



Local Government Fiscal Framework

Operating Program-External User Guide

Local Government Fiscal Framework | Municipal Affairs

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The Local Government Fiscal Framework

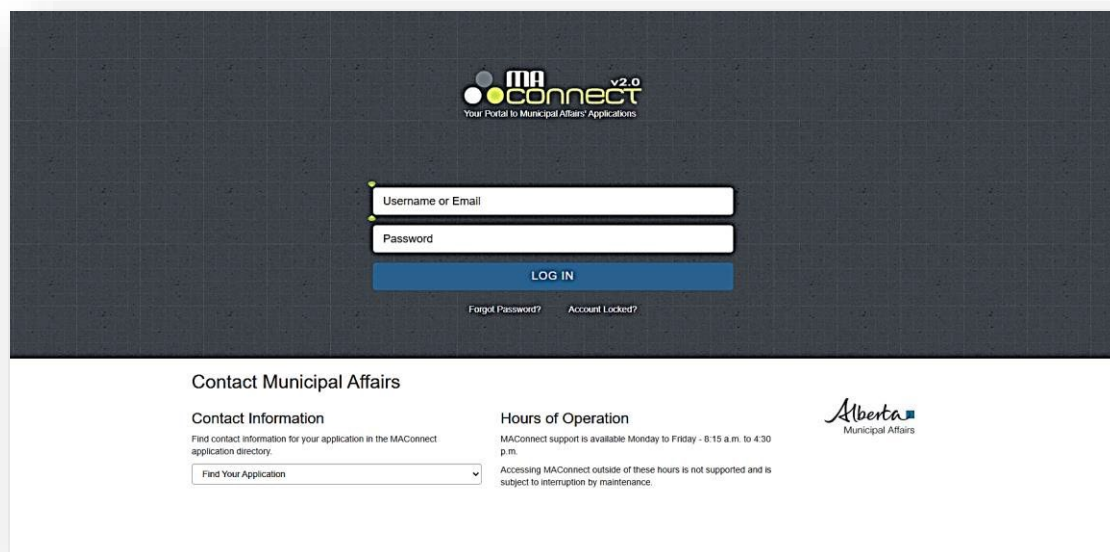
Operating - External Web User Guide.

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

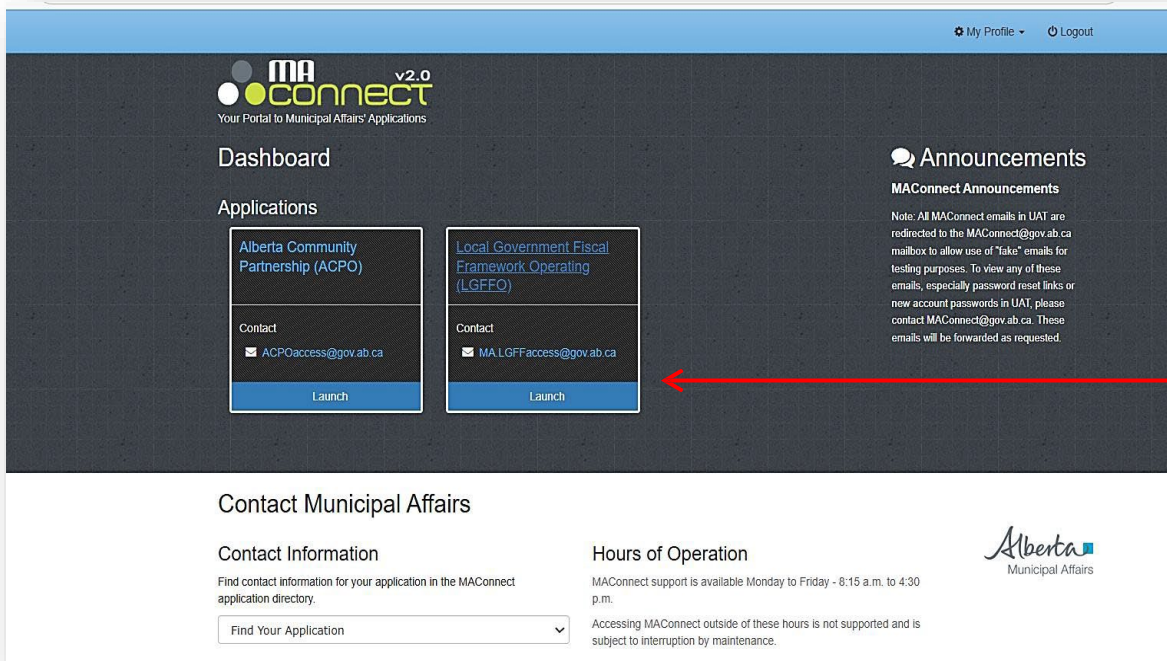
Affairs, the organization will be able to request access to LGFF-O for individual staff members through their designated Stakeholder Administrator.

