Revenue](#) and [3200 Government Transfers](#) for procedures.

### **G2. Bank Interest**

#### Policy:

Bank interest revenue should not be used to reduce any ministry's expenses, nor should interest expense be paid and charged to an appropriation.

#### Procedures:

G2a. When bank interest revenue is credited to a ministry's account, a cheque should be issued to withdraw the credit. The cheque should then be deposited to the GRF bank account by the ministry and recorded as revenue of the GRF.

### **G3. Returned Items (NSF Cheques)**

#### Policy:

All NSF cheques received to March 31<sup>st</sup> should be recorded in the old year.

#### Procedures:

G3a. If the AR Module is **not** used, a journal entry is used to record the NSF cheque.

Example journal entry:

Debit Revenue or Accounts Receivable (coding from original credit entry)	XXX	
Credit Returned Item Clearing Account (account 100050)		XXX
The journal entry category is ' <b>Returned Items (GOS)</b> '.		

- G3b. If the AR Module is used, an invoice coded to the Returned Items Clearing Account (account 100050) is entered. The transaction type is “NSF” and the line description is ‘returned item charge’.

The GL date on the invoice must be 31-MAR-23. The AR Module will be available for entering old year transactions until 5:00 PM on April 17<sup>th</sup>.

Account 100050 Returned Items Clearing Account should be cleared to zero at year-end. If there is a balance in account 100050 at year-end, it should be reported on Schedule J.

## **G4. Remissions**

### Policy and Procedures:

Section 24 of *The Financial Administration Act, 1993* provides that the Lieutenant Governor in Council may grant remissions where he/she considers it to be in the public interest or that great hardship or injustice to persons would otherwise occur. Remissions are also granted through other legislation.

Section 24 of *The Financial Administration Act, 1993* requires that a detailed statement of remissions be included in the Public Accounts.

A remission is a return of or an exemption from a liability to pay a tax, royalty, rental, or fee to the Crown. This information is reported on Schedule Y.

## **G5. Expense**

Refer to the Accounting Manual sections [3200 Government Transfers](#) and [3300 Expense](#) for procedures.

## **G6. Valuation (Bad Debt) Expense for Financial Assets**

### Policy:

Valuation allowances are used to reflect financial assets at their net recoverable or other appropriate value.

Changes to a valuation allowance are a budgetary cost (subject to appropriation) and reflect changes in the reported value of financial assets.

### Procedures:

- G6a. Expenses to increase a valuation allowance include allowances for doubtful revenue receivables and for unrecoverable loans and advances. Valuation expenses relating to accounts receivables are recorded in account 576000. Valuation expenses

relating to loans and advances are recorded in account 576200. Refer to Section D9 Valuation Allowances and Write-offs for Financial Assets for guidance and examples on recording valuation allowances.

In rare instances, it is possible that the valuation adjustment could result in a recovery. If this happens, the expense of the sub-program is reduced. This negative expense (i.e. recovery) is not available for spending.

## **G7. Salary Payments Paid through the AP Module**

### Policy:

When an employee cannot be set up in time to process the salary payment in MIDAS HR/Pay the salary is paid through the AP Module, and charged to an expense account. The natural account used is 519700 – Salary Payments Processed through the AP Module.

All salary payments coded to 519700 in the old year are to be cleared in the old year by a refund to vote processed through MIDAS HR/Pay by April 6<sup>th</sup>.

Amounts in account 519700 that do not get cleared by April 6<sup>th</sup> will be expensed in the old year (resulting in the salaries being expensed twice: in the AP Module and in MIDAS HR/Pay). When entries are recorded in the new fiscal year to clear old year account 519700 balances, the entries should record revenue (account 486900 - Cash Refunds of Previous Years' Expenses) rather than a reduction of salaries expense.

### Procedures:

- G7a. All outstanding salary payments charged to expense account 519700 – Salary Payments Processed through the AP Module should be reviewed to determine why the amount has not cleared. If any amounts were charged to the account in error, the correct accounting should be determined.

A GOS-Payables Account Analysis Report and a GOS-Prepayment Status Report should be run to ensure that information is available for all outstanding advances charged to account 519700. (A standard invoice should be used when salary is paid through the AP Module.)

- G7b. Recovery of salary payments made through the AP Module

When a payment is recovered through MIDAS HR/Pay, a recurring journal entry is posted to the GL Module. The journal entry category is 'Payroll Remittance'. The journal entry attachment provides payroll recovery details such as employee name, chart of accounts coding to the refund to vote clearing account and payroll deduction amount. The lines on the journal are:

Debit Payroll Deductions-accountable advance (200.80001.800003.266000.0.0.0)	XXX	
Credit ministry's refund to vote clearing account (xxx.00000.000000.253021.0000.902122.0)		XXX

When this journal entry is posted, it is the responsibility of Central Accounts Payable employees (non-CAP: accounts payable staff) to clear the amount in account 519700 based on the details from the journal entry attachment.

A standard invoice should be used when the salary is paid through the AP Module. A GOS-Payables Account Analysis Report for old fiscal year will show all amounts paid that are still outstanding.

After a journal entry is processed with information from MIDAS HR/Pay that credits the refund to vote clearing account, the refund and the salary paid using a standard invoice are cleared using a debit memo by Central Accounts Payable (non-CAP: accounts payable staff). To clear a salary payment in the old fiscal year, the goods received date and the GL date must be on or before March 31<sup>st</sup>.

The lines on the debit memo invoice type would be:

Debit Refund to Vote Clearing Account (account 253021) (Coding is from the spreadsheet; project is 902122)	XXX	
Credit Salary Payments processed through the AP Module (account 519700) (Coding is from the original AP invoice that issued the advance)		XXX

Non-CAP: In some cases, these salary payments are made using a prepayment invoice. These payments must be cleared by entering a standard type invoice (not a debit memo) and the prepayment applied. The GOS Prepayment Status Report will display salary advances set up by prepayment type invoices that are currently outstanding. To clear a salary payment in the old fiscal year, the goods received date and the GL date must be on or before March 31<sup>st</sup>.

The lines on the standard invoice are:

Debit Refund to Vote Clearing Account (account 253021) (Coding is from the spreadsheet; project is 902122)	XXX	
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On applying the prepayment, a "Prepayment Type" distribution line is automatically added to the invoice distributions that credits the appropriate chart of accounts distributions from the original prepayment invoice.

Automated Prepayment Application:

Credit Salary Payments Processed through the AP Module (account 519700) (Coding is from the prepayment invoice)	XXX	
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## **Section H: Other Reporting Requirements**

### **H1. General**

#### **Policy:**

Specific supplementary information is requested from ministries to facilitate the preparation of the notes to the Summary financial statements. As in prior years, schedules are provided to help ministries summarize this information.

### **H2. Measurement Uncertainty**

Refer to the Accounting Manual section [4200 Measurement Uncertainty](#) for procedures.

### **H3. Contractual Obligations**

Refer to the Accounting Manual section [4100 Contractual Obligations](#) for procedures.

### **H4. Contractual Rights**

Refer to the Accounting Manual section [4110 Contractual Rights](#) for procedures.

### **H5. Contingent Assets**

Refer to the Accounting Manual section [1400 Contingent Assets](#) for procedures.

### **H6. Related Party Transactions**

Refer to the Accounting Manual section [4210 Related Party Transactions](#) for procedures.

### **H7. Restructurings**

#### **Policy:**

A restructuring transaction occurs when an organization receives or gives up an integrated set of assets and/or liabilities along with specific programming or operating responsibilities. The recipient organization likely provides no consideration, but if consideration is provided, it would not be based on the fair value of the assets and/or liabilities transferred.

For example, a restructuring transaction may include the receipt or relinquishment of:

- some or all of the assets and liabilities of an organization for which the recipient also gains responsibility to continue the activities of the transferring organization; or
- tangible capital assets such as a ferry and docks, along with the responsibility to



continue to operate the routes and maintain and operate the assets.

Procedures:

H7a. Schedule T requires information for all restructuring transactions that occurred with an entity outside of the government reporting entity. See the [Accounting Manual Appendix D](#) for a listing of all organizations included in the government reporting entity.

Please provide, for each transaction;

- A description of the program/operation that was transferred;
- The organization that provided/received the transfer;
- The restructuring date;
- Assets or liabilities that were transferred; and
- Gain or loss incurred from the transaction (if any).

## **H8. Subsequent Events**

Policy:

There are two types of subsequent events.

One type provides additional evidence relating to conditions that existed at financial statement date and may result in an adjustment to the Summary financial statements. An example would be evidence that a provision for loss is inadequate.

The second type of subsequent event relates to conditions that arose subsequent to March 31<sup>st</sup> and causes significant changes to assets or liabilities in the subsequent period or will or may have a significant effect on future government operations. Disclosure is made in the notes to the Summary financial statements. Examples may include a natural disaster where the government is obligated to provide relief or commencement of litigation where the cause of the action arose subsequent to March 31<sup>st</sup>.

Procedures:

Ministries should review events of material financial consequence occurring between March 31<sup>st</sup> and June 6<sup>th</sup>. Consider the following types of information or events that, in management's opinion, would require adjustments to, or disclosure in, the financial statements:

- a) new, revised or updated information that has a significant impact on estimates made in the Ministry's financial records;
- b) current status of litigation, claims and other contingencies;
- c) unusual accounting adjustments made during the subsequent period;
- d) changes to the Ministry's assets, including assessments of recoverability, issues or retirement of debentures and other long-term debt instruments or other changes to working capital;

- e) new information or changes that may challenge the use of specific accounting policies;
- f) major contracts or agreements made during the subsequent period; and
- g) other major events such as acquisitions and sales of investments or other assets, closures, strikes, fires, natural disasters, expropriations, etc.

If there are any subsequent events that may be relevant to the Summary financial statements, communicate them to Royce Bereti (306-787-6814) or Eryn Enns (306-787-9253) as soon as you are aware of them.

Ministries will be required to provide confirmation, by email, that no events or transactions occurred between March 31, 2023 and June 6, 2023 (the subsequent period) that would have a material impact on your ministry/office.

Ministries will also be asked to confirm by email that no additional events have occurred up to the date of Treasury Board's approval of the SFS, tentatively scheduled for June 15, 2023.

## **Section I: Schedule Preparation Procedures**

### **I1. Introduction**

The information contained in the following schedules will be used for the preparation of the Public Accounts.

The Public Accounts is an official document of the Government and is published on a yearly basis for tabling within the Legislative Assembly. The purpose of the Public Accounts is to provide a report to the Legislative Assembly on the revenues and expenses of the Province for the fiscal year under review, and on the financial position of the Province at the end of that fiscal year. The information therein is available to the public. Copies of the Public Accounts are provided to Members of the Legislative Assembly, government ministries and agencies and to interested parties across Canada and the United States, including bond rating agencies.

With the preceding comments in mind, you may appreciate the importance of ensuring that the information contained within the schedules is accurate. ***It is the responsibility of ministerial officials to ensure that the schedules are correct.*** In addition, any questions which arise subsequent to the original preparation of the schedules are the responsibility of that particular ministry.

### **I2. Submitting Schedules**

**All schedules are to be prepared on a vote basis. Where a ministry is responsible for schedule information from more than one vote, separate schedules must be submitted for each vote.**

### Procedures:

- I2a. All schedules are to be completed and emailed by the Corporate Services Head to all of the following email accounts no later than **April 26<sup>th</sup>**:

[pco@gov.sk.ca](mailto:pco@gov.sk.ca)

[workadmin@auditor.sk.ca](mailto:workadmin@auditor.sk.ca)

[heebner@auditor.sk.ca](mailto:heebner@auditor.sk.ca)

When emailing the schedules, the following statement from the Corporate Services Head should be included: "I certify that the schedules being submitted are correct, as well as all other MIDAS balances not included on the schedules but applicable to my Ministry/Office".

Complete support for the schedules must be available for audit purposes on **April 26<sup>th</sup>**.

- I2b. Do not change the prior year comparative amounts provided on the schedules as they agree to the prior year Public Accounts.
- I2c. All amounts should be input as whole numbers, including those amounts rounded to the nearest thousand. Do not use decimals when inputting information as this causes rounding errors.
- I2d. If the information requested by a particular schedule does not apply to your ministry, indicate this by marking "N/A" on the schedule. Do not leave any schedules blank and submit all schedules.
- I2e. If a change to a schedule is necessary after the schedule has been submitted, contact either Royce Bereti (306-787-6814) or Eryn Enns (306-787-9253) to discuss prior to making any changes. Revised schedules should be immediately emailed to the Provincial Comptroller's Office and Melanie Heebner (see email addresses above) **with an explanation of the changes provided in the email**. A reconciliation to the last MIDAS reports must be included whenever changes are being made.
- I2f. Each schedule and the summary schedule are to be reviewed by the Corporate Services Head.

### **I3. Preparation Procedures**

#### GRF Revenue

A revenue report will be sent to ministries on or around April 21<sup>st</sup>. Ministries must verify all amounts on the report, and the Corporate Services Head must send an email certifying the reports are correct to the following email accounts no later than **April 26<sup>th</sup>**:

[pco@gov.sk.ca](mailto:pco@gov.sk.ca)  
[workadmin@auditor.sk.ca](mailto:workadmin@auditor.sk.ca)  
[heebner@auditor.sk.ca](mailto:heebner@auditor.sk.ca)

### Schedule A - Accounts Receivable and Valuation Allowance

This schedule includes totals that must agree to the balances in receivable accounts 107000, 107020, 107100 and 107120.

