Local Government Fiscal Framework

Operating Program-External User Guide

Alberta

Local Government Fiscal Framework | Municipal Affairs

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The Local Government Fiscal Framework

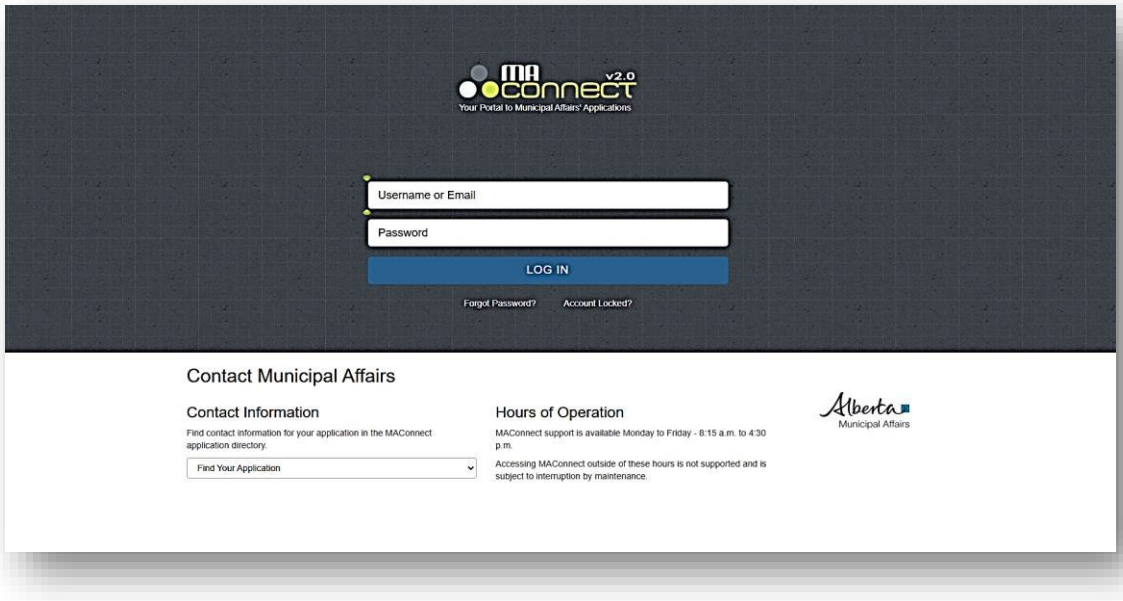
Operating - External Web User Guide.

The Local Government Fiscal Framework (LGFF-O) Operating Program User Guide is intended to assist Municipalities in determining eligibility and in completing financial reporting requirements for the LGFF Operating program. These guidelines apply to LGFF Operating Statement of Funding and Expenditures (SFE) as of January 1, 2024, and forward.

Organizations that are not yet registered for MA Connect can find more information about how to register at http://www.alberta.ca/local-government-fiscal-framework-operating-funding .

Organizations that already use MA Connect can submit an LGFF-O access request for individual staff members through their organization's MA Connect stakeholder administrator.

- The stakeholder administrator is the member of the organization who was delegated the authority to manage access to web applications in MA Connect under the organization's MA Connect Stakeholder Agreement.



Stakeholder administrators can submit an LGFF-O access request for a new user by clicking on the "Application Access Request" icon on their MA Connect dashboard.

On the Application Access Request form, enter in the new user's email address, select the "Local Government Fiscal Framework" web application from the drop-down menu, click "Next", and follow the additional information prompts.

- Organizations that do not have access to MAConnect will need to enter into a Stakeholder Agreement before requesting access to LGFF-O. A Stakeholder Agreement can be obtained by emailing MAConnect@gov.ab.ca or calling 780-644-2413 (toll-free 310-0000). Once the Stakeholder Agreement has been signed and returned to Municipal

