

# Budget & Reimbursement

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Facilitator Manual : Part 2

# FUNDING MODELS

Once approval is given by BC Centre for Disease Control (BCCDC) to run a program, an email will be sent to the host organization and the Facilitator outlining what portions of the program finances will be covered. The Facilitator will also be issued a contract or Letter of Agreement outlining these same details. Items provided by BCCDC may include the following:

- **Support:** Food Skills for Families (FSF) program staff are available by phone and email to provide additional support and guidance throughout the length of your program. Updated Facilitator Guides and Manuals are provided as needed. Ongoing training opportunities occur throughout the year via online webinars. Facilitators also receive quarterly newsletters.
- **Participant Handbooks & Materials:** Each participant (max 12) receives a handbook to keep that contains all the recipes cooked as well as helpful tips, tricks and recipe modifications. In addition the FSF team will send copies of all printed forms required.
- **Groceries & Mileage:** The Facilitator will do all the grocery shopping (as per FSF grocery shopping lists) and submit expenses directly to the FSF team for reimbursement along with the mileage required to do the grocery shopping.
- **Food Safe Supplies:** To be used on items to make the kitchen Food Safe. Approved items include; bleach, spray bottle, hand towels, dish towels, paper towels, dish soap.
- **Facilitation Fee:** Covering the cost to bring in a Food Skills for Families Facilitator to an organization that does not have a staff person trained. Facilitators invoice BC Centre for Disease Control directly for their time.

Food Skills for Families programs typically fall into one of two funding structures known as *Cost Share* and *Fully Funded*.

## Cost Share

A cost share model occurs when a staff member of a Host Organization has been trained as a FSF Facilitator. The facilitator runs the program as part of their job with the organization. The Food Skills team provides support, sends participant handbooks and materials and covers the cost of groceries and mileage.

- ✓ Support
- ✓ Participant Handbooks & Materials
- ✓ Groceries & Mileage
- ✓ Food Safe Supplies

## Fully Funded

A fully funded model occurs when the organization hosting the program does not have a FSF Facilitator on staff. In this situation the Food Skills team contracts an outside Facilitator to come in and run the program. In addition to all the items covered under a cost share model the Facilitator is eligible to bill for their time. The amount of hours and rate will be clearly laid out in their contract.

- ✓ Support
- ✓ Participant Handbooks & Materials
- ✓ Groceries & Mileage
- ✓ Food Safe Supplies
- ✓ Facilitation Fee

# BUDGET

## Budget Breakdown

Expenses are broken down into four categories: food, postage, supplies and mileage. A description of each category follows and the amounts per session are outlined in the table below.

- **Food:** To be purchased for sessions one to six as per the grocery lists found in the Facilitator Guide. If you are purchasing ANY other items please contact the FSF team first for prior approval. Purchasing unapproved items will result in no reimbursement of the item.
- **Postage:** To be used to mail FSF materials to BC Centre for Disease Control following session six.
- **Supplies:** To be used on cleaning items to make the kitchen Food Safe. Approved items include; bleach, spray bottle, hand towels, dish towels, paper towels, dish soap.
- **Mileage:** To be used to reimburse for kilometers accumulated in order to purchase groceries for each session. Mileage is paid at a rate of .54 cents per kilometer.

## Proof of Purchase

All expenses claimed must have a corresponding original receipt with the exception of mileage. To claim mileage please use the following format.

### Mileage Example

To claim six round trips from your home to the grocery store with each round trip being 12km.

### Record on invoice as:

Mileage: home (address) to/from grocery store (address): 12km x 6 trips = 72 km @ .54 = \$38.88

## Cost Savings

The BCCDC trusts that Facilitators will expend the FSF budget in a responsible manner. The FSF team suggests, if possible, purchasing all needed pantry items for all sessions at the beginning of the program in order to save time and money. Other ways to save money include purchasing items from bulk sections when only small amounts of ingredients are called for and using generic brand products. All money saved contributes to the running of additional Food Skills programs.

## Sample Program Budget

ITEM	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5	SESSION 6	TOTAL
FOOD	\$120	\$75	\$75	\$75	\$20	\$75	\$ 440
POSTAGE	-	-	-	-	-	\$10	\$ 10
SUPPLIES	\$20	-	-	-	-	-	\$ 20
MILEAGE	\$7	\$7	\$7	\$7	\$5	\$7	\$ 40
<b>TOTAL</b>	\$142	\$82	\$82	\$82	\$25	\$97	\$ 510

# FACILITATION

## Summary of Hours

The following table details the typical hours needed to effectively operate a FSF program broken down by activity and session.

### Summary of Community Facilitator Hours

ACTIVITY	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5	SESSION 6	TOTAL
SHOP	1	1	1	1	-	1	5
PREP	.5	.5	.5	.5	.5	.5	3
TEACH	3	3	3	3	2	3	17
CLEAN UP	.5	.5	.5	.5	-	.5	2.5
ADMIN & CALLS	2	.5	.5	.5	-	2	5.5
Total	7	5.5	5.5	5.5	2.5	7	33

## Facilitation Fee

As noted on page 2.1, when an organization does not have a Facilitator on staff the Food Skills team may arrange to have one come in a deliver a program. In this situation BCCDC compensates the Facilitator for their time.

Prior to a program starting BCCDC will enter into an agreement with the Facilitator. The terms of the agreement will be outlined in the contract which must be signed and returned in its entirety to the Food Skills team prior to the program starting. Payment can only be issued once the signed contract has been received and the program has been completed.

