

Section 32

Initiate and authorize spending

1. **Verify the funds** are available in your cost/responsibility centre.
2. **Know delegation limits** by type of expense in your budget.
3. Have a **signed delegation card**.
4. **Identify spending mechanism** to obtain goods and services.
 - Standing Offers
 - Supply Arrangements
 - Acquisition Card
 - Competitive Contract
5. **Make a soft commitment** by reserving funds before the supplier is identified.
6. **Make a hard commitment** by making an arrangement with a known supplier.
7. **Track commitments** in financial system using department specific codes.



Section 34

Attest that the goods and services match the invoice to be paid

1. **Verify** you have the **authority to sign**.
2. **Verify quantity and quality** of goods and services.
 - Confirm goods were received as ordered
 - Confirm work was performed and services rendered as per contract
3. **Verify accuracy** of invoices by confirming:
 - Date issued: Verify the invoice was issued on or after the order date. Verify the contract was issued during the contract period
 - Quantities: Confirm items received match amounts ordered
 - Taxes: Validate amounts for taxes
 - Supplier or payee: Ensure information is for supplier or payee is accurate
 - Status: Verify the invoice has not already been paid
4. **Verify financial coding**.
5. **Sign and date** section 34.

TRACK FINANCIALS THROUGHOUT THE YEAR

1. Track your work plan and budget throughout the year.
 - Close commitments that are no longer required.
 - Amend contracts for scope, time, and amount.
 - Update the salary forecast to reflect current and planned staffing needs.
 - Plan for potential budget shortfalls or pressures.
 - Flag budget surpluses to senior management.
 - Make expenditure adjustments.
2. Reconcile financials for activities using Financial Situation Reports (FSRs). Ensure:
 - payments have been processed
 - contracts are in place in the system
 - commitments and forecasts are accurate and
 - salary expenditures are accurately forecasted
3. Follow year-end procedures for outstanding expenditures that cannot be paid before the end of the fiscal year.
 - Make sure to have invoices for goods/services submitted before March 31.
 - Establish Payables at Year-End (PAYE) or Receivables at Year-End (RAYE).
 - Bring forward commitments into new year, if the supplier is unable to deliver goods before March 31.
4. Record commitments and expenditures in the financial system.