#### **Groups and Categories**

Accounts receivable and valuation allowances recorded in these accounts must be grouped on the schedule as follows:

- Taxation
- Non-renewable resources
- Transfers from government entities
- Transfers from the federal government, and
- Other

The Natural Account Manual lists revenue accounts by these revenue categories and can be used to ensure proper categorization of accounts receivable.

Include the total receivable amounts by category with detailed breakdowns of transfers from government entities and other – shared services. If necessary, separate detailed supporting schedules for the remaining categories may be completed for your own purposes. A detailed listing of customer information must be available for audit purposes.

### Schedule AA – Aging of Accounts Receivable

This schedule provides the age of certain accounts receivable, based on the category groupings used for Schedule A.

Aging information is only required for the following categories:

- Non-renewable resources
- Other

For the remaining categories, include only the total receivable amount (accounts 107000 and 107100) and valuation allowance (107020 and 107120) on the schedule. The net accounts receivable should agree by category to the totals on Schedule A.

Where precise aging of balances is not obtainable, a best estimate should be reported on the schedule.

### Schedule B - Assets Held for Sale

This schedule provides the balance and changes in accounts 172000 to 174000, which are used to record assets held for sale. Refer to Section D5. Assets Held for Sale for additional guidance.

### Schedule C - Loans and Advances

This schedule provides information on loans and advances included in accounts 12XXXX. In the first column include the name of the loan, a brief description including, where applicable, the authority under which the loan was made, terms and conditions including interest rate and term to maturity, and any security held. Provide comments on the potential for collection.

Also recorded on the schedule are advances, repayments and write-offs and the balance in the loan account, concessionary allowance account and valuation allowance account for the current and previous fiscal year.

Include with the loans and advances the following advances: general; relocation; temporary (not travel); travel - temporary; and travel - permanent. Amounts for each type of advance should be listed separately (balance sheet accounts 123700, 123800, 123900, 124000 and 124100).

Include advance and repayment amounts for all loans and advances, even if the opening and ending balances are \$0.

### Schedule D – Embedded Derivatives

This schedule provides information on any embedded derivatives that have been identified and separately recorded.

A derivative is a financial instrument whose value is derived from changes in some other variable, such as interest rates or foreign exchange rates. An embedded derivative only differs in the sense that it is embedded into a host contract. Additional guidance on accounting for embedded derivatives was provided to ministries in by email in July 2022.

List each contract with an embedded derivative where the cashflow is greater than \$500,000.

Include the following information on the schedule:

- A description of the embedded derivative;
- A description of the type of contract;
- Indicate if the derivative is recorded separately in MIDAS; and
- The amount, if any, recorded in account 137000 (asset) or 271000 (liability) at March 31.

### Schedule E - Accounts Payable

This schedule includes balances that must agree to the balances in accounts 255000, 255099, 255010 and 255300 at March 31<sup>st</sup>. Accounts 255000 and 255099 include accounts payable recorded by debit memo at year-end, and payables in account 255099 not cleared by March 31<sup>st</sup>. Account 255010 – Payables \$1,000 and Under are accounts payable

recorded by journal entry.

Account 255300 includes holdbacks payables. Refer to the Accounting Manual section [2120 Holdbacks Payable](#) for procedures on recording holdbacks payables.

Accounts payable recorded in these accounts must be grouped and subtotalled by the following types and categories:

- salaries and benefits
- capital transfers
- operating transfers
- goods and services
- Federal Government repayments – includes repayments relating to income taxes, equalization, CHST and other repayments
- other accounts payable - includes other expenses and other accounts payable such as revenue refunds

Refer to the Natural Accounts Manual for a list of the natural accounts that are captured under each category.

Transfers payable to the federal government are reported separately within operating transfers.

Accounts payable include all goods and services and TCAs received by March 31<sup>st</sup> and all transfers payable at March 31<sup>st</sup> for which no cheque has been issued by that date. Items comprising accounts 255000, 255099, 255010 and 255300 are shown by type/category on this schedule.

Include the total payable amounts by category with no detail. Separate detailed supporting schedules may be completed for your own purposes. A detailed listing by payee must be available for audit purposes.

Account 253000 and accounts 253010 to 253013 (for ministries with special operating units) include accounts payable set up by invoice in the AP Module and not paid at March 31<sup>st</sup>. The total (balance) of these accounts is included on this schedule, giving a total for accounts payable by ministry. Information on type, category and payee for these accounts is obtained directly from MIDAS reports.

### Schedule EA – Accounts Payable Maturities

This schedule provides the expected maturities of certain accounts payable, based on the same category groupings used for Schedule E.

Expected cash payments are only required for the following categories:

- Capital Transfers
- Operating Transfers
- Federal Government Repayments
- Other

For the remaining categories, include only the total payable amount. The total accounts payable should agree to March 31 balance in MIDAS for each account.

Where timing of payments is uncertain and no estimate can reasonably be made, include the payable amount in the “thereafter” row.

### Schedule **EB** – Liability for Contaminated Sites

This schedule includes balances that must agree to the balances in the Contaminated Sites Liabilities account 258960, the Change in Year-End Contaminated Sites Liabilities account 521710, and the Contaminated Sites Remediation account 521700 at March 31<sup>st</sup>.

#### **Opening Balance**

The opening balance must agree to the prior year March 31<sup>st</sup> balance recorded in account 258960 Contaminated Sites Liabilities.

#### **Expenses**

Total expenses equals the net amount of all of the journal entries recorded to account 588960 - Change in Year-End Contaminated Sites Liabilities (e.g. for any new liabilities for contamination events that occurred during the year), and account 521700 – Contaminated Sites Remediation.

#### **Decreases in Estimates**

Includes decreases in cost estimates recorded in account 486905 Change in Previous Years Estimates.

#### **Payments**

Includes total payments made for the remediation of contaminated sites during the old fiscal year. Total payments must agree to expense account 521700 - Contaminated Sites Remediation.

#### **Closing Balance**

The closing balances must agree to the March 31<sup>st</sup> balance in the MIDAS account 258960.

#### **List of Contaminated Sites Liabilities**

This section requires information on the nature and source of the liability, the basis for the estimate of the liability, the estimated undiscounted future expenditures and discount rate (if applicable), the estimated recoveries (if applicable), and the reason for not recognizing a liability or contingent liability (if applicable).

Include the total liability by location and anticipated timing for remediation (if known).

Similar contaminated sites may be grouped together. Separate detailed supporting schedules may be completed for your own purposes. A detailed listing by site must be available for audit purposes.

### **Schedule EC – Asset Retirement Obligations**

This schedule must agree to the balances in the following accounts at March 31<sup>st</sup>:

- 258970 Asset Retirement Obligations
- 199205 Buildings - Asset Retirement Obligations - Current Year Additions
- 192050 Buildings - Asset Retirement Obligations
- 192060 Accumulated Amortization - Buildings - Asset Retirement Obligations
- 521730 Change in Year-End Asset Retirement Obligations
- 521720 Remediation of Asset Retirement Obligations

### **Opening Balance**

The opening balance must agree to the prior year March 31<sup>st</sup> balance recorded in account 258970 Asset Retirement Obligations.

### **Tangible Capital Assets Acquisitions/Adjustments**

Tangible capital assets acquisitions/adjustments include new asset retirement obligations and adjustments for increases in cost estimates recorded in account 199205 Buildings - Asset Retirement Obligations - Current Year Additions net of any adjustments for decreases in cost estimates recorded in account 192050 Buildings - Asset Retirement Obligations.

### **Expenses (including Increases in Estimates)**

Expenses include new asset retirement obligations and adjustments for increases in cost estimates based on the net amounts recorded in accounts 521730 Change in Year-End Asset Retirement Obligations and 521720 Remediation of Asset Retirement Obligations.

### **Decreases in Estimates**

Includes decreases in cost estimates recorded in account 486905 Change in Previous Years Estimates.

### **Payments**

Includes total payments made for remediation costs incurred during the old fiscal year for asset retirement obligations. Total payments must agree to account 521720 Remediation of Asset Retirement Obligations.



## **Closing Balance**

The closing balances must agree to the March 31st balance recorded in account 258970 Asset Retirement Obligations.

## **List of Asset Retirement Obligations**

This section requires information on the general description of the liability, the basis for the estimate of the liability, the estimated recoveries (if applicable), the reason for not recognizing a liability or contingent liability (if applicable), the best estimate range, and tangible capital asset information. The tangible capital asset information includes **both** the tangible capital asset recorded for the asset retirement obligation in accounts 199205, 192050 and 192060 and the related tangible capital asset in the respective natural accounts (i.e., buildings).

Similar obligations may be grouped together. Separate detailed supporting schedules may be completed for your own purposes.

## Schedule F - Contingent Liabilities

This schedule lists all significant contingent liabilities of the Province.

### **Litigation**

Include on the schedule the name of the party, a description of the nature of the claim and the claim amount. Also required for each claim is an assessment of the likelihood of loss (likely, unlikely, not determinable) and an estimate of the likely loss or an indication that the loss cannot be estimated. Only include on the schedule those claims where the estimate of loss is equal to or greater than \$500,000. Where a loss is likely and reasonably estimable and has been expensed and set up as a liability (account 255600), the amount set up should be clearly indicated.

Do not include contingent liabilities from organizations within the government reporting entity as listed in the [Accounting Manual Appendix D](#).

All pending litigation should be confirmed with the Ministry of Justice both for likelihood and expected amount.

### **Contingent Liabilities due to Organizations within the government reporting entity**

Litigation claims with organizations within the government reporting entity, as listed in the [Accounting Manual Appendix D](#), recorded in account 255600 are recorded separately on this schedule. Only where a liability has been recorded in account 255600, should the litigation be listed in this section of the schedule.

### **Other Contingent Liabilities**

Other contingent liabilities recorded in account 255600 (for other than litigation) are

recorded separately within this section of the schedule.

The expenditure account (e.g. 199150, 519895, 521010 or 578100) used to record the contingent liability should be listed.

### Schedule FA - Guaranteed Debt

This schedule shows the total amount guaranteed as well as amounts which are expected to be paid. The amount which is expected to be paid must have been expensed and recorded as a liability in account 255200 as at March 31<sup>st</sup>. Refer to Section F8. Guarantees for expense account and supplier information with respect to guarantees.

Do not include guarantees from organizations within the government reporting entity as listed in the [Accounting Manual Appendix D](#).

### Schedule G – Capital Lease Obligations

This schedule includes capital lease obligations recorded in account 255400 Obligation Under Capital Lease. The amount of the liability is the present value of the future lease payments. The appropriate discount rate to use is the lesser of the Province's borrowing rate at the inception of the lease or the interest rate implicit in the lease, if determinable. The Province's borrowing rate can be obtained from Joe McMaster, Analyst, Capital Markets, Finance at 306-787-0928.

Report the capital lease obligation, by year, of when the capital lease payment is expected to be paid. Yearly amounts include the interest and executory costs.

Report a separate deduction for the total interest and executory costs included in the minimum lease payments.

The total capital lease obligation should agree to the unpaid liability in account 255400 Obligation Under Capital Lease.

Additional information for capital lease expiry dates, interest rates and TCA cost and accumulated amortization amounts is also required. Provide the earliest and latest expiry date based on review of all of your capital leases. The expiry date is the ending date of the capital lease term. Provide the lowest and highest interest rate based on review of all of your capital leases. Provide the total asset cost and accumulated amortization by category for tangible capital assets (TCAs) recorded for all of your capital leases.

### Schedule H - Unearned Revenue

This schedule provides a general description of the types of unearned revenue, for example multi-year licenses, and a total by type recorded in account 257000.

List unearned revenue amounts within the appropriate categories listed on the schedule.

Transfers from the federal government are recorded as a liability (unearned revenue) in

rare instances when the transfer stipulations meet the definition of a liability (e.g. funding received in advance of incurring an equivalent amount of eligible costs under a cost-sharing agreement).

Within each type, indicate the amount of any restricted revenues, and nature of the restriction.

Include any balance in account 257020 Unapplied Receipts arising from the AR Module.

### Schedule I – Obligations Under Long-Term Financing Arrangements

This schedule provides information on obligations under long-term financing arrangements included in account 270000 at March 31<sup>st</sup>.

For ministries with obligations under long-term financing arrangements, provide the name of the project, contract end date, and the discount rate, which is the Government's borrowing rate for long-term debt at the time the public private partnership (P3) arrangement was signed.

For each obligation under long-term financing arrangement project, provide the prior year balance that agrees to the March 31<sup>st</sup> balance in account 270000, capital payments made during the year that reduce the obligation and the obligation under long-term financing closing balance that agrees to the March 31<sup>st</sup> balance in MIDAS account 270000.

### Schedule J - Miscellaneous Accounts

List on this schedule all accounts that should have a 'zero' balance but do not, along with an explanation for the balance.

### Schedule K - Revolving Funds - Accumulated Net Recovery (Expenditure)

This schedule summarizes the revolving fund's transactions for the year, and provides the accumulated net expenditure at March 31<sup>st</sup>. The revenue, expenditures and net recovery (expenditure) for the year must agree to MIDAS. Accrual adjustments to calculate the Accumulated Net Expenditure on a cash basis must agree with the receivables and payables set up in MIDAS.