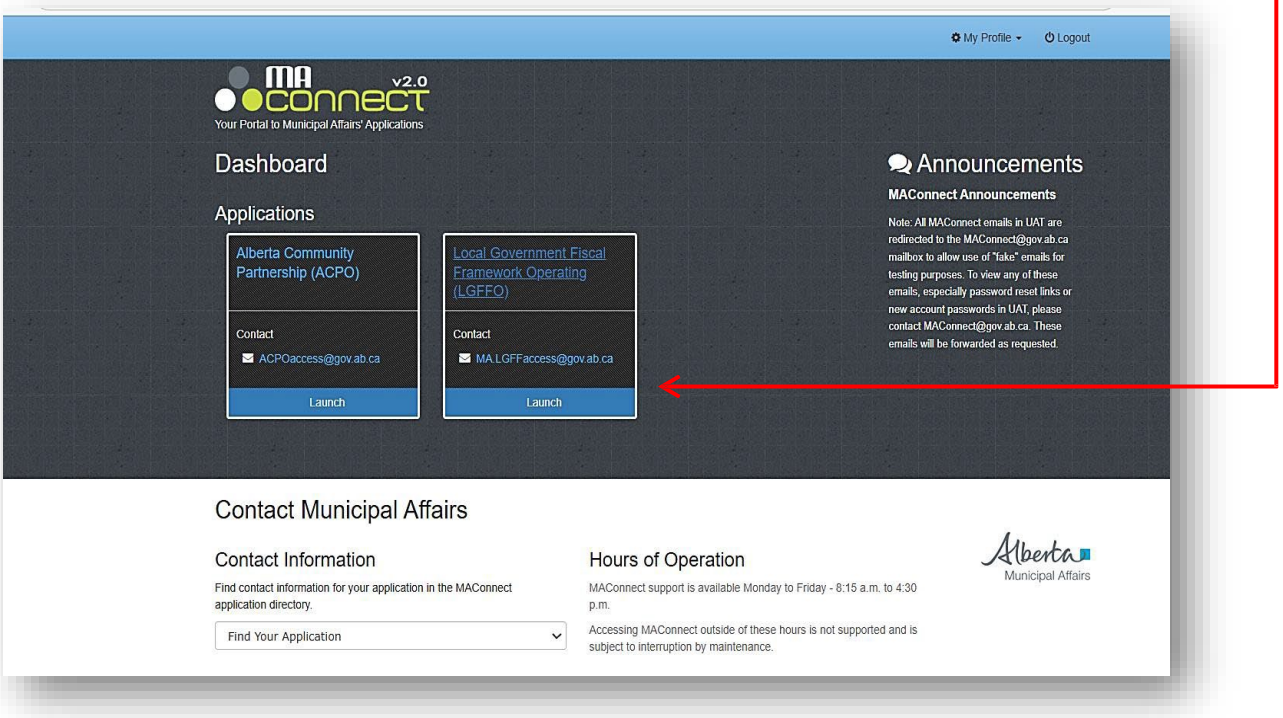
Affairs, the organization will be able to request access to LGFF-O for individual staff members through their designated Stakeholder Administrator.

- If an organization needs to change or delegate an additional MAConnect stakeholder administrator, a request can be emailed to MAConnect@gov.ab.ca .

New LGFF-O users will receive an emailed notification once their access to LGFF-O is available.

When an MA Connect user receives access to LGFF-O, they will see the LGFF-O launch icon on their MA Connect dashboard, which launches the web application.

An LGFF-O User Agreement will appear the first time an authorized user signs into LGFF-O. Checking the LGFF-O User Agreement box to indicate acceptance of the terms will allow the new user to proceed into LGFF-O. The LGFF-O User Agreement will only appear the first time a new user signs into LGFF-O.