# REIMBURSEMENT

To be reimbursed for approved expenses incurred during the facilitation of a Food Skills for Families program Facilitators must submit an invoice. Instructions on how to complete an invoice are on the following pages.

Additional information about expense reimbursement can be found below.

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## Invoicing

All expenses (including grocery receipts, mileage, supplies and postage) and hours (facilitation fee) should be claimed on one invoice. Scan and submit all receipts with the invoice electronically *and* mail in all original receipts.

## Method of Reimbursement

Reimbursement can be issued by cheque or via **direct deposit**.

## Reimbursement Time

Invoices can be submitted at any time throughout a program however, it is preferable if invoices are submitted following the completion of the sixth session. Payment is issued from the Provincial Health Services Authority Finance Department for BCCDC. Once all paper work has been completed and received by the FSF team at BCCDC, please allow 30 days for reimbursement.

## Deductions

All facilitators act as independent contractors. BCCDC will not make any income deductions such as income tax, employment insurance (EI) or Canadian Pension Plan (CPP).

## How to Create an Invoice: *Claiming Expenses and Hours*

### 1) Fill in Your Details

Copies of a blank invoice will be emailed to you.

Ensure the date, your name and your address are filled in.

### 2) Claim Expenses

**List Your Expenses.** Expenses (with the exception of mileage) require an original receipt in order to be reimbursed. For each receipt record the date and name of store. Then record the subtotal, PST, GST and receipt total. Use one line for each receipt.

**Total Your Expenses.** Once you have listed all expenses, total everything at the bottom of the columns. If you were given gift certificates, list the amount used beside “Covered by Gift Cards”. This will subtract the advance from the total.

### 3) Claim Hours

**List Your Hours.** If you received a contract that allows you to bill BCCDC for your time, record the total number of hours you worked in the invoice’s description. For example if you worked 33 hours the description should read:

*Facilitation Fee: 33 hours at \$25/hour*

### 4) Claim Mileage

**Calculate Your Mileage.** Using the mileage calculation box on the invoice, input the departure and arrival address. If you have made the same trip multiple times you can record it once by listing the per trip km and the number of trips you made. For example if a round trip from your home to the grocery store is 12km and you made this trip six times, you would include the following in the invoice description:

*Mileage: home (address) to/from grocery store (address):12km x 6 trips = 72km @ .54/km = \$38.88.*

### 4) Submit the Invoice

Email the invoice & scan receipts as a PDF to [FoodskillsBC@bccdc.ca](mailto:FoodskillsBC@bccdc.ca)

Mail original receipts to the BC Centre for Disease control.

See examples on the following page.

# Invoice Example: Expenses

## Invoice

### Pay to

Name: \_\_\_\_\_  
 Address: **NAME & ADDRESS** \_\_\_\_\_  
 Email: \_\_\_\_\_

Date: \_\_\_\_\_ **DATE**  
 Invoice # \_\_\_\_\_  
 Host Organization \_\_\_\_\_  
 Community Facilitator \_\_\_\_\_  
 Phase \_\_\_\_\_ Program ID \_\_\_\_\_

**Bill to:**  
 Provincial Health Services Authority  
 BC Centre for Disease Control  
 2095-655 West 12th Avenue  
 Vancouver, BC, V5Z 4R4

*\*Invoices will be paid by Provincial Health Services Authority. Processing takes 4-6 wks once complete files are received.*

Date	Description	Subtotal	PST	GST	Total	
7/25/2018	Save-on-Foods (Food for session 1)	\$ 120.00	\$ 1.40	\$ 0.75	\$ 122.15	
<b>EXPENSES</b>	Dollar Store (Food Safety supplies)	\$ 12.00		\$ 0.60	\$ 12.60	
	Save-on-Foods (Food for session 2)	\$ 75.00	\$ 0.25	\$ 0.15	\$ 75.40	
8/8/2018	Save-on-Foods (Food for session 3)	\$ 80.00	\$ 0.25	\$ 0.10	\$ 80.35	
8/15/2018	Save-on-Foods (Food for session 4)	\$ 60.00	\$ 0.05	\$ 0.10	\$ 60.15	
8/29/2018	Save-on-Foods (Food for session 6)	\$ 50.00	\$ 0.10	\$ 0.20	\$ 50.30	
9/10/2018	Postage (Canada post - return materials)	\$ 4.50			\$ 4.50	
	WAGE: facilitator fee 33 hrs @ \$25/hr	\$ 825.00			\$ 825.00	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
		<b>Subtotals</b>	\$ 1,226.50	\$ 2.05	\$ 1.90	\$ 1,230.45

**EXPENSES**

**Facilitator Fee**  
\*if applicable

### Mileage (Mileage Rate: @ 0.54/km)

From: Home (123 My Street, Vancouver)  
 To: Grocery (2949 Main st, Vancouver)  
 Calculation: 12 km x 5 trips = 60 km @ \$0.54km

**MILEAGE**

32.40

Total	\$ 1,262.85
Covered by Gift Cards	\$ 300.00
Total Due for Payment	<b>\$ 962.85</b>

**TOTALS**  
**ADVANCE**  
**AMT OWED**

### BCCDC Use Only

<b>Complete Files Received On:</b>	
<b>Account Breakdown</b>	
Business Unit	4505000 (Expenses)
Fund	01 (Mileage)
Account(s)	See right
Department	75521200 6101000
Site	135
Project	E0Z00051

**LEAVE BLANK**

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Approval \_\_\_\_\_

BCCDC Approver  
 Population and Public Health, Provincial Health Services Authority

Date \_\_\_\_\_