The net cash recovery (expenditure) must agree with the balance in account 253050 in MIDAS. The accumulated net recovery (expenditure), beginning of year must agree with the balance in account 259900 in MIDAS. The accumulated net recovery (expenditure), end of year must agree to the total of accounts 253050 and 259900 in MIDAS.

The maximum accumulated net expenditure must agree to the most recent Order-in-Council.

## Schedule M - Tangible Capital Assets (TCAs) - Summary of Change for the Year

This schedule summarizes information on TCAs, by capital asset class. It includes beginning of the year balances for the cost and accumulated amortization as well as transactions during the year, such as TCA additions, disposals and annual amortization. Under the main classes of TCAs are categories with distinct thresholds and estimated useful lives.

Refer to the Accounting Manual section [1300 Tangible Capital Assets](#) for detailed guidance on TCAs.

This schedule should be prepared using whole dollars.

All amounts included on this schedule must agree to March 31<sup>st</sup> MIDAS balances in total and by asset class.

This schedule summarizes the following transactions for each main class of TCAs:

### **Opening Cost and Accumulated Amortization**

The opening balances must agree to the prior year March 31<sup>st</sup> balance in each of the cost (19XX00) and accumulated amortization (19XX10) accounts.

### **Acquisitions**

The amounts reported as acquisitions on this schedule must equal the total purchases recorded in each of the current year addition accounts (199XX0).

The only exception is when there is a shared service arrangement where one ministry (providing ministry) undertakes capital projects for another ministry (receiving ministry). The receiving ministry will show the asset as an addition. For the providing ministry, the internal recovery offsets the addition and the transaction is not recorded on the TCA summary. If there are additions not recovered, the addition account less any internal recovery should agree to the addition on the schedule.

When running reports for TCA acquisitions, period 12 (MAR-23) is used. Remember to net any internal recoveries from the addition accounts.

### **Work-In-Progress**

Work-in-progress costs are tracked in separate accounts and not amortized. Work-in-progress amounts should be included in the acquisitions and closing cost of TCAs recorded on this schedule.

Details of work-in-progress are included on Schedule MB.

### **External Transfers**

External transfers occur when a TCA is transferred to or from an entity outside the GRF for

no consideration and should be shown separately for each capital asset class on this schedule.

Details of external transfers are included on Schedule MB. Details of TCA transfers to or from government entities (as listed in the [Accounting Manual Appendix D](#)), where the net book value is equal to or greater than \$500,000 are to also be reported on Schedule ZD.

### **Internal Transfers**

Internal transfers for each capital asset class are shown separately on this schedule.

Details of internal transfers are included on Schedule MB.

### **Transfers Between Asset Classes**

These include transfer of assets between asset classes due to errors when initially recording the asset.

Details of transfers between asset classes are included on Schedule MB.

### **Write-downs**

Write-downs in each capital asset class are shown separately on this schedule and the total write-down should agree to the year-end balance in expense account 588850 - Write Down of Capital Assets plus any write downs resulting from the reversals of prior year over accrued TCAs recorded as reductions to the prior year accruals and asset costs accounts. Details of write-downs are included on Schedule MB.

### **Disposals**

Ministries report disposal adjustments to cost and accumulated amortization by asset class on this schedule.

Details of disposals of TCAs, including the proceeds and resulting gain or loss are recorded on Schedule MA.

### **Annual Amortization**

Ministries must reconcile the total annual amortization recorded in each of the amortization accounts (588000 – 588799) to the amounts reported on this schedule.

### **Closing Cost and Accumulated Amortization**

The closing balances must agree to the March 31<sup>st</sup> balance in each of the cost (19XX00) and accumulated amortization (19XX10) accounts. When running reports for TCA cost, period 13 (ADJ-23) is used.

### Schedule MA - Tangible Capital Assets - Gain (Loss) on Disposal

This schedule summarizes information on disposals including proceeds and any resulting gain or loss. The amounts on this schedule agree to disposal amounts for cost and accumulated amortization on Schedule M, and for net gains or losses occurring during the year agree to the balance in MIDAS accounts 485800 – Gain on disposal of capital assets, 588800 – Loss on disposal of capital assets and account 588801 - Vehicle Gain/Loss (for disposal of CVA vehicles only).

This schedule should be prepared using whole dollars.

### Schedule MB - Tangible Capital Assets – Work-in-progress, Transfers and Write-downs

This schedule provides additional information on work-in-progress, transfers and write-downs by TCA category and class.

Amounts for work-in-progress are included in the acquisitions and closing cost of TCAs recorded on Schedule M.

Amounts for external transfers should include any transfers to or from an entity outside the GRF with no consideration. This includes entities within in the Summary Financial Statements, and any other entities outside of Government of Saskatchewan control.

Details of external TCA transfers to or from other government entities (as listed in the [Accounting Manual Appendix D](#)), where the net book value is equal to or greater than \$500,000 should also be reported on Schedule ZD.

The amounts on this schedule should be totalled by TCA class and agreed to the amounts on Schedule M.

This schedule should be prepared using whole dollars.

### Schedule MC - Tangible Capital Assets - Fixed Asset Module Acquisitions

For those ministries that use the Fixed Asset Module in MIDAS, provide the amount of acquisitions by TCA category recorded in the Fixed Asset Module. This information is required for preparation of the TCA schedule included in Volume 2 of the Public Accounts.

This schedule should be prepared so that amounts agree to MIDAS balances in cents (not rounded to the nearest dollar).

### Schedule MD – Tangible Capital Assets – Private Public Partnership (P3)

This schedule provides information on TCAs acquired under P3s.

For those ministries that have assets acquired through a P3, provide the legal name of the

entity with whom the P3 arrangement is with and the name of the project.

For each asset acquired through a P3, provide the total cost of the asset calculated using the total nominal value of progress payments made during or on completion of construction and the present value of future payments discounted to the date the asset is available for use using the Government's borrowing rate for long-term debt at the time the arrangement was signed.

### **Opening Cost and Accumulated Amortization**

The opening balances must agree to the prior year March 31<sup>st</sup> P3 balances recorded in each of the cost (19XX00) and accumulated amortization (19XX10) accounts.

### **Acquisitions**

The amounts reported as acquisitions on this schedule must equal the total P3 purchases recorded in each of the current year addition accounts (199XX0) for Land, Buildings and Improvements or Roads, Bridges and Water Management.

### **Annual Amortization**

The amounts reported as annual amortization on this schedule must equal the total P3 amortization recorded in each of the amortization accounts (588000 – 588799) for Land, Buildings and Improvements or Roads, Bridges and Water Management.

### **Closing Cost and Accumulated Amortization**

The closing balances must agree to the March 31<sup>st</sup> P3 balances recorded in each of the cost (19XX00) and accumulated amortization (19XX10) accounts.

### **Schedule ME - Unrecognized Assets**

This schedule includes all unrecognized assets. Categorize each unrecognized asset or group of similar unrecognized assets into the major categories of asset(s): intangible asset; inherited natural resource; inherited Crown land; works of art and historical treasures; or other. Provide the reason(s) for not recognizing the asset(s).

### **Schedule N - Changes in Previous Years' Estimates**

This schedule provides information on amounts credited to revenue account 486905 Changes in Previous Years' Estimates.

Only items greater than \$2 million should be listed and described separately, however, the total amount listed should agree to the March 31<sup>st</sup> MIDAS balance.

### Schedule O - Measurement Uncertainty

Provide information on items, recognized or disclosed in the Summary financial statements, where the amount recognized or disclosed is based on an estimate that may reasonably vary by \$10,000,000 or more in the next fiscal year.

Do not include amounts where the revenue/receivable or expense/payable are from/to organizations within the government reporting entity as listed in the [Accounting Manual Appendix D](#).

### Schedule P - Contractual and Operating Lease Obligations

List contractual obligations in excess of \$500,000 by name of payee or project within the appropriate categories listed. Include a brief description of the contractual obligations expected to be expensed in future years and in what fiscal year(s) the amount becomes an obligation. Note that Schedule P does not include future funding for transfers already recorded as liabilities in the current or prior years.

Ensure that all items reported on Schedule P are contractual obligations resulting from **signed contracts**.

Certain ministries, identified in footnote 7 of Schedule P, will be required to provide additional information in the Budget Allocation column. Budget allocations are listed in Estimates and are the individual line items or programs that are listed for each subvote. If your ministry is required to provide this information, for each contractual obligation provide the budget allocation to which contract expenses will eventually be charged.

For contractual obligations where the agreement continues into perpetuity, all amounts expected to become payable beyond five years out should be included within the "Remaining Years" column.

For contractual obligations where the total amount of the obligation is known or can be estimated but the years over which the contractual obligation will be settled cannot be specified, explain and include the full amount of the obligation in the 'No Maturity Date' column.

For contractual obligations arising from a shared-cost agreement, it may be difficult to assess the timing and amount of future cash payments. A best estimate of the timing and amount of future cash payments should be reported on the schedule.

Other contracts over \$2 million that do not fit within the categories provided should be listed within other.

Do not include contractual obligations from organizations within the government reporting entity as listed in the [Accounting Manual Appendix D](#).

This schedule also includes operating lease obligations.



### Schedule PA – Private Public Partnership (P3) Payment Schedule

This schedule provides a P3 payment schedule that includes obligations under long-term financing arrangements, TCA construction and acquisition contractual obligations and operations and maintenance contractual obligations.

List the obligations under long-term financing arrangement in the fiscal year that the amount will be paid. The total obligation under long-term financing arrangement must agree to the March 31<sup>st</sup> balance in MIDAS account 270000.

List the P3 contractual obligations relating to TCA construction and acquisition in the fiscal year the amount is expected to be paid. The total amount for TCA construction and acquisition on Schedule PA must agree to the total amount reported for TCA construction and acquisition on Schedule P on a project by project basis.

List the P3 contractual obligations relating to operations, maintenance and life cycle rehabilitation payments in the fiscal year the amount is expected to be paid. The total amount for operations, maintenance and life cycle rehabilitation payments on Schedule PA must agree to the total amount reported for operations, maintenance and life cycle rehabilitation payments on Schedule P on a project by project basis.

### Schedule Q - Contractual Rights

List contractual rights in excess of \$500,000 by name of payor or project within the appropriate categories listed. Include a brief description of the contractual rights and include what fiscal year(s) the receipts are expected.

Ensure that all items reported on Schedule Q are contractual rights resulting from **signed contracts**.

For contractual rights where the agreement has no end date and is expected to continue into perpetuity, expected future revenue (and corresponding asset) is reported by year with the remaining amount recorded in the "Remaining Years" column.

For contractual rights where the total amount of the right is known or can be estimated but the years over which the contractual right will be settled cannot be specified, explain and include the full amount of the right in the 'No Maturity Date' column.

For contractual rights arising from a shared-cost agreement, it may be difficult to assess the timing and amount of future receipts. A best estimate of the timing and amount of future receipts should be reported on the schedule.

Other contracts over \$2 million that do not fit within the categories provided should be listed within other.

Do not include contractual rights from organizations within the government reporting entity as listed in the [Accounting Manual Appendix D](#).

## Schedule R - Contingent Assets

Include in this schedule:

- all contingent assets where the estimate of the gain is greater than \$500k; and
- all contingent assets where the estimate of the gain is not determinable, but the claim amount is greater than \$500k.

## **Litigation**

Include on the schedule the name of the party, a description of the nature of the claim and the claim amount. Also required for each claim is an assessment of the likelihood of the gain (likely, unlikely, not determinable) and an estimate of the gain or an indication that an estimate cannot be estimated or disclosed due to having an adverse effect on the outcome.

*All pending litigation should be confirmed with the Ministry of Justice both for the likelihood and estimated amount.*

## **Other Contingent Assets**

Include separately on this schedule information on other likely contingent assets, such as a potential recovery when it is likely that a grant/transfer recipient will not meet the conditions related to a particular grant/transfer.

Do not include contingent assets from organizations with the government reporting entity as listed in the [Accounting Manual Appendix D](#).

## Schedule S – Related Party Disclosure Declaration Form

Schedule S is the Related Party Disclosure Declaration form that is to be provided to the Deputy Minister. Deputy Ministers are required to complete and sign the Related Party Disclosure Declaration form after March 31<sup>st</sup> and provide it to the Deputy Minister to the Premier's Office by April 26<sup>th</sup>.

Schedule SA is the Related Party Disclosure Declaration form that is to be provided to the Officers of the Legislative Assembly. The Officers are required to complete and sign the Related Party Disclosure Declaration form after March 31<sup>st</sup> and provide it to the Financial Services Office of the Legislative Assembly Service by April 26<sup>th</sup>.

The Declaration forms for Ministers will be distributed to Ministers via memo from the Minister of Finance in mid-March. The completed Declaration forms for Ministers are to be provided directly to the Conflict of Interest Commissioner.

## Schedule T - Restructurings

Restructuring transactions are disclosed in the notes to the Summary financial statements.

A restructuring transaction occurs when an organization receives or gives up an integrated set of assets and/or liabilities along with specific programming or operating responsibilities. The recipient organization likely provides no consideration, but if consideration is provided, it would not be based on the fair value of the assets and/or liabilities transferred.

List each restructuring transaction where either the assets or liabilities transferred were greater than \$500,000.

Include the following information on the schedule:

- A description of the program/operation that was transferred;
- The organization that provided/received the transfer;
- The restructuring date;
- Assets or liabilities that were transferred; and
- Gain or loss incurred from the transaction (if any).

Do not include restructuring transactions with organizations within the government reporting entity as listed in the [Accounting Manual Appendix D](#).

