



COR/2024/00195

To: All Municipalities, Inuit Community Governments and Auditors

Re: 2023 Ultimate Recipient Audited Annual Expenditure Report

As with the terms and conditions of the Ultimate Recipient Canada Community Building Fund Agreement (formerly the Gas Tax Fund), recipients are required to submit the 2023 Ultimate Recipient Audited Annual Expenditure Report (AER) to the Province of Newfoundland and Labrador.

For your reference, an information package, related forms and guidance to assist you with the completion of the AER are available on the Department of Municipal and Provincial Affairs website: <https://www.gov.nl.ca/mpa/>.

Please be advised that the 2023 AER is **due on or before March 31, 2024**. It is recommended that you submit the AER by this deadline, as subsequent payments of Canada Community Building Fund are dependent on its timely receipt.

It is very important that the current prescribed forms be used. Failure to use the prescribed forms may lead to delays in processing and potential compliance issues if not completed in full. Please note that an Asset Management Plan Questionnaire is included with this package and must be completed and submitted with the AER.

Please forward the AER **on or before March 31, 2024**, by fax: 709-729-3605, by email: CCBF@gov.nl.ca, by uploading to MSIS or by mail to the following address:

Canada Community Building Fund Secretariat
Department of Municipal and Provincial Affairs
East Block, Confederation Building
P.O. Box 8700
St. John's, NL A1B 4J6

Should you, or your auditor, have any questions about the process or require assistance, please contact the Canada Community Building Fund Secretariat by phone: 1-877-729-4393 or by email: CCBF@gov.nl.ca.

Sincerely,

Stephen Mercer, CPA, CA
Director, Municipal Finance