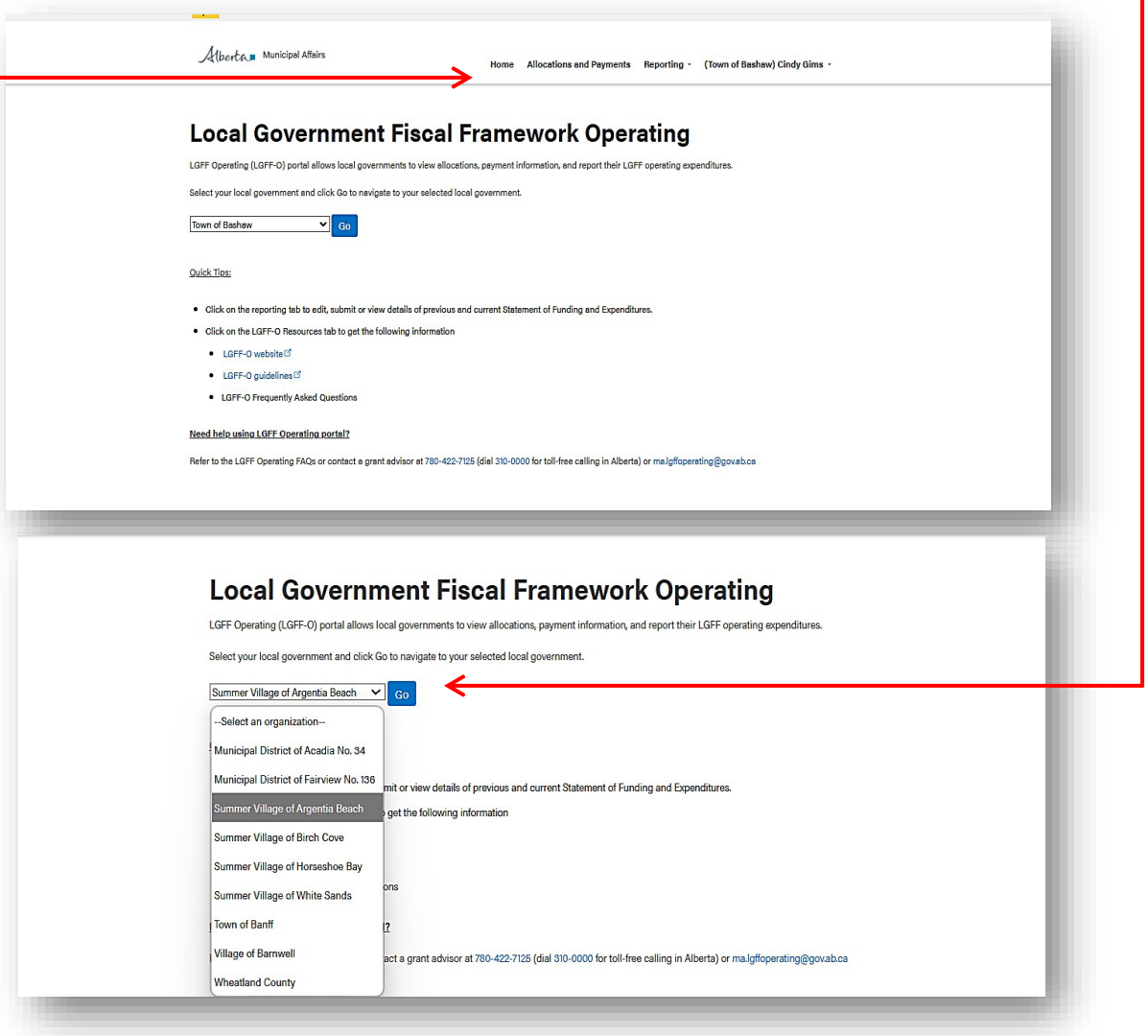


The LGFF-O Home Page

General information about LGFF-O can be found on the LGFF-O home page. A set of navigation tabs appear on the top right of the page

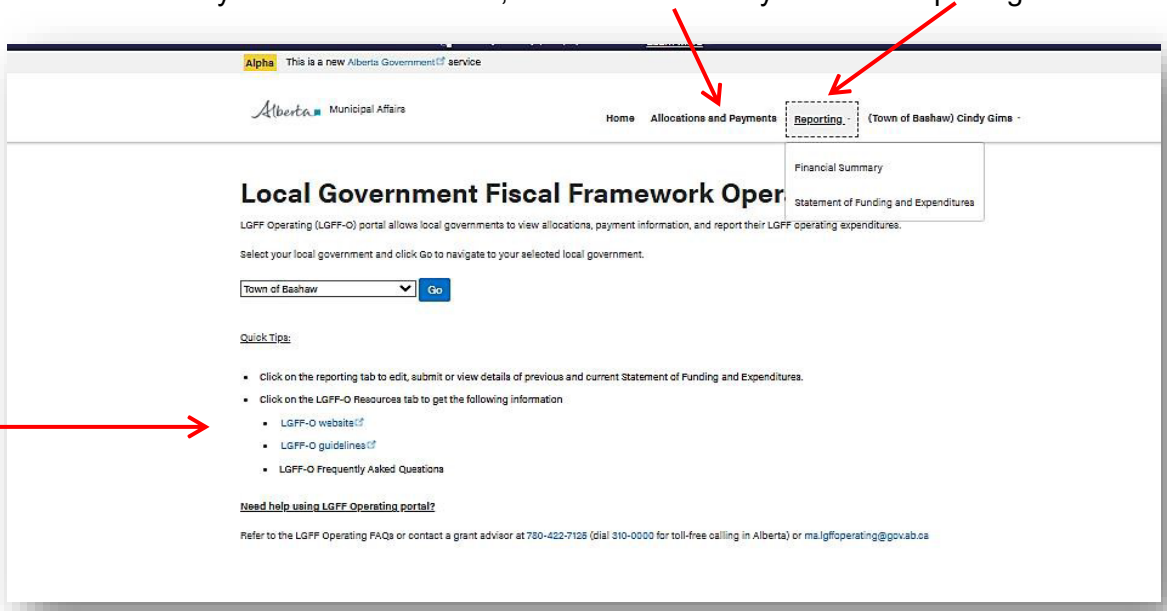
- Home
- Allocations and Payments
- Reporting

The drop-down box is where you would select your Municipality, Metis Settlement, or Area Representative and then click the blue go button. The far top-right corner would display and confirm the selection you have chosen alongside your name.



QUICK TIP - Click on the upper **LGFF-O Home** tab to return to the LGFF-O home page. Use the navigation tabs or the web browser's back button to return to a previous screen at anytime.

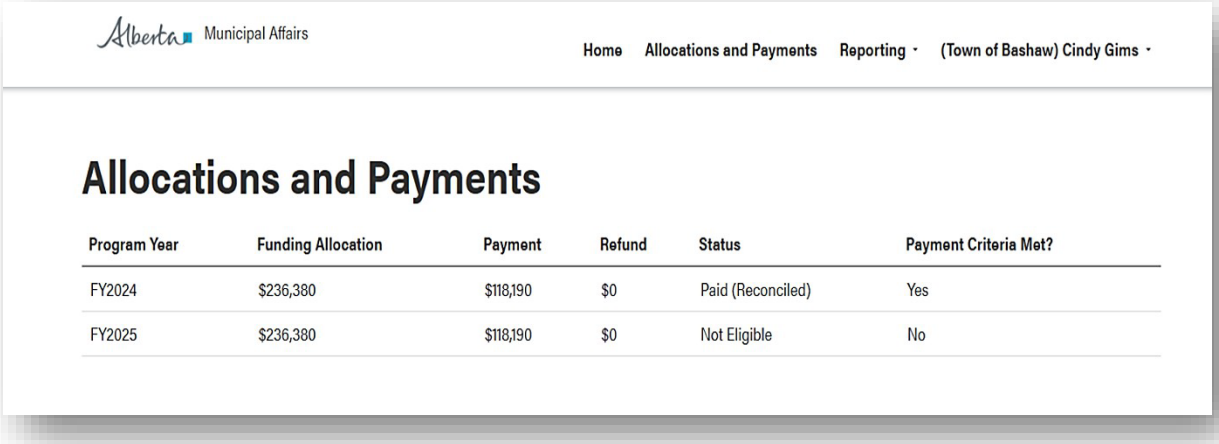
When you have selected your Municipality or Metis Settlement you can now open one of the two areas you would like to view, Allocations and Payments or Reporting.