#### Schedule U - Pension Plans, Trust Funds, and Special Purpose Funds

This schedule provides details of all funds administered by your ministry for funds with assets maintained separately from the GRF. Fund definitions and additional information regarding the types of funds that are typically administered by ministries can be obtained in the Financial Administration Manual [Section 3400: Control of Special Purpose Funds and Trust Money](#).

List alphabetically, all funds administered by your ministry noting whether the fund is new in the current year and whether it is included in the Summary of Individual Pension Plan and Trust Funds in Volume 2 of the Public Accounts.

Schedule UA lists the assets and liabilities for each pension plan or trust fund included in the Summary in Volume 2 of the Public Accounts. The balances should be from the latest financial statements (audited if available) of the plans and funds closest to March 31<sup>st</sup>, if the year-end is not March 31<sup>st</sup>. These are financial statements with fiscal years ending in the period April 2023 to March 2023. Where financial statements are not available, March 31<sup>st</sup> balances should be recorded.

#### Schedule Y - Statement of Remissions

This schedule lists persons and companies who have been granted a remission of taxes, royalties, rentals or fees under the authority of Section 24 of *the Financial Administration Act, 1993* or under the authority of other legislation. The listing should identify the Order in Council, the Act, nature of the tax or fee, the name of the person or company and the amount of the remission. The list should include remissions involving unpaid amounts as well as remissions which involve a return of amounts already paid.

Provide a brief description of remissions which may provide an exemption at source and would not require a refund.

### Schedules ZA-ZD - Summary Financial Statements

Schedules ZA through ZD are used for the preparation of the Summary financial statements. The schedules are to include inter-entity balances and transactions with ***entities within the government reporting entity as listed in the [Accounting Manual Appendix D](#), including subsidiaries.*** Inter-entity balances and transactions are eliminated during the preparation of the Summary financial statements. Transactions with other ministries do not need to be listed on schedules ZA through ZD.

***Only balances and transactions with entities within the government reporting entity that are equal to or greater than \$500,000 are to be included on these schedules.*** This includes payments to these organizations made from imprest accounts or using Program Remittance Printing.

### **Schedules ZA - Inter-entity Assets**

List inter-entity receivables as at March 31<sup>st</sup> from any of the entities included in the [Accounting Manual Appendix D](#).

### **Schedules ZB - Inter-entity Liabilities**

List inter-entity balances as at March 31<sup>st</sup> owing to any of the entities included in the [Accounting Manual Appendix D](#).

### **Schedules ZC - Inter-entity Revenue**

List inter-entity revenue transactions recorded throughout the fiscal year with any of the entities included in the [Accounting Manual Appendix D](#).

### **Schedules ZD - Inter-entity Tangible Capital Assets Transactions**

List details of any inter-entity capital asset transactions (transfers, sales or acquisitions) recorded throughout the fiscal year with any of the entities included in the [Accounting Manual Appendix D](#).

Contact FSB, Finance to obtain specific information on inter-entity transactions.

**APPENDIX A1****Critical dates to remember are as follows:**

<b><u>Item</u></b>	<b><u>Complete By</u></b>
Requisitions received by Communications Services, Executive Council for March 31 <sup>st</sup> delivery	February 28
New year periods opened (future enterable) – new year periods may default	March 27
Receipt of goods and services and TCAs charged to old year appropriation	March 31
Old year cheque cancellations	March 31
Receipts entered in MIDAS for goods or services of goods or services received on or before March 31 – Purchasing Module	April 6
Processing of payroll transactions in MIDAS HR/Pay	April 6
Recording entries that affect the TCA <u>cost</u> accounts	April 10
Recording old year cash deposits for the GRF and other bank accounts (i.e. suspense accounts, revenue transfers accounts, VISA accounts, etc.)	April 10
Notification to MIDAS Financials Helpdesk of outstanding purchase order encumbrances, paid by purchase card, to be closed	April 12
Access to “other ministries” interministerial clearing accounts	April 12
Entries that affect the AR Module	April 17
Validation of BMO purchase card invoice	April 17
Adjustments to appropriations	April 17
Automated ministry interface transactions (ministry-managed)	April 17
Journal entries	April 17
Information and staff available to assist FSB, Finance during MIDAS close	April 18
Supporting schedules received by Finance and the Provincial Auditor	April 26
Information and staff available to assist the Provincial Auditor's Office (on-site work to be completed by May 5 but questions may continue after that date)	April 26 to May 5
Draft GRF financial information goes to Provincial Auditor	May 11
Final GRF financial information goes to Provincial Auditor	June 6
Representation letter required by Finance	June 6

***Critical dates related to AP Module processing through Central Accounts Payable have been identified separately on the next page of this Appendix.***

**Central Accounts Payable Critical Dates:**

**Except as noted, cut-off is 5:00 PM on the dates specified below. The exceptions have a**

**noon cut-off.**

Invoices received by Central Accounts Payable (includes request for payment and SaskBuilds and Procurement invoices for ministries)	April 11 (noon)
Invoices available to ministries for coding & approval	April 12
Manual debit memo submissions received by Central Accounts Payable	April 13 (noon)
Spreadsheet accrual debit memo submissions to the FSB, Finance (email to 'FI GRP – AP')	April 13 (noon)
Ministry approval cut-off date	April 13
Manual debit memo entry & validation by Central Accounts Payable completed	April 14
Ministry validation of debit memo interfaces	April 14
Final AP Module cut-off	April 17

**Non-CAP Critical Dates:**

Invoices and debit memos	April 17
--------------------------	----------

**Travel Claim Dates:**

Employee completion of travel expense claims including attachment of receipts (this includes manual travel claims, i.e. for employees without access to a computer)	April 5
Ministry approval cut-off date for iExpenses claims	April 6
Central Accounts Payable audit work complete (consultation with, and action by, travelers if required)	April 10

## APPENDIX A2

### Numeric Account Listing

#### Asset Accounts

#### Schedule

100050	Returned Item Clearing Account	SHOULD BE 0 (Schedule J)
107000	Accounts Receivable – General	Schedule A
107020	Accounts Receivable – Valuation Allowance	Schedule A
107100	Accounts Receivable – From Accounts Receivable	Schedule A
107110	Accounts Receivable Bank Deposit Clearing Account	SHOULD BE 0 (Schedule J)
107120	Accounts Receivable Valuation Allowance – From Accounts Receivable	Schedule A
107130	Accounts Receivable Internal Revenues Clearing	SHOULD BE 0 (Schedule J)
120600	to 129999 Loans, concessionary amounts, and provision for loss	Schedule C
137000	Embedded Derivatives	Schedule D
172000	to 174000 Land, Buildings and Inventory for Resale	Schedule B
191000	to 199900 TCAs, cost, accumulated amortization and additions	Schedules M - MC

#### Liability Accounts

240000	Conditional Receipts	SHOULD BE 0 (Schedule J)
251000	Foreign Currency Payable	SHOULD BE 0 (Schedule J)
253000	Accounts Payable – from Accounts Payable – DO NOT USE	Schedule E
253001	Future Dated Payment Liability – DO NOT USE	SHOULD BE 0 (Schedule J)
253010	Accounts Payable – from Accounts Payable – Org 001	Schedule E
253011	Accounts Payable – from Accounts Payable – Org 005	Schedule E
253012	Accounts Payable – from Accounts Payable – Org 021	Schedule E
253013	Accounts Payable – from Accounts Payable – Org 032	Schedule E
253021	Refund to Vote – Clearing Account	SHOULD BE 0 (Schedule J)
253022	Payroll Refund to Vote – Clearing Account	SHOULD BE 0 (Schedule J)
253023	Accounts Receivable – Accounts Payable Clearing Account	SHOULD BE 0 (Schedule J)
253051	to 253072 - Interministerial Clearing accounts	SHOULD BE 0 (Schedule J)
253080	Payroll Interministerial Clearing	SHOULD BE 0 (Schedule J)
255000	Accounts Payable – General	Schedule E
255010	Payables \$1,000 and Under	Schedule E
255099	Accounts Payable – Previous Years	Schedule E
255200	Guaranteed Debt Payable	Schedule FA
255300	Holdbacks Payable	Schedule E
255400	Obligation Under Capital Lease	Schedule G
255600	Contingent Liability	Schedule F
257000	Unearned Revenue	Schedule H
257020	Unapplied Receipts	Schedule H
258960	Contaminated Sites Liabilities	Schedule EA
258970	Asset Retirement Obligations	Schedule EC
259900	Accumulated Net Expenditure (Liability)	Schedule K
270000	Obligations Under Long-Term Financing Arrangements	Schedule I
271000	Embedded Derivatives	Schedule D

**NOTE:** If an account that should have a zero balance at year-end does not, include the account on Schedule J, with an explanation for the balance.

**APPENDIX A3****Expense Accounts Used in the GL Module**

<b><u>Account Name</u></b>	<b><u>Expense Account</u></b>	<b><u>Balance Sheet Account</u></b>
<b>Change in payables \$1000 and under:</b>		
Personal Services Payable - Year End	519891	255010
Travel Expenses Payable - Year End	541892	255010
Transfers - Year End Payables	571893	255010
Contract Services Payable - Year End	521894	255010
Communications Expenses Payable - Year End	532895	255010
Supplies and Services Expenses Payable - Year End	542896	255010
Expensed Equipment and Other Assets Expenses Payable – Year End	569897	255010
Other Expenses Payable - Year End	572898	255010
<b>Change in year-end accruals and adjustments to valuation allowances:</b>		
Change in Year-end Accrued Supplementary Payroll	516100	255020
Change in Year-end Severance Liability and Other Benefits	519800	255020
Change in Contingent Liability - Salaries and Benefits	519895	255600
Change in Year-end Accrued Employee Leave Entitlement	519900	255100
Change in Contingent Liability - Goods and Services	521010	255600
Change in Valuation Allowance	576000	107020/ 107120
Provision for Loss on Loans and Investments	576200	12XX20
Change in Guaranteed Debt Payable	577100	255200
Change in Contingent Liabilities - Other Expense	578100	255600
Change in Year End Contaminated Sites Liabilities	521710	258960
Change in Year End Asset Retirement Obligations	521730	258970
<b>Reimbursement expense accounts:</b>		
Reimbursement - Personal Services	519882	N/A
Reimbursement - Contract Services	521884	N/A
Reimbursement - Communications	532885	N/A
Reimbursement - Travel	541881	N/A
Reimbursement - Supplies and Services	542886	N/A
Reimbursement - Expensed Equipment and Other Assets	569887	N/A
Transfers - Reimbursement	571883	N/A
Reimbursement - Other Expenses	572889	N/A
<b>Expenses related to non-financial assets:</b>		
Amortization Expense	588000 - 588799	19xx10 (accumulated amortization)
Loss on Disposal of Capital Assets	588800	19xx00 (cost)
Vehicle Gain/Loss (for disposal of CVA vehicles only)	588801	and 19xx10 (accumulated amortization)
Write down of Capital Assets	588850	19xx00 (cost)
Change in Inventory Held for Consumption	588900	175000 - 175600
Change in Prepaid Expenses	588950	105000

**NOTE:** Certain ministry specific accounts are not listed.



**General Revenue Fund**  
**Summary of Schedules of Information to be Included in the Public Accounts**  
**For the Year Ended March 31, 2023**

Ministry

Schedule	Completed
General Revenue Fund Revenue (Provided Separately)	
A <a href="#">Accounts Receivable and Valuation Allowance</a>	
AA <a href="#">Aging of Accounts Receivable</a>	
B <a href="#">Assets Held for Sale</a>	
C <a href="#">Loans and Advances (Non-budgetary)</a>	
D <a href="#">Embedded Derivatives</a>	
E <a href="#">Accounts Payable</a>	
EA <a href="#">Accounts Payable Maturities</a>	
EB <a href="#">Liability for Contaminated Sites</a>	
EC <a href="#">Asset Retirement Obligations</a>	
F <a href="#">Contingent Liabilities</a>	
FA <a href="#">Guaranteed Debt</a>	
G <a href="#">Capital Lease Obligations</a>	
H <a href="#">Unearned Revenue</a>	
I <a href="#">Obligations Under Long-Term Financing Arrangements</a>	
J <a href="#">Miscellaneous Accounts</a>	
K <a href="#">Revolving Funds - Accumulated Net Recovery (Expenditure)</a>	
M <a href="#">Tangible Capital Assets - Summary of Change for the Year</a>	
MA <a href="#">Tangible Capital Assets - Gain (Loss) on Disposal</a>	
MB <a href="#">Tangible Capital Assets - Work-in-Progress, Transfers and Write-downs</a>	
MC <a href="#">Tangible Capital Assets - Fixed Asset Module Acquisitions</a>	
MD <a href="#">Tangible Capital Assets - Public Private Partnership (P3)</a>	
ME <a href="#">Unrecognized Assets</a>	
N <a href="#">Change in Previous Years' Estimates</a>	
O <a href="#">Measurement Uncertainty</a>	
P <a href="#">Contractual and Operating Lease Obligations</a>	
PA <a href="#">Public Private Partnership (P3) Payment Schedule</a>	
Q <a href="#">Contractual Rights</a>	
R <a href="#">Contingent Assets</a>	
S <a href="#">Deputy Minister Related Party Disclosure Declaration Form</a>	
SA <a href="#">Officer of the Legislative Assembly Related Party Disclosure Declaration Form</a>	
T <a href="#">Restructurings</a>	
U <a href="#">Pension Plans, Trust Funds and Special Purpose Funds</a>	
UA <a href="#">Pension Plans and Trust Funds Details</a>	
Y <a href="#">Statement of Remissions</a>	
ZA <a href="#">Inter-Entity Assets</a>	
ZB <a href="#">Inter-Entity Liabilities</a>	
ZC <a href="#">Inter-Entity Revenue</a>	
ZD <a href="#">Inter-Entity Tangible Capital Assets Transactions</a>	

Prepared by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Submitted on: \_\_\_\_\_

Check completed for each schedule or include N/A if the schedule does not apply to your ministry.