- If an organization needs to change or delegate an additional MACConnect stakeholder administrator, a request can be emailed to MACConnect@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

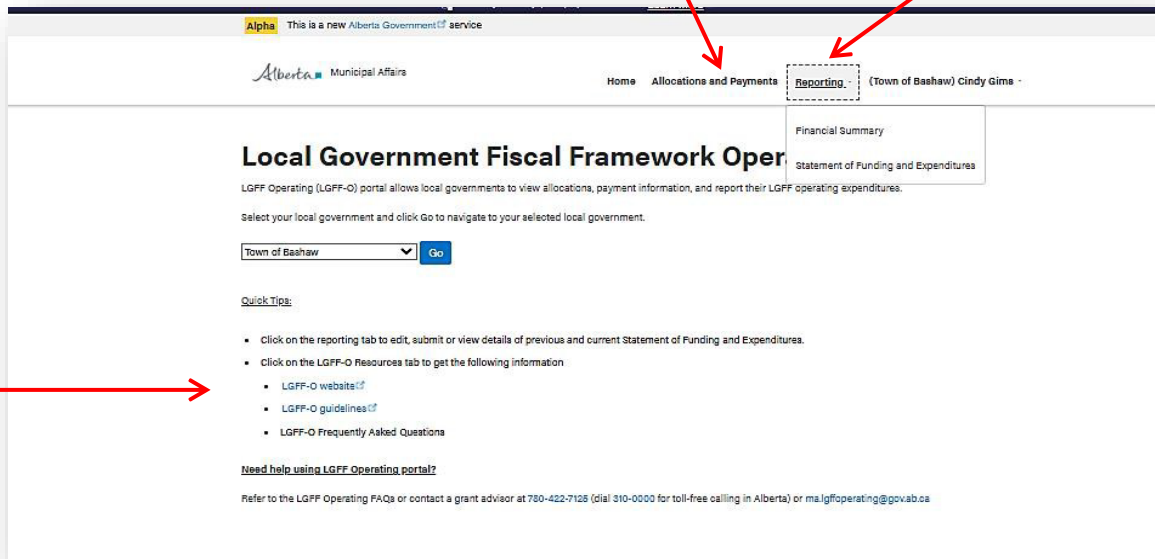
The drop-down box is where you would select your Municipality, Metis Settlement, or Area Representative and then click the blue go button. The far top-right corner would display and confirm the selection you have chosen alongside your name.

This screenshot shows the LGFF-O Home Page. At the top, there is a navigation bar with the Alberta Municipal Affairs logo and tabs for Home, Allocations and Payments, and Reporting. The 'Reporting' tab is active, and the user's name '(Town of Bashaw) Cindy Gims' is displayed. Below the navigation bar, the page title is 'Local Government Fiscal Framework Operating'. A sub-header states: 'LGFF Operating (LGFF-O) portal allows local governments to view allocations, payment information, and report their LGFF operating expenditures.' Below this, a prompt says 'Select your local government and click Go to navigate to your selected local government.' A dropdown menu is set to 'Town of Bashaw', and a blue 'Go' button is next to it. Under 'Quick Tips', there are three bullet points: 'Click on the reporting tab to edit, submit or view details of previous and current Statement of Funding and Expenditures.', 'Click on the LGFF-O Resources tab to get the following information', and a list of links: 'LGFF-O website', 'LGFF-O guidelines', and 'LGFF-O Frequently Asked Questions'. At the bottom, there is a section 'Need help using LGFF Operating portal?' with contact information for grant advisors.

This screenshot shows the same LGFF-O Home Page, but with the dropdown menu open. The dropdown list includes: '--Select an organization--', 'Municipal District of Acadia No. 34', 'Municipal District of Fairview No. 136', 'Summer Village of Argonia Beach', 'Summer Village of Birch Cove', 'Summer Village of Horseshoe Bay', 'Summer Village of White Sands', 'Town of Banff', 'Village of Barnwell', and 'Wheatland County'. The 'Summer Village of Argonia Beach' option is highlighted. The blue 'Go' button remains to the right of the dropdown. The rest of the page content, including the navigation bar and quick tips, is visible in the background.

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.


