



## Complete Schedule G Quarterly Financial Reports

Each year, service providers are required to complete four **Schedule G** financial reports (July, October, January, and April) as one of the deliverables in the Schedule A of the Ministry/branch contracts for victim service, violence against women programs. This reference guide provides instructions on how to complete the Schedule G quarterly financial report in the COAST service provider portal.

### Schedule G:

Locate the Schedule G: In the COAST service provider portal, under “Tasks Due”. Please click on the link for “quarterly expense report” to complete the quarterly Schedule G report and provide the branch with updated information about program expenses incurred for the quarter reporting on Ministry/branch funded programs.

Contract: demotipsheet52021-22			
Action	Title	Description	Deadline
<a href="#">Quarterly expense report (PBVS - Campbell River)</a>	Q1 Schedule G	please complete and submit report	2021-03-31

### STEPS:

- Program Expense Report** – Listed on the left side of the page the service provider, contract number, program and reporting period will be displayed.
- Salaries, Benefits, Program Delivery and Administration Expenses** – This section requires service providers to complete the “actual expenses” for the quarter. Please enter in salaries and benefits, program delivery and program administration costs for the quarter. Please, review and confirm that the information on this page is correct.

City of Campbell River	
<b>Contract No</b>	demotipsheets2021-22
<b>Program</b>	PBVS - Campbell River
<b>Reporting Period</b>	Q1 April 1 - June 30
<b>Salary, benefits, program delivery and administration expense</b>	<input checked="" type="radio"/>
Program expense	<input type="radio"/>
Authorization	<input type="radio"/>

## Program Expense Report

Expense Category	Amount		Quarterly		Year-to-Date			
	Budgeted Amount	Budgeted Amount	Actual Expenditures	Variance	Paid Amount	Actual Expenditures	Variance	Remaining
Salaries and Benefits	\$75,000.00	\$18,750.00	\$0	\$18,750.00	\$18,750.00	\$0.00	\$18,750.00	\$75,000.00
Program Delivery	\$12,000.00	\$3,000.00	\$0	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00	\$12,000.00
Program Administration	\$11,040.00	\$2,760.00	\$0	\$2,760.00	\$2,760.00	\$0.00	\$2,760.00	\$11,040.00
<b>Total</b>	<b>\$98,040.00</b>	<b>\$24,510.00</b>	<b>\$0.00</b>	<b>\$24,510.00</b>	<b>\$24,510.00</b>	<b>\$0.00</b>	<b>\$24,510.00</b>	<b>\$98,040.00</b>

3. **Explanation for Variances** – In this section, service providers are required to explain any variances in salaries and benefits, program delivery costs or administration costs. Please complete if there is a variance. Note program managers at the branch must be contacted if a program is unstaffed for 30 days or more. Once completed please click “Next”.

**Contract No**  
demotipsheets2021-22

**Program**  
PBVS - Campbell River

**Reporting Period**  
Q1 April 1 - June 30

**Explanation for Variances**

(Please explain any variance in the comment section below.) Program Managers must be contacted if program is unstaffed for 30 days or more.

**Salaries and Benefits**

Comments here...

**Program Delivery Costs**

Comments here...

**Administration Costs**

Comments here...

Salary, benefits, program delivery and administration expense

Program expense

Authorization

4. **Program Expenses** – This section requires the service provider to complete the “actual expenses” for this quarter. Please enter in program related expenses including travel, staff training associated travel, management salary and benefits in the correct boxes. Please review and confirm information on this page is correct.

**Program expense**

Please complete your budgeted and actual expenditures for the following specific line items.

Expense Category	Amount	Quarterly			Year-to-Date			
	Budgeted Amount	Budgeted Amount	Actual Expenditures	Variance	Paid Amount	Actual Expenditures	Variance	Remaining
Program Related - Travel	\$2,000.00	\$500.00	\$0	\$500.00	\$500.00	\$0.00	\$500.00	\$2,000.00
Staff Training assoc. Travel	\$0.00	\$0.00	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Management Salary/Benefits	\$8,000.00	\$2,000.00	\$0	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$8,000.00
Total	\$10,000.00	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00	\$10,000.00

5. **Explanation for Variances** – In this section, please explain any variances in program related travel, staff training associated travel and management salary and benefits. Once completed please click “Next”.

### Explanation for Variances

(Please explain any variance in the comment section below.) Program Managers must be contacted if program is unstaffed for 30 days or more.

#### Program Related - Travel

Comments here...

#### Staff Training assoc. Travel

Comments here...

#### Management Salary/Benefits

Comments here...

Previous

Next

6. **Authorization** – Once you have completed and saved all financial information for the quarter, the Authorization page will appear and the contractor contact (signing authority name) will be listed.

- a. If satisfied with the information that has been entered into the quarterly report, please check the box “This report has been reviewed by executive-level management”.

**Program Expense Report**

**Authorization**

This report has been reviewed by executive-level management

**Contact for program expense report**

**Chris Palmer**  
Executive Director  
VictimServices@campbell.ca  
(604) 759-8070  
1325 Island Way  
Campbell River, British Columbia V3W 4C9

[Previous](#) [Submit](#)

- b. Once this box has been checked please click on the **Submit** button to submit the quarterly report. A green success banner will display to confirm that the quarterly report journey is complete.
7. **Completed Task** – Once the quarterly report has been submitted, it will display on the Service Provider Dashboard view under the “Completed Tasks” tab. Congratulations! You have successfully submitted the Schedule G financial quarterly report for the current contract cycle.
8. **Printing a copy of the Schedule G Quarterly Financial Report** – To print off the completed Schedule G form, go to the **Completed Tasks Tab** and click on the Schedule G report. Right click with your mouse and you will see a print option. Click print. Each page must be printed separately from each section of the report.

Please note: Program Managers may require changes or corrections and if so, the COAST system will provide a notification.