<b>General Revenue Fund</b>					Schedule A	
<b>Accounts Receivable and Valuation Allowance</b>						
As at March 31, 2023					<a href="#">Link to Summary</a>	
Ministry					Submitted on: 1/0/1900	
Category <sup>1</sup>	107000 Amount	107020 (Valuation Allowance)	107100 Amount	107120 (Valuation Allowance)	Net Accounts Receivable March 31, 2023	Net Accounts Receivable March 31, 2022
<b>Taxation</b>					-	
<b>Non-renewable resources</b>					-	
<b>Transfers from government entities<sup>♦</sup></b>					-	
<b>Transfers from the federal government</b>					-	
Other - shared services*	-		-		-	-
Other					-	
<b>Total other</b>	-	-	-	-	-	-
<b>Totals 107000 to 107120<sup>2</sup></b>	-	-	-	-	-	-
<b>Total Accounts Receivable</b>					-	-
<sup>1</sup> Include total receivable amounts by category with no detail.						
<sup>2</sup> Agrees to March 31 balance in MIDAS for accounts 107000, 107020, 107100 and 107120.						
Details of accounts receivable equal to or greater than \$500,000 owing from entities listed in <a href="#">Appendix D of the Accounting Manual</a> are to be reported on Schedule ZA.						
<b>♦ Detail of Transfers from government entities</b>						
	107000 Amount		107100 Amount		Net Accounts Receivable March 31, 2023	Net Accounts Receivable March 31, 2022
					-	
					-	
	-		-		-	-
<b>* Detail of Other - shared services</b>						
	107000 Amount		107100 Amount		Net Accounts Receivable March 31, 2023	Net Accounts Receivable March 31, 2022
					-	
					-	
	-		-		-	-

As at March 31, 2023

[Link to Summary](#)

Ministry

Submitted on: 1/0/1900

<sup>1</sup> Include total receivable amounts by category broken out by age of receivables, not including valuation allowance, unless marked not applicable.  
<sup>2</sup> For categories that are not applicable, only the total receivable amount should be included.  
<sup>3</sup> Agrees to Net Accounts Receivable balances on Schedule A, and the total of MIDAS accounts 107000, 107020, 107100 and 107120.

<sup>1</sup> Include total receivable amounts by category broken out by age of receivables, not including valuation allowance, unless marked not applicable.

<sup>2</sup> For categories that are not applicable, only the total receivable amount should be included.

<sup>3</sup> Agrees to Net Accounts Receivable balances on Schedule A, and the total of MIDAS accounts 107000, 107020, 107100 and 107120.

## Schedule B

[Link to Summary](#)

[Link to Summary](#)

Submitted on: 1/0/1900

<b>Total Assets Held for Sale<sup>1</sup></b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
---	----------	----------	----------	----------

<sup>1</sup> Agrees to March 31 balance in MIDAS for accounts 172000 to 174000.

<b>General Revenue Fund</b> <b>Loans and Advances (Non-budgetary)</b> For the Year Ended March 31, 2023	Schedule C  <a href="#">Link to Summary</a>
---	---

[Link to Summary](#)

Submitted on: 1/0/1900

[illegible]

\* For new loans, briefly describe the terms and conditions, including interest rate, term to maturity and security held where applicable for each type of loan, and provide comments on the potential for collection.

<sup>2</sup> Agrees to March 31 balance in MIDAS for advance accounts 12XXXX.

<sup>3</sup> Include advance and repayment amounts for all loans and advances, even if the opening and ending balances are \$0.

Ministry			
Submitted on: 1/0/1900			
Type of Contract	Description of variable <sup>1</sup>	Recorded seperately in MIDAS? (yes/no)	March 31, 2023 Balance
Total <sup>2</sup>			-
<sup>1</sup> A derivative is a financial instrument whose value is derived from changes in some other variable, such as interest rates or foreign exchange rates. An embedded derivative only differs in the sense that it is embedded into a host contract. List any embedded derivatives identified from a review of contracts with cash flows greater than \$500,000. Include a description of the embedded derivative/type of contract			
<sup>2</sup> Agrees to March 31 balance in MIDAS for account 137000 (asset) or 271000 (liability).			

## Schedule E

[Link to Summary](#)

Submitted on: 1/0/1900

<sup>1</sup> Include total payable amounts by category with no detail.

<sup>2</sup> Agrees to March 31 balance in MIDAS for accounts 255000, 255099, 255010 and 255300.

<sup>3</sup> Includes income taxes, equalization, CHST and other repayments to the Federal Government.

Details of accounts payable equal to or greater than \$500,000 owing to government entities are to be reported on Schedule ZB.

<sup>1</sup> Include total payable amounts by category with no detail.

<sup>2</sup> Agrees to March 31 balance in MIDAS for accounts 255000, 255099, 255010 and 255300.

<sup>3</sup> Includes income taxes, equalization, CHST and other repayments to the Federal Government.

Details of accounts payable equal to or greater than \$500,000 owing to government entities are to be reported on Schedule ZB.

## Schedule EA

[Link to Summary](#)

Ministry

Submitted on: 1/0/1900

Category <sup>1</sup>	March 31, 2023					Submitted On: 10/1/2023
	255000	255099	255010	255015	255600 (litigation) 258960 (cont sites) 258970 (AROs)	Total
<b>Total salaries and benefits</b>	-	-	-	-	-	-
<b>Capital transfers:</b>						-
payable within 1 year						-
payable in 1-2 years						-
payable in 2-3 years						-
payable in 3-4 years						-
payable in 4-5 years						-
thereafter <sup>2</sup>						-
<b>Total capital transfers</b>	-	-	-	-	-	-
<b>Operating transfers</b>						-
payable within 1 year						-
payable in 1-2 years						-
payable in 2-3 years						-
payable in 3-4 years						-
payable in 4-5 years						-
thereafter <sup>2</sup>						-
<b>Total operating transfers</b>	-	-	-	-	-	-
<b>Total goods and services</b>	-	-	-	-	-	-
<b>Federal government repayments</b>						-
payable within 1 year						-
payable in 1-2 years						-
payable in 2-3 years						-
payable in 3-4 years						-
payable in 4-5 years						-
thereafter <sup>2</sup>						-
<b>Total federal government repayments</b>	-	-	-	-	-	-
<b>Other</b>						-
payable within 1 year						-
payable in 1-2 years						-
payable in 2-3 years						-
payable in 3-4 years						-
payable in 4-5 years						-
thereafter <sup>2</sup>						-
<b>Total other</b>	-	-	-	-	-	-
<b>Total Accounts Payable<sup>3</sup></b>	-	-	-	-	-	-

<sup>1</sup> Include total payable amounts by account, with amounts broken out based on the expected cash payments by year. Amounts should correspond to categorization on Schedule E. For salaries and benefits and goods and services only the total is required.



**General Revenue Fund**  
**Liability for Contaminated Sites**  
As at March 31, 2023

Schedule EB

[Link to Summary](#)

Ministry

Submitted on: 1/0/1900

<b>Continuity Schedule:</b>	<b>March 31, 2023</b>	<b>March 31, 2022</b>
Contaminated Sites/Environmental Liabilities - opening <sup>1</sup>		
Expenses <sup>2</sup>		
Less: Decreases in Estimates (enter as negative) <sup>3</sup>		
Less Payments (enter as negative) <sup>4</sup>		
<b>Contaminated Sites Liabilities <sup>5</sup></b>	<b>-</b>	<b>-</b>

<sup>1</sup> Agrees to March 31, 2022 amount recorded in account 258960 Contaminated Sites Liabilities.

<sup>2</sup> Total expenses equals the net amount of all of the journal entries recorded to account **521710 - Change in Year-End Contaminated Sites Liabilities (e.g. for any new liabilities for contamination events that occurred during the year)** and account 521700 - Contaminated Sites Remediation.

<sup>3</sup> Include decreases in cost estimates recorded in account 486905 Change in Previous Years Estimates.

<sup>4</sup> Total payments equals the balance in expense account 521700 - Contaminated Sites Remediation. Includes total payments made for the remediation of contaminated sites during the year.

<sup>5</sup> Agrees to the March 31, 2023 balance in MIDAS for account 258960.

**List of Contaminated Sites Liabilities**

For each contaminated site, provide details below (in thousands) including:

- the breakdown of the best estimate cost by category (i.e. development of remediation plan, direct remediation costs, cost of assets required and maintenance and monitoring, etc.);
- the nature and source of the liability;
- the basis for the estimate of the liability (i.e. significant assumptions, present value technique, etc.);
- when a net present value technique is used, provide the estimated total undiscounted cash flows and discount rate in the year the liability is recorded (if applicable, provincial bond yield rates at March 31, 2022 were as follows: **5 years 2.9%; 10 years 3.2%; 15 years 3.4%; and 30 years 3.3%**);
- the estimated recoveries recorded as a receivable (if any);
- the reasons for not recognizing a liability or contingent liability (if applicable); and
- the best estimate range (Max and Min - to be disclosed in measurement uncertainty on Schedule O).

**General Revenue Fund**  
**Liability for Contaminated Sites**  
As at March 31, 2023

Schedule EB

[Link to Summary](#)

**COMPLETE FOR EACH SITE OR GROUP OF SIMILAR SITES**

**1. Site/Project Name - balance as at March 31, 2023**

\$ \_\_\_\_\_

Details:

(a) Breakdown by category:

development of remediation plan

capital assets to be acquired (only the portion that will have no alternative use)

other direct remediation costs

maintenance & monitoring

other (please explain)

**Total agrees to above**

\$ \_\_\_\_\_

(b) nature & source: (e.g. \_\_\_\_\_ contamination from \_\_\_\_\_ operations)

(c) basis of estimate:

(d) undiscounted cash flows (if applicable):

\$ \_\_\_\_\_

discount rate:

% \_\_\_\_\_

(e) estimated recoveries recorded as a receivable (if any):

\$ \_\_\_\_\_

(f) reasons for not recognizing a liability for a contaminated site (if applicable):

(g) Range of best estimate:

Min \$ \_\_\_\_\_

Max \$ \_\_\_\_\_

**2. Site/Project Name - balance as at March 31, 2023**

\$ \_\_\_\_\_

Details:

(a) Breakdown by category:

development of remediation plan

capital assets to be acquired (only the portion that will have no alternative use)

other direct remediation costs

maintenance & monitoring

other (please explain)

**Total agrees to above**

\$ \_\_\_\_\_

(b) nature & source: (e.g. \_\_\_\_\_ contamination from \_\_\_\_\_ operations)

(c) basis of estimate:

(d) undiscounted cash flows (if applicable):

\$ \_\_\_\_\_

discount rate:

% \_\_\_\_\_

(e) estimated recoveries recorded as a receivable (if any):

\$ \_\_\_\_\_

(f) reasons for not recognizing a liability for a contaminated site (if applicable):

(g) Range of best estimate:

Min \$ \_\_\_\_\_

Max \$ \_\_\_\_\_

**Grand Total of all Sites - as at March 31, 2023**

\$ \_\_\_\_\_

Combined Range of best estimate

Min \$ \_\_\_\_\_

(if applicable):

Max \$ \_\_\_\_\_

**General Revenue Fund**  
**Asset Retirement Obligations**  
As at March 31, 2023

Schedule EC

[Link to Summary](#)

Ministry

Submitted on: 1/0/1900

<b>Continuity Schedule:</b>	<b>March 31, 2023</b>	<b>March 31, 2022</b>
Asset Retirement Obligations - opening <sup>1</sup>	-	-
Add: Tangible Capital Asset Acquisitions/Adjustments <sup>2</sup>		-
Add: Expenses (including Increases in Estimates) <sup>3</sup>		-
Less: Decreases in Estimates (enter as negative) <sup>4</sup>		-
Less: Payments (enter as negative) <sup>5</sup>		-
<b>Assets Retirement Obligations <sup>6</sup></b>	-	-

<sup>1</sup> Agrees to March 31, 2022 amount recorded in account 258970 Asset Retirement Obligations.

<sup>2</sup> Include new asset retirement obligations and adjustments for increases in cost estimates recorded in account 199205 Buildings - Asset Retirement Obligations - Current Year Additions net of any adjustments for decreases in cost estimates recorded in account 192050 Buildings - Asset Retirement Obligations.

<sup>3</sup> Include new asset retirement obligations and adjustments for increases in cost estimates based on the net amounts recorded in accounts 521730 Change in Year-End Asset Retirement Obligations and 521720 Remediation of Asset Retirement Obligations.

<sup>4</sup> Include decreases in cost estimates recorded in account 486905 Change in Previous Years Estimates.

<sup>5</sup> Total payments equals the balance in expense account 521720 Remediation of Asset Retirement Obligations. Includes total payments made for the remediation of asset retirement obligations during the year.

<sup>6</sup> Agrees to the March 31, 2023 balance in MIDAS for account 258970 Asset Retirement Obligations.