*The LGFF-O program website can be access through the **LGFF-O Website link or LGFF-O Guidelines Link**. The general program website contains news and updates about the program and hosts links to the program guidelines and other materials.

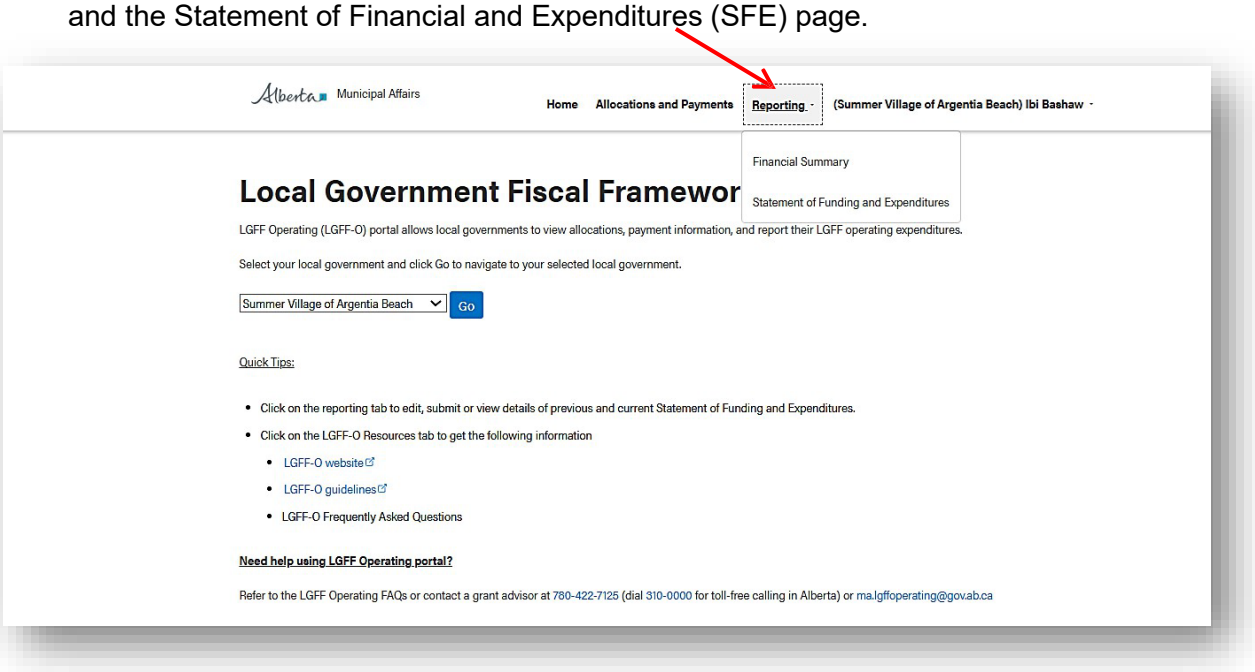
Allocations and Payments

- In the example on the Allocations and Payments page, here you will be able to view the information for your area selected.
- Under the allocations and payments page, you will be able to view the year, funding allocation for that year, the payment the area received, the status and if they have met the criteria.