Municipal Affairs

[Home](#)
[Allocations and Payments](#)
[Reporting](#)
(Town of Bashaw) Cindy Gims

Allocations and Payments

Program Year	Funding Allocation	Payment	Refund	Status	Payment Criteria Met?
FY2024	\$236,380	\$118,190	\$0	Paid (Reconciled)	Yes
FY2025	\$236,380	\$118,190	\$0	Not Eligible	No

Reporting

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

Alberta Municipal Affairs

Home Allocations and Payments **Reporting** (Summer Village of Argenta Beach) Ibi Bashaw

Local Government Fiscal Framework

LGFF Operating (LGFF-O) portal allows local governments to view allocations, payment information, and report their LGFF operating expenditures.

Select your local government and click Go to navigate to your selected local government.

Summer Village of Argenta Beach Go

Quick Tips:

- Click on the reporting tab to edit, submit or view details of previous and current Statement of Funding and Expenditures.
- Click on the LGFF-O Resources tab to get the following information
 - LGFF-O website
 - LGFF-O guidelines
 - LGFF-O Frequently Asked Questions

Need help using LGFF Operating portal?

Refer to the LGFF Operating FAQs or contact a grant advisor at 780-422-7125 (dial 310-0000 for toll-free calling in Alberta) or ma.lgffoperating@gov.ab.ca

Financial Summary

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

Alpha This is a new Alberta Government service

Alberta Municipal Affairs

Home Allocations and Payments Reporting (Town of Beshaw) Cindy Gims

Financial Summary

Total Allocation to date	Total Payments	Total Certified Income Earned	Total Certified Expenditure
\$ 236,380	\$ 118,190	\$ 0	\$ 118,190

[Jobs](#) [Staff directory](#)

Alberta

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.)

Alberta Municipal Affairs

Home Allocations and Payments **Reporting** (County of Minburn No. 27) Ibi Baahaw

Financial Summary
Statement of Funding and Expenditures

Search **Add New**

Statement of Funding and Expenditures

Year ↑	Status	Income Earned	Total Funding Available in Reporting Year	Total Expenditures	Refund Amount	Actions
There are no records to display.						

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 partially 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.

Statement of Funding and Expenditures

Municipality Information

Grant Recipient

Municipal District of Fairview No. 136

Municipal Code

0107

Program Year

FY2024

Status of the SFE

Returned

Primary SFE Contact Information

First Name

Ibi

Last Name

Bashaw

Phone Number

Provide a telephone number

Email Address

ibigims@mailinator.com

LGFF Operating- Total Funding Available in Reporting Year

Funding Allocation in Reporting Year (A)

\$ 283,552

Credit Items Earned in Reporting Year (B) *

\$ 0

Total Funding Available in Reporting Year (A+B = C)

\$ 283,552

Operating Expenditure

Add Expenditure Category

Functional Category	Amount Expended	Actions
There are no records to display.		