**List of Asset Retirement Obligations**

For each asset retirement obligation, provide details below (in thousands) including:

- (a) a general description of the liability;
- (b) the basis for the estimate of the liability (i.e., significant assumptions);
- (c) the estimated recoveries recorded as a receivable (if any);
- (d) the reasons for not recognizing a liability or contingent liability (if applicable);
- (e) the best estimate range (Max and Min - to be disclosed in measurement uncertainty on Schedule O); and
- (f) tangible capital asset information (if applicable) for **both** the asset retirement obligation and the related tangible capital asset.

**General Revenue Fund**  
**Asset Retirement Obligations**

Schedule EC

As at March 31, 2023

[Link to Summary](#)

**COMPLETE FOR EACH ASSET RETIREMENT OBLIGATION OR GROUP OF SIMILAR OBLIGATIONS**

**1. Asset Retirement Obligation Name - balance as at March 31, 2023** \$ \_\_\_\_\_

Details:

(a) general description: (e.g., asbestos remediation)

(b) basis of estimate:

(c) estimated recoveries recorded as a receivable (if any): \$ \_\_\_\_\_

(d) reasons for not recognizing the asset retirement obligation (if applicable):

(e) range of best estimate: Min \$ \_\_\_\_\_

Max \$ \_\_\_\_\_

(f) tangible capital asset information (i.e., buildings) (if applicable)

Closing Cost<sup>7</sup> \$ \_\_\_\_\_

Closing Accumulated Amortization<sup>8</sup> \$ \_\_\_\_\_

Net Book Value \_\_\_\_\_ -

**2. Asset Retirement Obligation Name - balance as at March 31, 2023** \$ \_\_\_\_\_

Details:

(a) general description: (e.g., asbestos remediation)

(b) basis of estimate:

(c) estimated recoveries recorded as a receivable (if any): \$ \_\_\_\_\_

(d) reasons for not recognizing a the asset retirement obligation (if applicable):

(e) range of best estimate: Min \$ \_\_\_\_\_

Max \$ \_\_\_\_\_

(f) tangible capital asset information (i.e., buildings) (if applicable)

Closing Cost<sup>7</sup> \$ \_\_\_\_\_

Closing Accumulated Amortization<sup>8</sup> \$ \_\_\_\_\_

Net Book Value \$ \_\_\_\_\_ -

**Grand Total - as at March 31, 2023** \$ \_\_\_\_\_ -

Combined Range of best estimate (if applicable): Min \$ \_\_\_\_\_ -  
Max \$ \_\_\_\_\_ -

Combined Closing Cost \$ \_\_\_\_\_ -

Combined Closing Accumulated Amortization \$ \_\_\_\_\_ -

Combined Net Book Value \$ \_\_\_\_\_ -

<sup>7</sup> Agrees to March 31, 2023 sum of the balances in account 192050 Buildings - Asset Retirement Obligations and closing cost balance of the related tangible capital asset in the respective natural account (i.e., building).

<sup>8</sup> Agrees to March 31, 2023 sum of the balances in account 192060 Accumulated Amortization - Buildings - Asset Retirement Obligations and closing accumulated amortization balance of related tangible capital asset in respective accumulated amortization natural account.

<b>General Revenue Fund</b> <b>Contingent Liabilities</b> As at March 31, 2023	Schedule F  <a href="#">Link to Summary</a>
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Ministry	Submitted on: 1/0/1900
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Litigation <sup>1</sup> Description			Evaluation <sup>2</sup>		Expenditure Account <sup>3</sup>	Liability - Account 255600	
			Likelihood of Loss	Estimate of Loss		March 31, 2023	March 31, 2022
Name of Party	Nature of Claim	Claim Amount					
<b>Total Litigation</b>		-		-		-	-
Contingent Liabilities due to Organizations within the Government Reporting Entity <sup>4</sup>					Expenditure Account <sup>3</sup>	March 31, 2023	March 31, 2022
Description							
<b>Total Contingent Liabilities due to Organizations within the Government Reporting Entity</b>						-	-
Other Contingent Liabilities					Expenditure Account <sup>3</sup>	March 31, 2023	March 31, 2022
Description							
<b>Total Other Contingent Liabilities</b>						-	-
<b>Total Contingent Liabilities - Account 255600<sup>5</sup></b>						-	-

<sup>1</sup> Do not include litigation claims where the estimate of the likely loss is less than \$500,000, unless a liability has been recorded in account 255600 for the litigation claim. **Do not include litigation claims with organizations within the government reporting entity as listed in [Appendix D of the Accounting Manual](#).**

<sup>2</sup> The evaluation of the likelihood of loss and the estimate of the likely loss is based on **confirmation from the Ministry of Justice**. The likelihood of loss for each claim should be evaluated as being "likely", "unlikely", or "not determinable". No other terminology should be used in this column. The estimate of the likely loss should either include a dollar amount, or the words "not determinable".

<sup>3</sup> Where a contingent liability has been recorded in account 255600, identify the expenditure account (e.g. 199150, 519895, 521010 or 578100) used to record the contingent liability.

<sup>4</sup> Include litigation claims with organizations within the government reporting entity (as listed in Appendix D of the Accounting Manual) where, and only where, a liability has been recorded in account 255600.

<sup>5</sup> Agrees to March 31 balance in MIDAS for account 255600.

As at March 31, 2023

[Link to Summary](#)

Submitted on: 1/0/1900

<b>Total Guarantees</b>	-	-	-	-	-	-
-------------------------	---	---	---	---	---	---

<sup>2</sup> Agrees to March 31 balance in MIDAS for account 255200.

General Revenue Fund Capital Lease Obligations As at March 31, 2023		Schedule G
		<a href="#">Link to Summary</a>
Ministry	Submitted on: 1/0/1900	
Capital Lease Obligations <sup>1</sup>	March 31, 2023	March 31, 2022
2022/23	-	
2023/24		
2024/25		
2025/26		
2026/27		
2027/28		-
Remaining Years		
Total Interest and Executory Costs (enter negative)		
<b>Total Capital Lease Obligations (255400) <sup>2</sup></b>	-	-
Additional Capital Lease Information:		
Expiry Date (earliest date for all capital leases) <sup>3</sup>		
Expiry Date (latest date for all capital leases) <sup>3</sup>		
Interest Rate (lowest rate for all capital leases) <sup>4</sup>		
Interest Rate (highest rate for all capital leases) <sup>4</sup>		
Asset Cost by Category <sup>5</sup>		
Land, Buildings and Improvements		
Machinery and Equipment		
Transporation Equipment		
Office and Information Technology		
Roads, Bridges & Water Management		
<b>Asset Cost (Total for all capital leases)</b>	-	-
Accumulated Amortization by Category <sup>5</sup>		
Land, Buildings and Improvements		
Machinery and Equipment		
Transporation Equipment		
Office and Information Technology		
Roads, Bridges & Water Management		
<b>Accumulated Amortization (Total for all capital leases)</b>	-	-
<sup>1</sup> Provide the breakdown, by year, of when the capital lease payment is expected to be paid. Yearly amounts include the interest and executory costs which are deducted in total at the bottom of this schedule. <sup>2</sup> Total capital lease obligations agrees to March 31 balance in MIDAS for account 255400. <sup>3</sup> Provide the earliest and latest expiry date based on review of all of your capital leases. <sup>4</sup> Provide the lowest and highest interest rate based on review of all of your capital leases. <sup>5</sup> Provide the total asset cost and accumulated amortization by category for tangible capital assets (TCAs) recorded for all of your capital leases.		

<b>General Revenue Fund</b> <b>Unearned Revenue</b> As at March 31, 2023		Schedule H
Ministry		Submitted on: 1/0/1900
Description of Types of Unearned Revenue <sup>1</sup>	March 31, 2023	March 31, 2022
Total Taxation	-	-
Total Non-Renewable Resources	-	-
Total Other Own-Source	-	-
Total Transfers from the Federal Government <sup>2</sup>	-	-
Total Account 257000 <sup>3</sup>	-	-
Total Account 257020 Unapplied Receipts (AR Module)		
<b>Total Unearned Revenue</b>	<b>-</b>	<b>-</b>
<sup>1</sup> An example of type is multi-year licenses. <sup>2</sup> Transfers from the federal government are recorded as a liability (unearned revenue) in rare instances when the transfer stipulations meet the definition of a liability (e.g. funding received in advance of incurring an equivalent amount of eligible costs under a cost-sharing agreement). <sup>3</sup> Agrees to March 31 balance in MIDAS for account 257000.		

[Link to Summary](#)



As at March 31, 2023

[Link to Summary](#)

Ministry

1/0/1900

[illegible]

<sup>1</sup> Capital payments made during the year that reduce the obligations under long-term financing arrangements.

<sup>2</sup> Agrees to the March 31 balance in MIDAS for account 270000.

**General Revenue Fund**  
**Miscellaneous Accounts**

Schedule J

As at March 31, 2023

[Link to Summary](#)

Ministry

Submitted on: 1/0/1900

Natural Account	Description and Explanation <sup>1</sup>	March 31, 2023	March 31, 2022

<sup>1</sup>Include accounts that should have a zero balance at year end but do not, and provide an explanation for the balance in the accounts. Refer to Appendix A2 of the [Year-end Procedures and Schedules](#) for a listing of the accounts that should have a zero balance.

General Revenue Fund		Schedule K
Revolving Funds - Accumulated Net Recovery (Expenditure)		
For the Year Ended March 31, 2023		<a href="#">Link to Summary</a>
Ministry	Submitted on: 1/0/1900	
Name of Revolving Fund _____		
	March 31, 2023	March 31, 2022
Revenue		
(Expenses) <sup>1</sup>		
Net Recovery (Expenditure) <sup>2</sup>	-	-
Change in Non-cash Activities: <sup>3</sup>		
(Increase)/Decrease in Imprest, Petty Cash & Transfer Accts		
(Increase)/Decrease in Prepaid Expenses		
(Increase)/Decrease in Accounts Receivable		
Increase/(Decrease) in Valuation Allowance		
(Increase)/Decrease in Advances (e.g. Travel)		
Increase/(Decrease) in Accounts Payable		
Increase/(Decrease) in Unearned Revenue		
Increase/(Decrease) in Other Liabilities		
Net Cash Recovery (Expenditure) - Account 253050	-	-
Assets transferred to Revolving Fund at no cost		
Assets transferred from Revolving Fund at no charge		
Accumulated Net Recovery (Expenditure), Beg of Year - Account 259900	-	
<b>Accumulated Net Recovery (Expenditure), End of Year<sup>4</sup></b>	-	-
Maximum Accumulated Net Expenditure <sup>5</sup>		
Accumulated Net Expenditure Remaining to be Spent	-	-
<sup>1</sup> Total Expenditures are calculated in accordance with the accounting policies used for revolving funds by the General Revenue Fund. <sup>2</sup> Revenue, expenditures and the net recovery (expenditure) must agree to the amount reported on MIDAS. <sup>3</sup> Brackets indicate a decrease in cash; for example, an increase in prepaid expense is a decrease in cash; and an increase in accounts payable is an increase in cash. <sup>4</sup> Must agree to the total March 31 balance in MIDAS for accounts 253050 and 259900. <sup>5</sup> Must agree to the most recent Order-in-Council.		

**General Revenue Fund**  
**Tangible Capital Assets - Summary of Change for the Year**  
For the Year Ended March 31, 2023

Schedule M

[Link to Summary](#)

Ministry

Submitted on: 1/0/1900

	Asset Class				Total 2023	Total 2022
	Land, Buildings & Improvements	Roads, Bridges & Water Management	Transportation & Operating Equipment	Office Equipment & Information Technology		
<b>Cost:</b>						
Opening Cost of Capital Assets <sup>1</sup>					-	-
Add: Acquisitions <sup>2</sup>					-	-
Internal Transfers - from/(to) <sup>3</sup>					-	-
External Transfers - from/(to) <sup>4</sup>					-	-
Transfers between asset classes <sup>5</sup>		-			-	-
Less: Write-downs <sup>6</sup>					-	-
Less: Disposals <sup>7</sup>					-	-
<b>Closing Cost of Capital Assets (A)<sup>8</sup></b>	-	-	-	-	-	-
<b>Accumulated Amortization:</b>						
Opening Accumulated Amortization <sup>1</sup>					-	-
Add: Annual Amortization					-	-
Internal Transfers - from/(to) <sup>3</sup>					-	-
External Transfers - from/(to) <sup>4</sup>			-		-	-
Transfers between asset classes <sup>5</sup>					-	-
Less: Disposals <sup>7</sup>					-	-
<b>Closing Accumulated Amortization (B)<sup>8</sup></b>	-	-	-	-	-	-
<b>Net Book Value (A-B)</b>	-	-	-	-	-	-

<sup>1</sup> Opening cost and accumulated amortization for 2022-23 must equal closing 2021-22 balances as reported in MIDAS.

<sup>2</sup> Acquisitions must agree to MIDAS current year acquisitions, net of any internal recoveries.

<sup>3</sup> Internal transfers are for transfers of capital assets and accumulated amortization from or to other ministries/offices within the General Revenue Fund (GRF). Details of all transfers are to be reported on Schedule MB.

<sup>4</sup> External transfers are for transfers of capital assets and accumulated amortization to or from entities that are not part of the GRF. Details of all transfers are to be reported on Schedule MB, details of TCA transfers to or from government entities where the net book value is equal to or greater than \$500,000 are to also be reported on Schedule ZD.