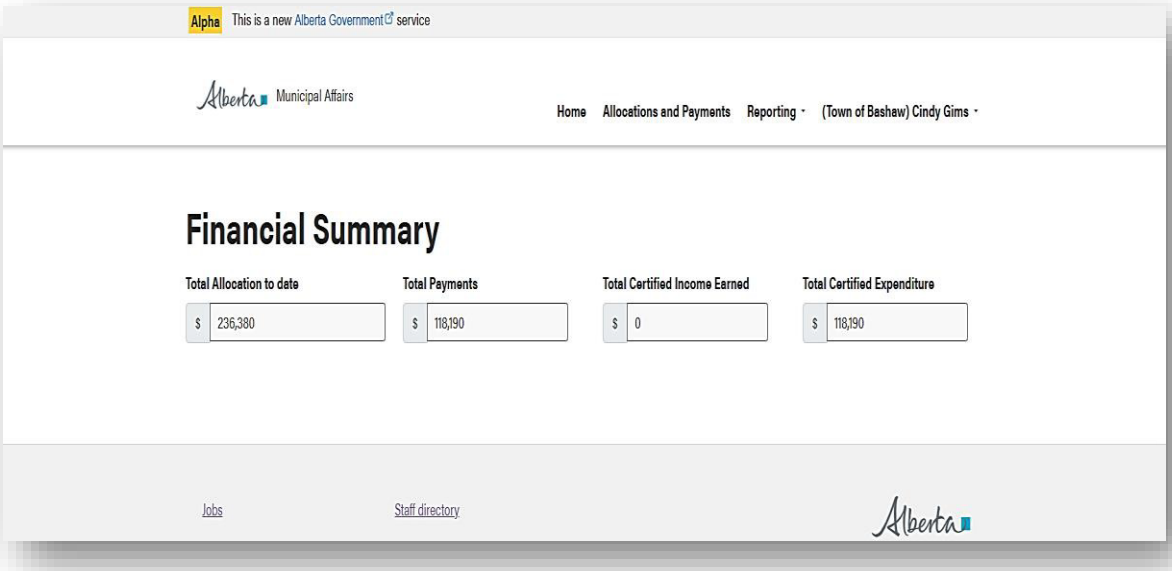
Reporting

Under the Reporting Tab there are two choices avaliable, the Financial Summary page, and the Statement of Financial and Expenditures (SFE) page.



Financial Summary

The financial summary offers a view for submitted SFE's and allocations for your selected Municipality, or Metis Settelment.



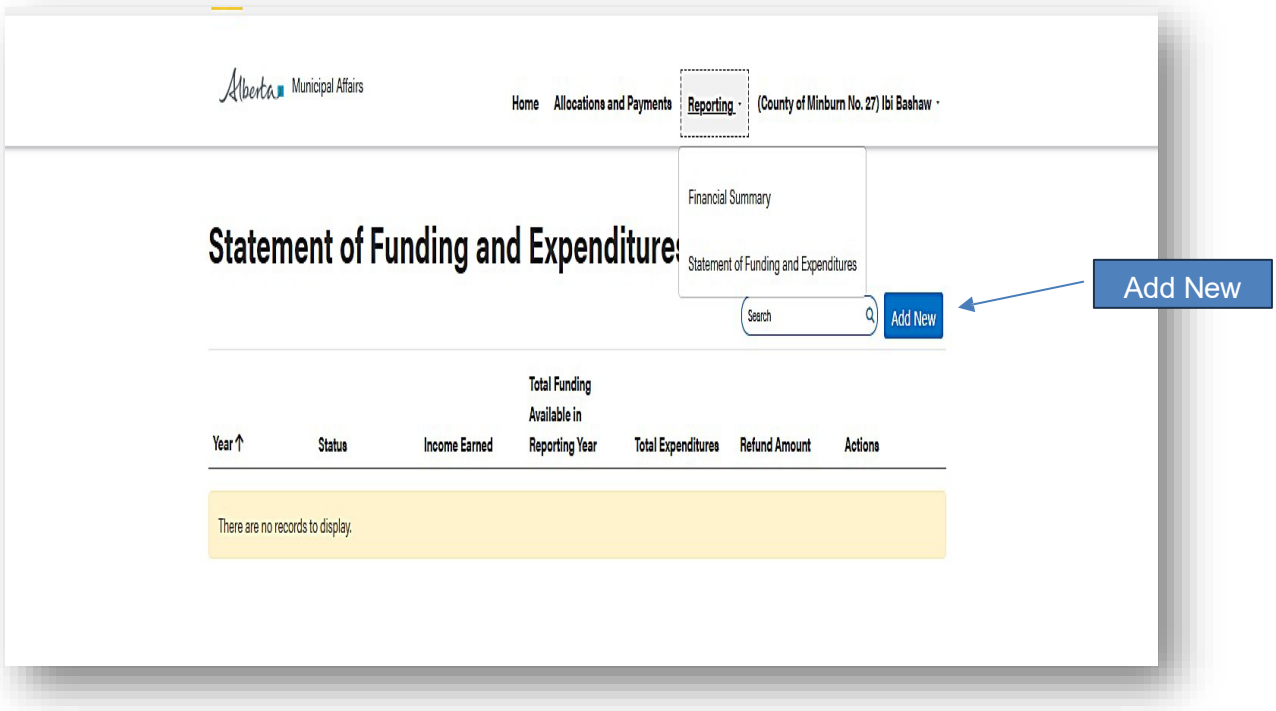
Statement of Funding and Expenditures (SFE)

Municipalities are required to submit an SFE by May 1 of each year to align with their financial year end of December 31 (e.g., the 2024 SFE is due by May 1, 2025). *Reference to section 8.2-LGFF-O Guidelines.*

Metis Settlements are required to submit their SFE by August 1 of each year, to align with their financial year end of March 31 (e.g., the 2024 SFE is due by August 1,2025) *Reference to section 8.2-LGFF-O Guidelines.*

- **The SFE captures the following information:**
  • the operating carry-forward amount from the previous year (amount should be $0 unless there is a refund).
  • grant allocation for the reporting year, whether it was received;
  • credit items earned in reporting year;
  • total funding available in reporting year;
  • list of actual reporting year expenditures by functional category; and
  • total LGFF-O funds expended in the reporting year.

