



Ministry of Municipal
Affairs and Housing

Local Government Infrastructure
and Finance Branch
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Victoria BC V8W 9T1
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CIRCULAR

Circular No. 18:03
ARCS File #: 195-20

February 19, 2018

To: All Regional District Financial Administrators

Re: Statutory Deadlines for Regional District Submissions to the Ministry

The latest version of Local Government Data Entry (LGDE) is 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 regional district 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* and Section 377 of the *Local Government Act*)
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 log in with your BCeID
 - Please remember to submit the LGDE Tax forms after filling out
- 2017 Audited Financial Statements (1 copy)
- LGDE signed form A1

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 board remuneration
- Schedule of payments to suppliers
- Approval by CFO **and** Board
- Management Letter
- Schedule of Guarantee and Indemnity agreements

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

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