<sup>5</sup> Total transfers of assets between classes must net to \$0. Details of all transfers are to be reported on Schedule MB.

<sup>6</sup> Details of all write-downs are to be reported on Schedule MB.

<sup>7</sup> Details of all disposals are to be reported on Schedule MA.

<sup>8</sup> Closing cost of capital assets and closing accumulated amortization must agree to the March 31 balance in MIDAS in total and by asset class.

## Schedule MA

[Link to Summary](#)

Submitted on: 1/0/1900

<sup>2</sup> Total gain (loss) on disposal equals balance in revenue account 485800 (Gain on Disposal of Capital Assets), expense account 588800 (Loss on Disposal of Capital Assets) and account 588801 (Vehicle Gain/Loss [For Disposal of CVA Vehicles only]).

**General Revenue Fund**

Schedule MB

**Tangible Capital Assets - Work-in-Progress, Transfers and Write-downs**

As at March 31, 2023

[Link to Summary](#)

Ministry

Submitted on: 1/0/1900

<b>Work-in-Progress (WIP)<sup>1</sup></b>		Opening Balance		Transfers/	Closing Balance
Description	Account	April 1, 2022	Additions	Adjustments	March 31, 2023
					-
					-
					-
					-
					-
<b>Total</b>		-	-	-	-
<b>Internal Transfers<sup>2</sup></b>		From (To) Account	Cost <sup>2</sup>	Accumulated <sup>2</sup>	
Description	Ministry	Cost/Acc Amort.	From (To)	Amortization (Fr) To	Net
					-
					-
					-
					-
					-
<b>Total</b>			-	-	
<b>External Transfers<sup>3</sup></b>		From (To) Account	Cost <sup>3</sup>	Accumulated <sup>3</sup>	
Description	Entity	Cost/Acc Amort.	From (To)	Amortization (Fr) To	Net
					-
					-
					-
					-
					-
<b>Total</b>			-	-	
<b>Transfers Between Asset Classes<sup>4</sup></b>		From Account	To Account		Accumulated
Reason for Transfer		Cost/Acc Amort.	Cost/Acc Amort.	Cost	Amortization
<b>Write-downs<sup>5</sup></b>			Cost Before		Cost After
Description	Account		Write-down	Write-down <sup>5</sup>	Write-down
					-
					-
					-
					-
<b>Total</b>				-	

<sup>1</sup> Provide a brief description of WIP by account. WIP amounts are included in balances reported on Schedule M.<sup>2</sup> Includes transfers of assets between ministries/offices within the General Revenue Fund. Total internal transfers cost and accumulated amortization must agree to total amounts reported on Schedule M. Consult with other ministries/offices to ensure all transfers from (to) other ministries/offices have been recorded at the same value.<sup>3</sup> Total external transfers cost and accumulated amortization must agree to total amounts reported on Schedule M. Details of TCA transfers from (to) government entities where the net book value is equal to or greater than \$500,000 are to also be reported on schedule ZD.<sup>4</sup> Include details of all transfers between asset classes reported on Schedule M.<sup>5</sup> Total write-downs must agree to total amount reported on Schedule M.

**General Revenue Fund**  
**Tangible Capital Assets - Fixed Asset Module Acquisitions**  
As at March 31, 2023

Schedule MC

[Link to Summary](#)

Ministry

Submitted on: 1/0/1900

TCA Category <sup>1</sup>	Fixed Asset Module Acquisitions	
	March 31, 2023	March 31, 2022
Land, Buildings and Improvements		
Transportation & Operating Equipment		
Office Equipment & Information Technology		
Roads, Bridges and Water Management		
<b>Total Fixed Asset Module Acquisitions<sup>2</sup></b>	-	-

<sup>1</sup> Provide the amount of acquisitions by TCA category recorded in the Fixed Asset Module in MIDAS.

<sup>2</sup> Amounts should agree to MIDAS balances in cents (not rounded to the nearest dollar).

<b>General Revenue Fund</b> <b>Tangible Capital Assets (TCA) - Public Private Partnership (P3)</b> For the Year Ended March 31, 2023	Schedule MD  <a href="#">Link to Summary</a>
--	--

Ministry Submitted on: 1/0/1900

Submitted on: 1/0/1900

P3 Agreement With:	Project	Total Cost <sup>1</sup>	Opening Cost <sup>2</sup>	Acquisition <sup>3</sup>	Closing Cost <sup>4</sup>	Opening Accumulated Amortization <sup>2</sup>	Annual Amortization <sup>5</sup>	Closing Accumulated Amortization <sup>4</sup>	Net Book Value
					-				-
					-				-
					-				-
					-				-
					-				-
					-				-
					-				-
					-				-
Total Land, Buildings and Improvements Acquired Through a P3		-	-	-	-	-	-	-	-
					-				-
					-				-
					-				-
					-				-
					-				-
					-				-
					-				-
					-				-
					-				-
					-				-
Total Roads, Bridges and Water Management Assets Acquired Through a P3		-	-	-	-	-	-	-	-
Total TCAs Acquired Through a P3		-	-	-	-	-	-	-	-

<sup>1</sup> Provide the total cost of the P3 TCA which is calculated using the total nominal value of progress payments made during or on completion of construction and the present value of future capital payments discounted to the date the asset is available for use using the Government's borrowing rate for long-term debt at the time the agreement is signed.

<sup>2</sup> Opening cost and accumulated amortization of Land, Buildings and Improvements or-Roads, Bridges and Water Management assets acquired through a P3 must equal the prior year closing balances as reported in MIDAS.

<sup>3</sup> Provide the current year acquisitions of Land, Buildings and Improvements or Roads, Bridges and Water Management assets acquired through a P3. Agrees to amounts recorded in MIDAS for the project.

<sup>4</sup> Closing cost and accumulated amortization of Land, Buildings and Improvements or Roads, Bridges and Water Management assets acquired through a P3 must agree to amounts recorded in MIDAS at March 31 for the project.

<sup>5</sup> Provide the annual amortization of Land, Buildings and Improvements or Roads, Bridges and Water Management assets acquired through a P3 at March 31. Agrees to amounts recorded in MIDAS for the project.



**General Revenue Fund**  
**Unrecognized Assets**

Schedule ME

As at March 31, 2023

[Link to Summary](#)

Ministry

Submitted on: 1/0/1900

Name of unrecognized asset or group of unrecognized assets <sup>1</sup>	Reason for not recognizing <sup>2</sup>
Unrecognized intangible assets:	
Unrecognized inherited natural resources:	
Unrecognized inherited Crown land:	
Unrecognized works of art and historical treasures:	
Other unrecognized assets:	

<sup>1</sup> Group similar unrecognized assets. For example, do not list out each painting that exists. Instead, use one line for a general group called "Paintings".

<sup>2</sup> Choose from the following reasons: *a)* the costs, benefits and economic value of such items cannot be reasonably and verifiably quantified using existing methods; or *b)* not recognized in accordance with Public Sector Accounting Standards (i.e. land inherited by the Crown, works of art, historical treasures, etc.)

## Schedule N

[Link to Summary](#)

Submitted on: 1/0/1900

<sup>1</sup> Agrees to March 31 balance in MIDAS for account 486905.  
<sup>2</sup> Items greater than \$2 million should be listed and described separately.

**General Revenue Fund  
Measurement Uncertainty**

As at March 31, 2023

Schedule O

[Link to Summary](#)

Ministry

Submitted on: 1/0/1900

Description of item that has Material <sup>1</sup> Measurement Uncertainty	Reason for Material Uncertainty	Amount Recognized or Disclosed <sup>2</sup>			Range of Reasonably Possible Amounts March 31, 2023	
		Account	March 31, 2023	March 31, 2022	Minimum	Maximum

<sup>1</sup> In this case material represents amounts recognized or disclosed that are based on an estimate that could reasonably vary by more than \$10 million in the next fiscal year. Note that the \$10 million threshold does not apply for contaminated sites liabilities given that contaminated sites liabilities for all ministries will be combined as one total.

<sup>2</sup> Amount recognized in the financial statements and recorded on either the Statement of Financial Position or the Statement of Operations. **Do not include amounts where the revenue/receivable or expense/payable are from/to organizations within the government reporting entity as listed in [Appendix D of the Accounting Manual](#).**

**General Revenue Fund**  
**Contractual and Operating Lease Obligations**  
As at March 31, 2023

Schedule P

[Link to Summary](#)

Ministry 1/0/1900

Contractual Obligation With: <sup>1</sup>	Description of Contractual Obligation	Category <sup>4</sup>	Budget Allocation <sup>7</sup>	2023/24 (\$) <sup>2</sup>	2024/25 (\$) <sup>2</sup>	2025/26 (\$) <sup>2</sup>	2026/27 (\$) <sup>2</sup>	2027/28 (\$) <sup>2</sup>	Remaining Years (\$) <sup>2</sup>	No Maturity Date <sup>3</sup>	March 31, 2023 Total (\$)	March 31, 2022 Total (\$)
											-	
											-	
Total operating transfer agreements <sup>4</sup>				-	-	-	-	-	-	-	-	-
											-	
											-	
Total capital transfers				-	-	-	-	-	-	-	-	-
											-	
											-	
Total P3 operations, maintenance & life cycle rehab.				-	-	-	-	-	-	-	-	-
											-	
											-	
Total construction & acquisition of TCAs				-	-	-	-	-	-	-	-	-
											-	
											-	
Total service agreements <sup>4</sup>				-	-	-	-	-	-	-	-	-
											-	
											-	
Total other <sup>5</sup>				-	-	-	-	-	-	-	-	-
Total operating leases <sup>6</sup>											-	
Total R.M. tax loss compensation											-	
<b>Total Contractual &amp; Operating Lease Obligations</b>				-	-	-	-	-	-	-	-	-

Capital lease obligations are reported separately on schedule G.

<sup>1</sup> List each contractual obligation over \$500,000 separately within the appropriate categories listed above. Add additional lines where required. Do not include contractual obligations from organizations within the government reporting entity as listed in [Appendix D of the Accounting Manual](#).

<sup>2</sup> Provide the breakdown, by year, of when the contractual obligation or lease payment becomes an obligation. If the contract has no end date, that is it continues into perpetuity. Payments are provided by year with the remaining amount included in the remaining years column.

<sup>3</sup> Include the full amount of the contractual obligation where the amount of the obligation is known or can be estimated but the years over which the contractual obligation will be settled cannot be specified.

<sup>4</sup> Using the drop down list, select a category for each operating transfer or service agreement.

<sup>5</sup> Include other contracts over \$2 million that do not fit within the categories listed above.

<sup>6</sup> List the total of all operating leases.

<sup>7</sup> This information is only required from the following ministries: Education, Energy and Resources, Environment, Government Relations, Highways, Immigration and Career Training, **Integrated Justice Services**, Justice and Attorney General, and Parks, Culture and Sport. Budget allocations are listed in the Estimates and are the individual line items or programs that are listed for each subvote. Provide the appropriate budget allocation for each contractual obligation.

**General Revenue Fund**  
**Public Private Partnership (P3) Payment Schedule**  
As at March 31, 2023

Schedule PA  
[Link to Summary](#)

Ministry									1/0/1900	
	Project	2023/24 (\$)	2024/25 (\$)	2025/26 (\$)	2026/27 (\$)	2027/28 (\$)	Remaining Years (\$)	Interest & Executory Costs	March 31, 2023 Total (\$)	March 31, 2022 Total (\$)
Obligation Under L-T Financing Arrangement <sup>1</sup>									-	
Construction and Acquisition of TCAs <sup>2</sup>									-	
Operations, Maintenance and Life Cycle Rehabilitation <sup>3</sup>									-	
<b>Total P3 Payment Schedule</b>		-	-	-	-	-	-	-	-	-

<sup>1</sup> Represents the liability recorded for the portion of the P3 project completed and the total agrees to the March 31 balance in MIDAS for account 270000.

<sup>2</sup> Represents the capital portion (including interest) of the P3 project that is not yet completed. List the P3 contractual obligations relating to TCA construction and acquisition in the fiscal year the amount is expected to be paid. The total must agree to the total amount reported for TCA construction and acquisition on Schedule P on a project by project basis.

<sup>3</sup> Represents the contractual obligation for operation, maintenance and life cycle rehabilitation payments for the duration of the arrangement. The total must agree to the total amount reported for operations and maintenance on Schedule P on a project by project basis.

**General Revenue Fund**  
**Contractual Rights**  
As at March 31, 2023

Schedule Q  
[Link to Summary](#)

Ministry

Submitted on: 1/0/1900

Contractual Right With: <sup>1</sup>	Description of Contractual Right	2023/24 (\$) <sup>2</sup>	2024/25 (\$) <sup>2</sup>	2025/26 (\$) <sup>2</sup>	2026/27 (\$) <sup>2</sup>	2027/28 (\$) <sup>2</sup>	Remaining Years (\$) <sup>2</sup>	No Maturity Date <sup>3</sup>	March 31, 2023 Total (\$)	March 31, 2022 Total (\$)
									-	
									-	
									-	
Total operating transfer agreements		-	-	-	-	-	-	-	-	-
									-	
									-	
									-	
Total capital transfer agreements		-	-	-	-	-	-	-	-	-
									-	
									-	
Total land leases		-	-	-	-	-	-	-	-	-
									-	
									-	
									-	
Total miscellaneous <sup>4</sup>		-	-	-	-	-	-	-	-	-
<b>Total Contractual Rights</b>		-	-	-	-	-	-	-	-	-

<sup>1</sup> List each contractual right over \$500,000 separately within the appropriate categories listed above. Add additional lines where required. **Do not include contractual rights from organizations within the government reporting entity as listed in [Appendix D of the Accounting Manual](#).**

<sup>2</sup> Provide the breakdown, by year, of when the contractual right is expected to become an asset and revenue. If the contract has no end date, that is it is expected to continue into perpetuity, expected future revenue (and corresponding asset) is reported above by year with the remaining amount included in the remaining years column.

