



Ministry of Municipal
Affairs and Housing

Local Government Infrastructure
and Finance Branch
PO Box 9838 Stn Prov Govt
(800 Johnson St, 4th Floor
Victoria BC V8W 9T1
Phone: 250-387-4060
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CIRCULAR

Circular No. 18:02
ARCS File #: 195-20

February 19, 2018

To: All Municipal Financial Administrators

Re: Statutory Deadlines for Municipal Submissions to the Ministry

The latest version of Local Government Data Entry (LGDE) and Local Government Data Entry Tax (LGDETax) are now available for your annual input.

You can access these forms on the Local Government Information System (LGIS) at <https://www.localgovernmentinformationsystem.gov.bc.ca/LGIS>. This site requires you to have an active BCeID for your organization that has been granted access to LGIS. If you do not currently have a BCeID set up with access to LGIS, please contact us for further instruction.

In preparation for the upcoming busy season and to assist you in clarifying the elements and timelines of the statutory requirements, we have prepared the attached checklist. Please post the list and share it with others in your municipality that may be responsible for different aspects of the statutory requirements.

If you have any questions or need any further information please contact the Ministry at LGDE@gov.bc.ca or call 250 387-4060.

Sean Grant
Director, Local Government Finance

Attachment

Financial Data/LGDE
(Section 167 of the *Community Charter*)
Due: Tuesday, May 15, 2018

Requirements:

- 2017 LGDE software filled out and submitted on-line at:
<https://www.localgovernmentinformationsystem.gov.bc.ca/LGIS>
 - The site will require you to login with your BCeID
 - Please remember to submit the LGDE forms after filling out
- 2017 Audited Financial Statements (1 copy)
- LGDE signed forms A1, C2, C3

Tax Rate Data/LGDE Tax
(Sections 167 and 197 of the *Community Charter*)
Due: Tuesday, May 15, 2018

Requirements:

- 2018 LGDE Tax software filled out and submitted on-line at:
<https://www.localgovernmentinformationsystem.gov.bc.ca/LGIS>
 - The site will require you to login with your BCeID
 - Please remember to submit the LGDE Tax forms after filling out
- 2018 Tax Rate bylaw
- Any new or amended parcel tax bylaws
- 2018-2022 Financial Plan bylaw

All submissions may be emailed to LGDE@gov.bc.ca, faxed to 250 387-7972 or mailed to:

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Victoria, BC V8W 9T1**

Financial Information Act/Statement of Financial Information (SOFI)
(Section 2 of the *Financial Information Act*)
Due: Tuesday, July 3, 2018

Requirements (for more information visit: <http://www.fin.gov.bc.ca/ocg/fmb/fia/fia.htm>):

- Checklist
- 2017 Audited Financial Statements (1 copy)
- Schedule of employee remuneration
- Schedule of council remuneration
- Schedule of payments to suppliers
- Approval by CFO **and** Council
- Management letter
- Schedule of Guarantee and Indemnity agreements

Annual Report
(Sections 98 and 99 of the *Community Charter*)
Due: Presented at public meeting by June 30th
but no requirement to submit to the Ministry

Visit:

http://www.cscd.gov.bc.ca/lgd/gov_structure/community_charter/administration/annual_municipal_report.htm for more information.

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