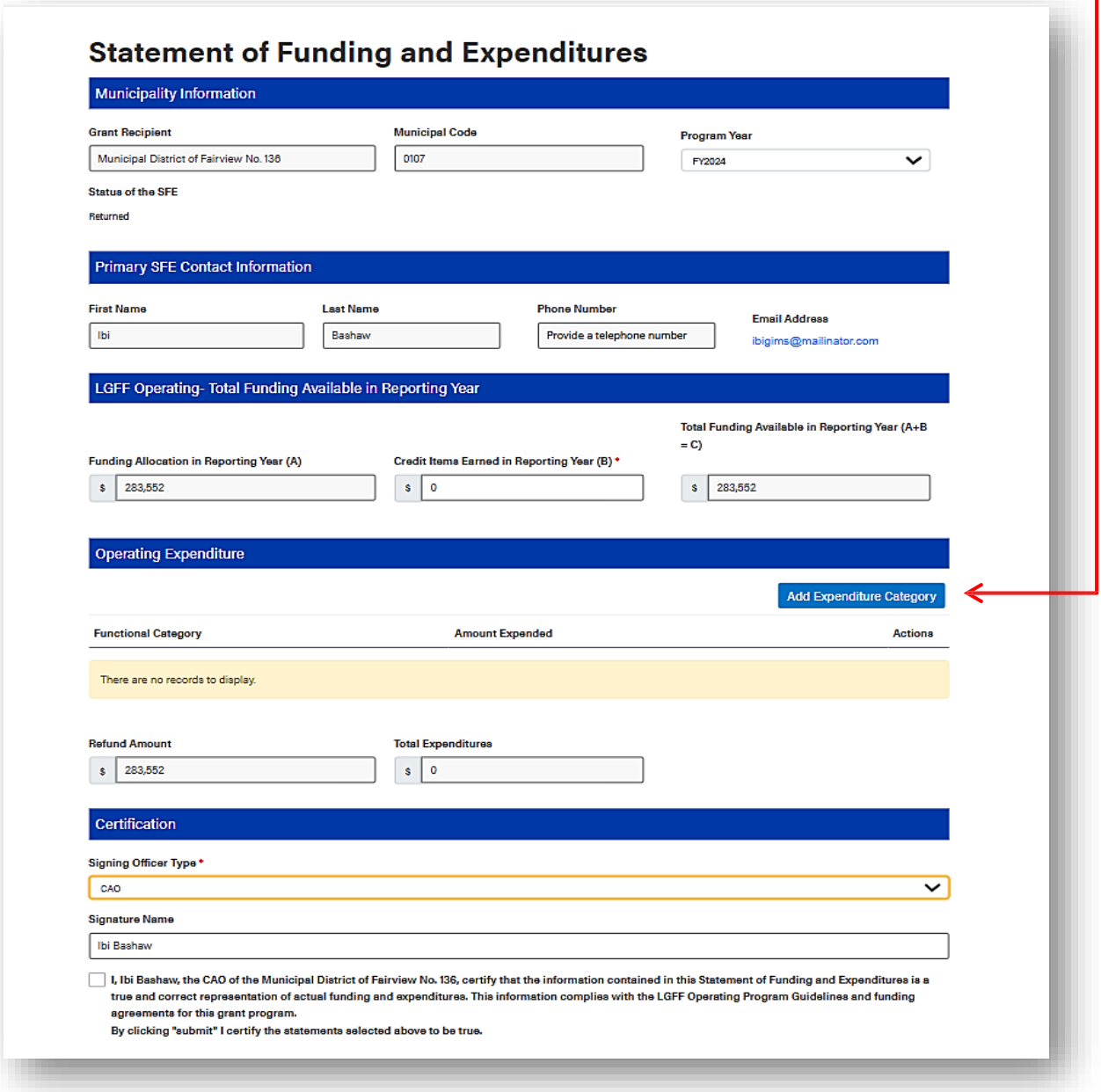
The screen will resemble one of two scenarios, the below view when ready for SFE reporting, there will be an Add New button in blue for you to submit your SFE. (If you have already submitted for that year the Add New button will not be visible.)



