

# ChildCareBC Operational Start-Up Fund

## Financial Reconciliation Resource

### 1. How to financially reconcile

This document provides guidance to assist you as a ChildCareBC Operational Start-Up Fund recipient in completing the Financial Reconciliation Report and required supporting documents. The information provided is based on the [Child Care Licensing Regulation of B.C.](#), the ChildCareBC Operational Start-Up Fund and ministry policies.

Capitalized terms in this Financial Reconciliation Resource will have the meaning ascribed to them in the ChildCareBC Operational Start-Up Funding Guidelines (“Guidelines”) unless otherwise stated.

Prior to completing the Operational Start-Up Fund Financial Reconciliation Report, ensure to review all of the following:

- The [ChildCareBC Operational Start-Up Funding Guidelines](#)
- The Organization’s ChildCareBC Operational Start-Up Fund Funding Agreement
- The [ChildCareBC Operational Start-Up Fund web page](#)

#### 1.1 Financial reconciliation report

The following table offers a step-by-step guide and resources to support recipients when completing the ChildCareBC Operational Start-Up Fund Financial Reconciliation Report.

Table 1: Financial reconciliation report guide

Section	How to complete
<b>Initiative information</b>	
Initiative ID	Provide the Initiative ID# as indicated in the subject line of correspondence with the ministry.
Organization type	Select whether you are a Board of Education (self-operating) or a Board-selected Authorized Operator
Legal name of organization/business (if applicable)	If you are a Board-selected Authorized Operator, provide the legal name of your organization as it appears on BC Online. If you are unable to locate your organization name from the database, indicate in the next text box.
Board of Education	Select the Board of Education that the School Age Care program is located within.

Name of school	Provide the name of the school where the School Age Care program is located.
Name of School Age Care program	Provide the name of the School Age Care program as reflected in the Community Care and Assisted Living Act licence.
School Age Care location (Address – Street, City, Postal Code)	Begin typing the address of the School Age Care location and select the correct address from the list of populated options. Ensure to also include the postal code in the next field. Format should be A1A 1A1.
Confirmation of approved affordability initiative enrollment	<p>Confirm which affordability initiative(s) you are enrolled in (or have applied to).</p> <p>If “other” is selected, provide the name of the affordability initiative.</p> <p>Confirm whether you have received notice of successful enrolment with an affordability initiative by selecting “Yes” or “No”.</p> <p>If “Yes,” include your affordability initiative ID number or contract number. Additionally, confirm whether there are any spaces on the licence that are not participating in an affordability initiative. If “Yes,” provide information regarding the number and type of spaces and any plans to make them operational under an affordability initiative.</p> <p>If “No,” upload evidence confirming that you have requested to opt-in to an affordability initiative. See <a href="#">Table 2 Mandatory Supporting Document Guide</a> for further information.</p> <p>Your financial reconciliation will not be considered complete until the ministry confirms approval of your enrollment.</p>
<b>Community Care Facility licenses</b> (Mandatory documentation)	Upload a copy of all your current licences issued under the Community Care and Assisted Living Act Facility where the School Age Care program is delivered. See <a href="#">Table 2 Mandatory Supporting Document Guide</a> for further information.
<b>Itemized Expense Report</b> (Mandatory documentation)	Upload a copy of your completed and signed <a href="#">Itemized Expense Report</a> . See <a href="#">Table 2 Mandatory Supporting Document Guide</a> for further information.
<b>Certification</b>	<p>Review and complete this section as the recipient or authorized signing authority on behalf of the organization.</p> <p>By completing this section, you confirm and agree with the certification statements.</p> <p>Upload all mandatory documents to the Financial Reconciliation Report. Links to any external documents, information sources and/or storage drives will not be reviewed.</p>
<b>Submit</b>	<p>Once you have completed the application, select “<b>SUBMIT</b>” at the bottom of the page. If any required fields are missing, they will be highlighted in red.</p> <p>After you submit all required information, you will receive a confirmation notification that includes a confirmation ID. You will also be prompted</p>

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whether you would like to email yourself a copy for your records.

Please note that once a Financial Reconciliation Report has been submitted, it cannot be edited.

After your report is reviewed, you will be contacted to confirm approval or to discuss any funding variances and whether repayment is required.

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## 1.2 Mandatory supporting documents

You are required to submit a completed Financial Reconciliation Report with all mandatory supporting documentation. The ministry will screen your submission for missing information and may provide you with an opportunity to address deficiencies in accordance with the rectification process, depending on the nature of the deficiencies. A Financial Reconciliation Report is not considered complete until the rectification period is complete (if required).

The following provides information on the mandatory supporting documentation, as outlined in Section 6.1 of the funding agreement.

Table 2: Mandatory supporting document guide

Document	Description
Financial Reconciliation Report	<p>A completed <a href="#">Financial Reconciliation Report</a> must be submitted online. You must ensure that all information provided in the Financial Reconciliation Report is authentic, unique and specific to the initiative.</p> <p>This must be submitted to the ministry <b>within 30 days of the last eligible expense incurred, and no later than four months after the School Age Care program has become licensed.</b></p> <p>If you require an extension, submit a request via the online <a href="#">Financial Reconciliation Extension Request</a> outlining the extenuating circumstances for consideration. Once reviewed, the ministry will provide a decision regarding the extension request via email.</p>
Evidence of request to opt-in to an approved provincial affordability initiative	<p>If you have not yet received notification of approval, upload a copy of your request to opt-in to an approved affordability initiative. This may be provided by using a screenshot of the pending approval within the My ChildCareBC Services portal.</p> <p>Your financial reconciliation will not be considered complete until approved affordability initiative enrollment is confirmed by the ministry.</p>
Copy of all current Community Care and Assisted Living Act licences	<p>Upload a copy of all current licenses issued under the Community Care and Assisted Living Act licence where the School Age Care program is delivered within the Financial Reconciliation Report.</p> <p>Your licence should reflect the following as outlined in your funding agreement:</p> <ul style="list-style-type: none"><li>• agreed upon number of new School Age Care spaces</li><li>• School Age Care location</li></ul>

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- Licensee must match the approved funding recipient
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Copy of  
Itemized  
Expense Report

Upload a copy of the completed and signed [Itemized Expense Report](#).

This must be signed by the organization's authorized financial signatory as outlined in the signed funding agreement, who possesses the knowledge, skills and abilities to certify to the correctness and completeness of the report. They must certify that the Itemized Expense Report has been prepared in accordance with financial record keeping requirements as outlined in the funding agreement and generally accepted accounting principles.

Note: Proof of payment documents are not required to be submitted to the ministry at the time of financial reconciliation. However, you must provide proof of payment to your organization's authorized financial signatory to support the completion of the Itemized Expense Report. As outlined in the funding agreement, you are required to keep all financial records related to the initiative, including proof of payment and supporting documents, for at least seven (7) years following the licence date. During this time, the ministry may request copies of these records or arrange to review them, with reasonable notice, for audit and verification purposes.

Refer to the "Guide" tab on the Itemized Expense Report excel document for further guidance on how to complete this report.

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