Refund Amount

\$ 283,552

Total Expenditures

\$ 0

Certification

Signing Officer Type *

CAO

Signature Name

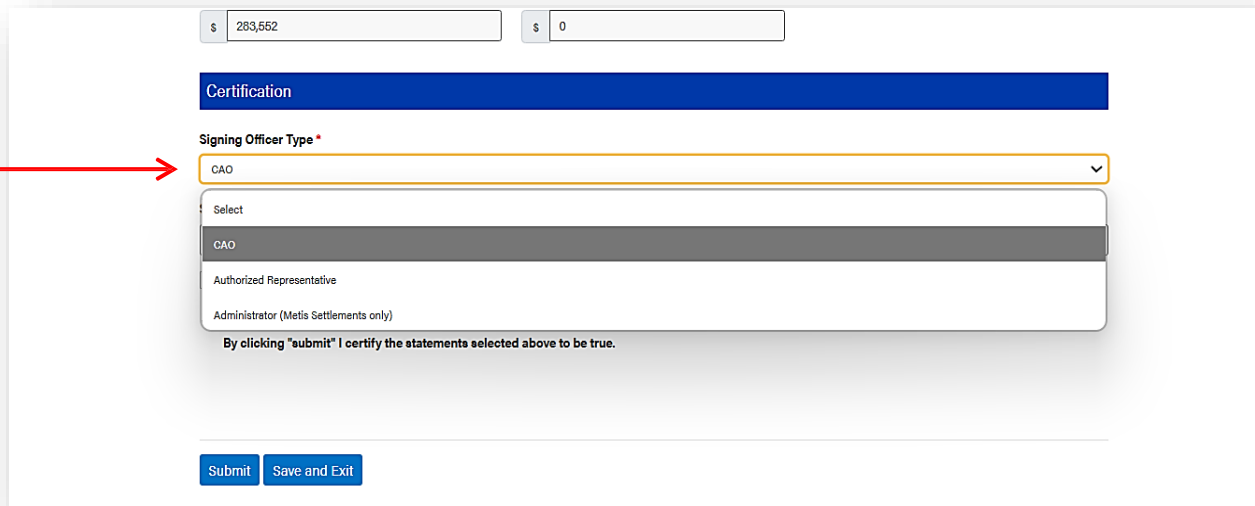
Ibi Bashaw

☐ I, Ibi Bashaw, the CAO of the Municipal District of Fairview No. 136, certify that the information contained in this Statement of Funding and Expenditures is a true and correct representation of actual funding and expenditures. This information complies with the LGFF Operating Program Guidelines and funding agreements for this grant program.
By clicking "submit" I certify the statements selected above to be true.

- 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.



\$ 283,552 \$ 0

Certification

Signing Officer Type *

CAO

Select

CAO

Authorized Representative

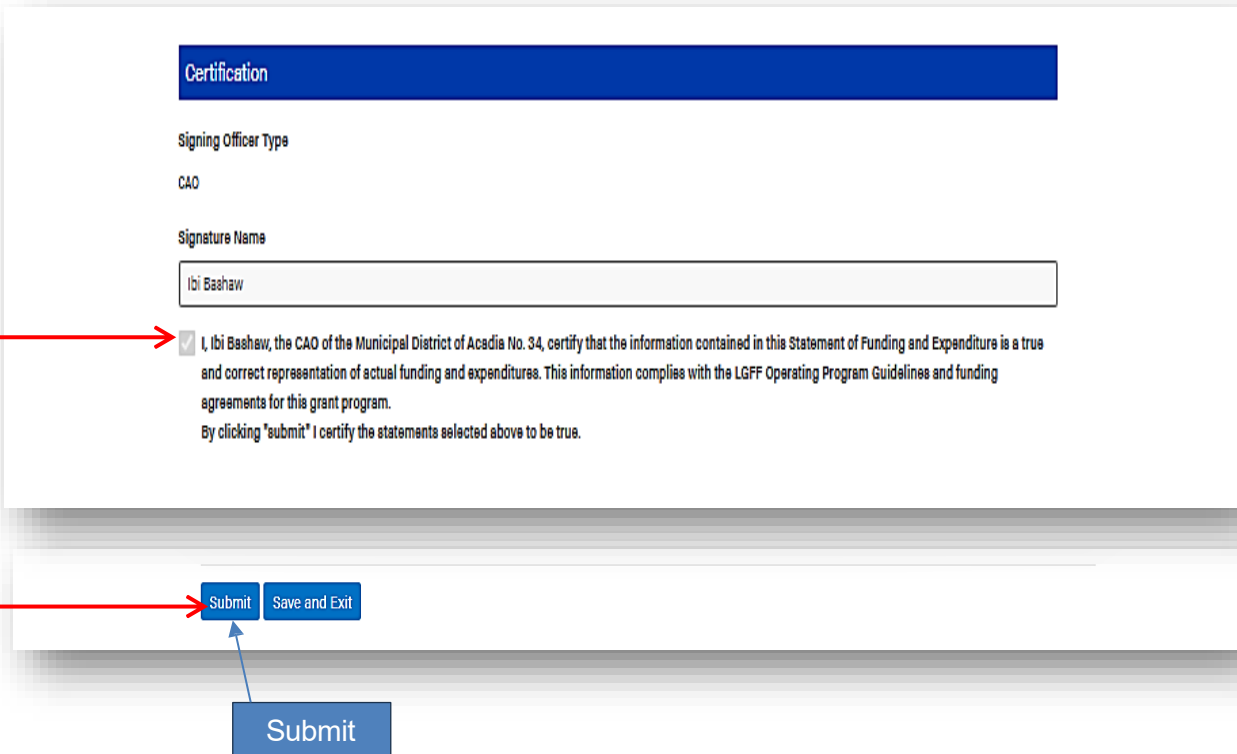
Administrator (Metis Settlements only)

By clicking "submit" I certify the statements selected above to be true.

Submit Save and Exit

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.



Certification

Signing Officer Type

CAO

Signature Name

Ibi Bashaw

☒ I, Ibi Bashaw, the CAO of the Municipal District of Acadia No. 34, certify that the information contained in this Statement of Funding and Expenditure is a true and correct representation of actual funding and expenditures. This information complies with the LGFF Operating Program Guidelines and funding agreements for this grant program.

By clicking "submit" I certify the statements selected above to be true.

Submit Save and Exit

Submit

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>