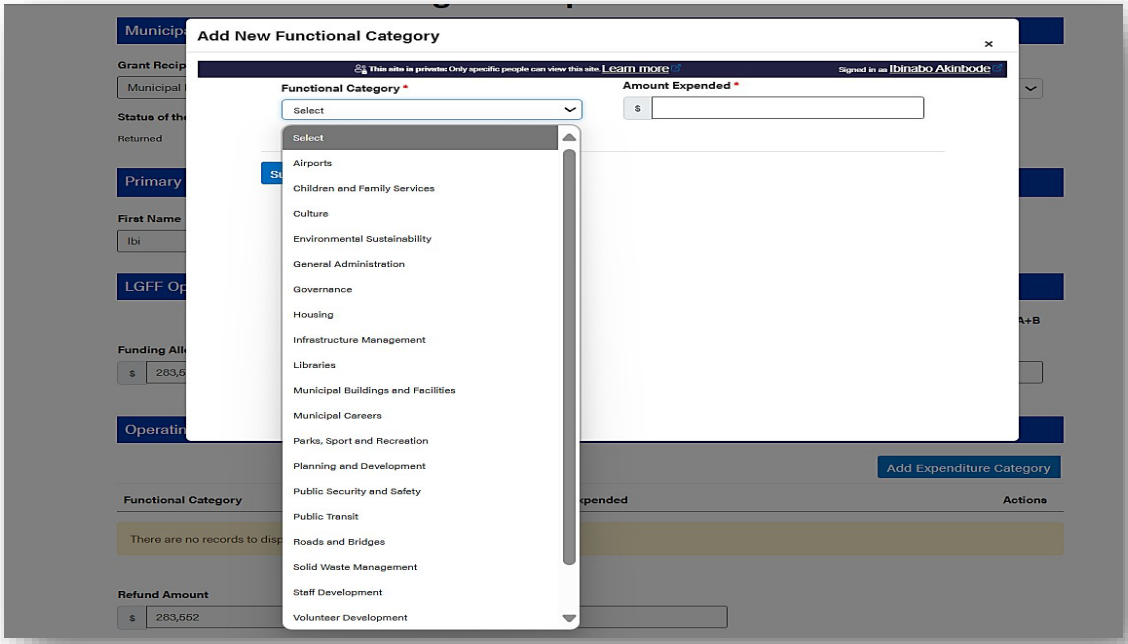
Add New SFE Function

When the ADD NEW button has been selected the below screen-shot will open for you to create your SFE and submit when completed.

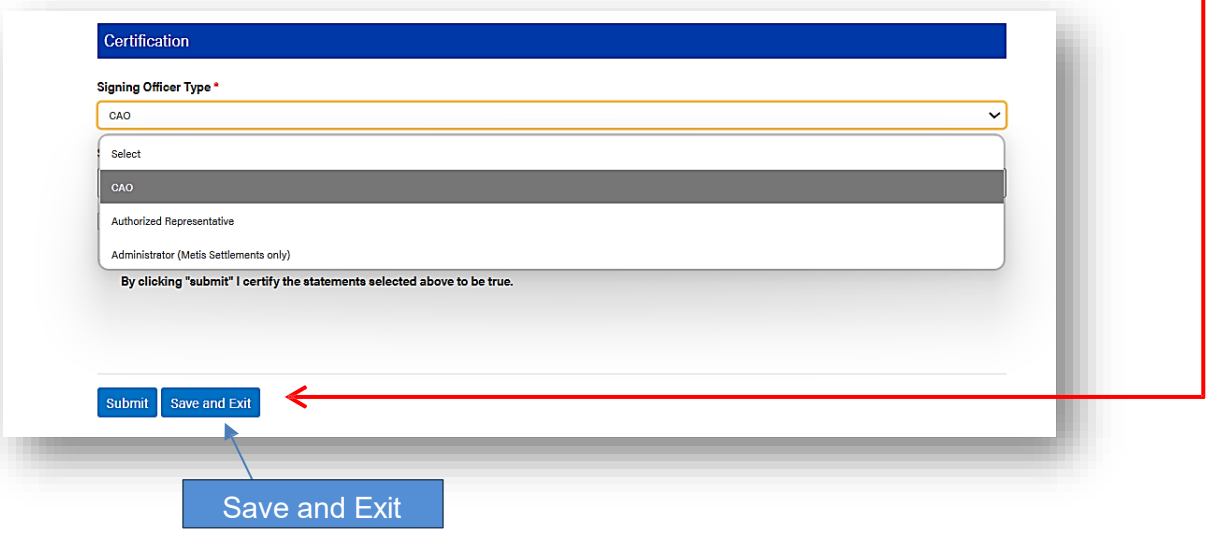
- The form will be partialy pre-filled with your municipality information, please review to ensure accuracy and less delay in processing.
- To add your expenditures you will scroll down to the Operating Expenditure section where you will find the Add Expenditure Category button in blue.
- Once the blue button is selected this will open an Add New Functional Category screen, you can then choose your categories and the amount expended for each in the boxes provided.



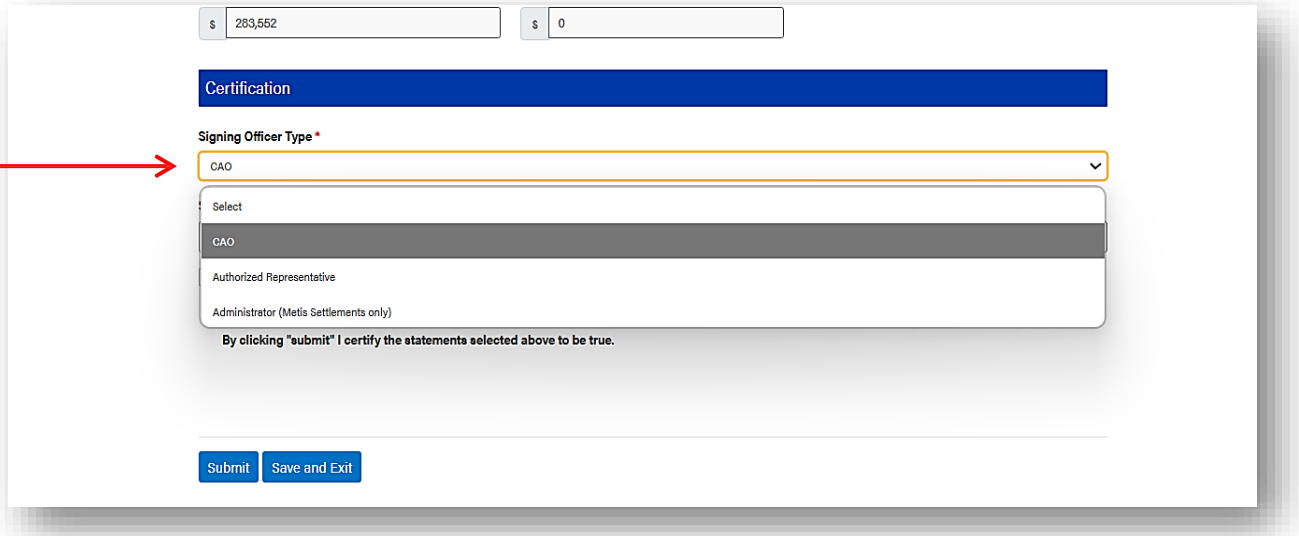
- You can submit more than one functional category, review all the information on the form for accuracy of information before scrolling down to the certification section on the bottom.