<sup>3</sup> Include the full amount of the contractual right where the amount of the right is known or can be estimated but the years over which the contractual right will be settled cannot be specified.

<sup>4</sup> Include miscellaneous contracts over \$2 million that do not fit within the categories listed above, this includes service agreements and operating leases not related to real property.

**General Revenue Fund**  
**Contingent Assets**  
As at March 31, 2023

Schedule R

[Link to Summary](#)

Ministry

Submitted on: 1/0/1900

Litigation <sup>1,2</sup> Description			Evaluation <sup>3</sup>	
Name of Party	Nature of Claim	Claim Amount	Likelihood of Gain	Estimate of Gain
<b>Total Litigation</b>		-	<b>Total</b>	-

  

Other Contingent Assets <sup>2</sup> Description		Amount	
Name of Recipient	Nature of Contingent Asset	March 31, 2023	March 31, 2022
<b>Total Other Contingent Assets</b>		-	-

<sup>1</sup> Include all contingent assets where the estimate of the gain, or if the estimate of the gain is not determinable, the claim amount is equal to or greater than \$500,000.

<sup>2</sup> Do not include contingent assets and contingent recoveries from organizations within the government reporting entity as listed in [Appendix D of the Accounting Manual](#).

<sup>3</sup> The evaluation of the likelihood of gain and the estimate of the likely gain is based on **confirmation from the Ministry of Justice**. The likelihood of gain for each claim should be evaluated as being "likely", "unlikely", or "not determinable". No other terminology should be used in this column. The estimate of the likely gain should either include a dollar amount, or the words "not determinable".

**DEPUTY MINISTER**

Schedule S

**RELATED PARTY DISCLOSURE DECLARATION FORM**[Link to Summary](#)

I understand this declaration is intended to identify situations where significant transactions have occurred between the Government and me or my spouse or organizations external to the Government that we are directly involved with, that did not take place at fair market value (i.e. that were not arms-length transactions). This declaration is for the 2022-23 fiscal year and has been prepared to facilitate the preparation of the Government's Summary Financial Statements.

Government includes all organizations within the government reporting entity (e.g., ministries, Crown corporations, public agencies, school boards, health authorities). For the purposes of this form, a significant transaction is any transaction where the difference between the transaction amount and the fair market value is greater than \$100,000.

☐ I am not aware of any significant transactions **between April 1, 2022 and March 31, 2023** that did not take place at fair market value.

**OR**

☐ I am aware of the following transactions **between April 1, 2022 and March 31, 2023** that took place at other than fair market value:

Value of Transaction (\$)	Description (include the nature of the relationship and the fair value of the transaction)

\_\_\_\_\_  
Name\_\_\_\_\_  
Signature\_\_\_\_\_  
Date**FORM TO BE PROVIDED TO THE DEPUTY MINISTER TO THE PREMIER'S OFFICE BY APRIL 26, 2023**



## **RELATED PARTY DECLARATION**

### **DEPUTY MINISTERS**

#### **Questions and Answers**

**1. What do Deputy Ministers need to do?**

- Complete and sign the Related Party Declaration Form after March 31, 2023.
- Send their completed Declaration Form marked "Personal and Confidential" to the Deputy Minister to the Premier no later than April 26, 2023. He will retain the confidentiality of the Declaration Forms. He may be required to confidentially discuss your Declaration Form with you, or confidentially share the contents of your Declaration Form with the Provincial Auditor/Deputy Provincial Auditor. He will provide a generic listing of any reported transactions to the Provincial Comptroller's Office. If disclosure in the Summary Financial Statements is required, generic descriptions will be utilized within the notes to the Statements.

**2. How do Deputy Ministers determine Fair Market Value?**

- Deputy Ministers should exercise their own personal professional judgement. A common definition of Fair Market Value is the price that a willing buyer and willing seller would agree to in an arms-length transaction.

**3. Where can a Deputy Minister go to for help with assessing whether a transaction may require disclosure on their Declaration Form?**

- Deputy Ministers should exercise their own personal professional judgement when seeking help with assessing whether a transaction may require disclosure. Confidants or the Deputy Minister to the Premier are examples of individuals Deputy Ministers may want to consult with.

**4. Is the Declaration Form subject to release through a Freedom of Information (FOI) request?**

- Justice advises personal information could likely not be disclosed in response to an FOI access request. Justice also advises an analysis may be required to assess whether or not information that involves a related party should be disclosed.

**5. When does the completed Declaration Form need to be provided to the Deputy Minister to the Premier's Office?**

- The Declaration Form should be provided to the Deputy Minister to the Premier's Office by Wednesday, April 26, 2023.

**6. What period does the Declaration Form cover?**

- The Declaration Form covers transactions between April 1, 2022 and March 31, 2023.

**OFFICER OF THE LEGISLATIVE ASSEMBLY**  
**RELATED PARTY DISCLOSURE DECLARATION FORM**

Schedule SA

[Link to Summary](#)

I understand this declaration is intended to identify situations where significant transactions have occurred between the Government and me or my spouse or organizations external to the Government that we are directly involved with, that did not take place at fair market value (i.e. that were not arms-length transactions). This declaration is for the 2022-23 fiscal year and has been prepared to facilitate the preparation of the Government's Summary Financial Statements.

Government includes all organizations within the government reporting entity (e.g., ministries, Crown corporations, public agencies, school boards, health authorities). For the purposes of this form, a significant transaction is any transaction where the difference between the transaction amount and the fair market value is greater than \$100,000.

☐ I am not aware of any significant transactions **between April 1, 2022 and March 31, 2023** that did not take place at fair market value.

**OR**

☐ I am aware of the following transactions **between April 1, 2022 and March 31, 2023** that took place at other than fair market value:

Value of Transaction (\$)	Description (include the nature of the relationship and the fair value of the transaction)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FORM TO BE PROVIDED TO THE FINANCIAL SERVICES OFFICE OF THE LEGISLATIVE ASSEMBLY SERVICE BY**  
**APRIL 26, 2023**

**RELATED PARTY DECLARATION**  
**OFFICERS OF THE LEGISLATIVE ASSEMBLY**  
**Questions and Answers**

**1. What do Legislative Officers need to do?**

- Complete and sign the Related Party Declaration Form after March 31, 2023.
- Send their completed Declaration Form marked "Personal and Confidential" to the Financial Services Office of the Legislative Assembly Service no later than April 26, 2023. They will retain the confidentiality of the Declaration Forms. They may be required to confidentially discuss your Declaration Form with you, or confidentially share the contents of your Declaration Form with the Provincial Auditor/Deputy Provincial Auditor. They will provide a generic listing of any reported transactions to the Provincial Comptroller's Office. If disclosure in the Summary Financial Statements is required, generic descriptions will be utilized within the notes to the Statements.

**2. How do Legislative Officers determine Fair Market Value?**

- Legislative Officers should exercise their own personal professional judgement. A common definition of Fair Market Value is the price that a willing buyer and willing seller would agree to in an arms-length transaction.

**3. Where can a Legislative Officers go to for help with assessing whether a transaction may require disclosure on their Declaration Form?**

- Legislative Officers should exercise their own personal professional judgement when seeking help with assessing whether a transaction may require disclosure. Confidants or the Deputy Minister to the Premier are examples of individuals Legislative Officers may want to consult with.

**4. Is the Declaration Form subject to release through a Freedom of Information (FOI) request?**

- Justice advises personal information could likely not be disclosed in response to an FOI access request. Justice also advises an analysis may be required to assess whether or not information that involves a related party should be disclosed.

**5. When does the completed Declaration Form need to be provided to the Financial Services Office of the Legislative Assembly Service?**

- The Declaration Form should be provided to the Financial Services Office of the Legislative Assembly Service by Wednesday, April 26, 2023.

**6. What period does the Declaration Form cover?**

- The Declaration Form covers transactions between April 1, 2022 and March 31, 2023.

General Revenue Fund Restructurings As at March 31, 2023					Schedule T <a href="#">Link to Summary</a>
Ministry					Submitted on: 1/0/1900
Description <sup>1</sup>	Date of restructuring	From (To) Organization <sup>2</sup>	Assets transferred in (out)	Liabilities transferred (in) out	Gain/(Loss) on transaction
					-
					-
					-
					-
					-
Total			-	-	
<sup>1</sup> A restructuring transaction occurs when an organization receives or gives up an integrated set of assets and/or liabilities along with specific programing or operating responsibilities. List each restructuring transaction where either the assets or liabilities transferred were greater than \$500,000. Include a description of the program/responsibility transferred.					
<sup>2</sup> Include the name of the organization that provided/received the transfer. Do not include restructuring transactions with organizations within the government reporting entity as listed in <a href="#">Appendix D of the Accounting Manual</a> .					

<b>General Revenue Fund</b> <b>Pension Plans, Trust Funds and Special Purpose Funds</b> As at March 31, 2023		Schedule U <a href="#">Link to Summary</a>
Ministry		Submitted on: 1/0/1900
Funds administered by your Ministry/Office <sup>1</sup>	New in 2022-23 <sup>2</sup>	Included in Volume 2 Summary <sup>3</sup>
<p><sup>1</sup> List alphabetically all funds administered by your Ministry/Office, with assets maintained separately from the General Revenue Fund.</p> <p><sup>2</sup> An assessment of any new funds is required to determine whether the Fund should be included in the Summary of Individual Pension Plans and Trust Funds in Volume 2 of the Public Accounts. If required, contact your Financial Management Branch analyst for assistance with the assessment.</p> <p><sup>3</sup> Indicate whether the Fund is included in the Summary of Individual Pension Plans and Trust Funds in Volume 2 of the Public Accounts (2021-22 pages 261 - 264). On Schedule UA, include financial information for each pension plan or trust fund included in the Summary in Volume 2.</p> <p><a href="https://publications.saskatchewan.ca/#/categories/5584">https://publications.saskatchewan.ca/#/categories/5584</a></p>		

Ministry

Submitted on: 1/0/1900

[illegible]

<sup>1</sup> Financial statement date for fiscal year ending in the period April 2022 to March 2023, if applicable. Otherwise, March 31, 2023 balances.

## Schedule Y

[Link to Summary](#)

Submitted on: 1/0/1900

Total Remissions	-	-
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<sup>1</sup> List alphabetically and identify the Order in Council, the Act, nature of the tax or fee, the name of the person or company and the amount of the remission.

As at March 31, 2023

[Link to Summary](#)

Submitted on: 1/0/1900

**Note: ONLY REPORT AMOUNTS EQUAL TO OR GREATER THAN \$500 THOUSAND**  
Accounts receivable included on Schedule A that are owing from a government service organization or a government business enterprise (**and their subsidiaries**) are to be reported on this schedule. Inter-entity transactions with other ministries do not need to be included on this schedule.  
<sup>1</sup> See [Appendix D of the Accounting Manual](#) for a listing of government service organizations and government business enterprises.



As at March 31, 2023

[Link to Summary](#)

Submitted on: 1/0/1900

**Note: ONLY REPORT AMOUNTS EQUAL TO OR GREATER THAN \$500 THOUSAND**  
Accounts payable included in Schedule E that are owing to a government service organization or a government business enterprise **(and their subsidiaries)** are to be reported on this schedule. Inter-entity transactions with other ministries do not need to be included on this schedule.

<sup>1</sup> See [Appendix D of the Accounting Manual](#) for a listing of government service organizations and government business enterprises.

<sup>2</sup> Include any other accounts payable to a related entity recorded in accounts 255200, 255300, 255400, or 255600 as well as any other liabilities including short-term loans, unearned revenue and long-term debt.

## For the Year Ended March 31, 2023

[Link to Summary](#)

Submitted on 1/0/1900

**Note: ONLY REPORT AMOUNTS EQUAL TO OR GREATER THAN \$500 THOUSAND**  
Inter-entity revenue transactions with a government service organization or a government business enterprise **(and their subsidiaries)** are to be reported on this schedule.  
Inter-entity transactions with other ministries do not need to be included on this schedule. If there are inter-entity revenue amounts that do not fit into the

<sup>1</sup> See [Appendix D of the Accounting Manual](#) for a listing of government service organizations and government business enterprises.

<sup>2</sup> For amounts greater than \$10 million, provide a brief description of the revenue.

## Schedule ZD

[Link to Summary](#)

Ministry

Submitted on: 1/0/1900

[illegible]

**Note: ONLY REPORT TRANSACTIONS WHERE THE NET BOOK VALUE IS EQUAL TO OR GREATER THAN \$500 THOUSAND**

External TCA transfers included on Schedule MB and the sale or acquisition of TCAs that are from/to a government service organizations or a government business enterprise **(and their subsidiaries)** are to be reported on this schedule. Inter-entity transactions with other ministries do not need to be included on this schedule.

<sup>1</sup> See [Appendix D of the Accounting Manual](#) for a listing of government service organizations and government business enterprises.