- If you would like to place the SFE in draft to come back to, you can go to the bottom of the page and select Save and Exit.
- When you return it will be located under the Statement of Funding and Expenditures page labeled draft, you can then click on the far right of the draft SFE, to the drop down arrow labeled Actions. You can select and continue the SFE for submission.

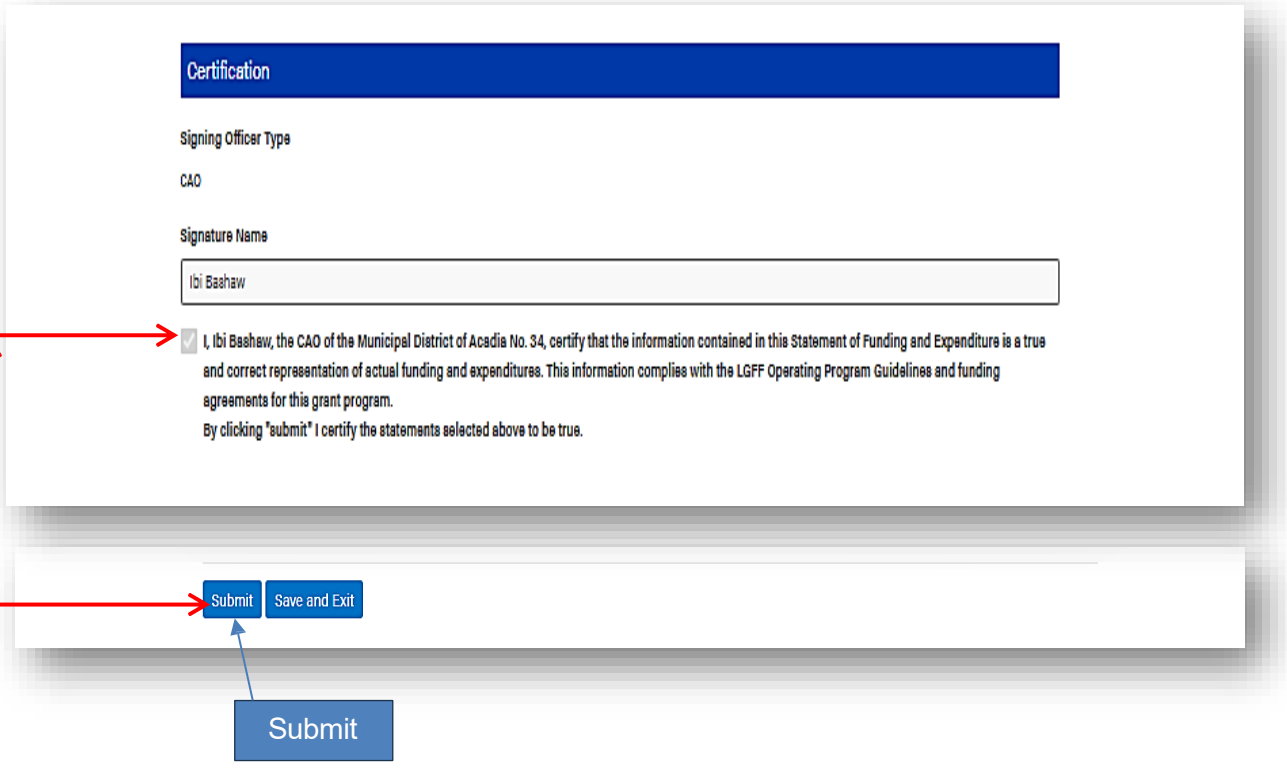


- When you have completed filling out your information and ensured accuracy, you can scroll down to the certification section to select your Signing Officer Type in the drop down box provided.



Certification

Please review the statement below the signature box, and check to certify you have read and understood the information provided, and is a true and correct representation. When you are ready and satisfied with your SFE, please select the Submit button at the bottom.



Contact Us

For assistance with questions on LGFF-O, email ma.lgffoperating@gov.ab.ca or call 780-422-7125 (dial 310-0000 first for toll-free calling) to speak with a grant advisor.

MAConnect Portal

The MA Connect Municipal Affairs web portal found at: https://www.maconnect.alberta.ca.

LGFF-Operating Guidelines

http://www.alberta.ca/local-government-fiscal-framework-operating-funding