

## 2 Assign a project number and inform key parties

The Post Administration Officer or the Trade Officer must assign a unique project number indicating the responsibility centre (the Post) to control all receipts and disbursements.

If the funds are deposited at HQ:

- the cashier's office (SBRA) will provide the Post with an Internal Order Number and inform the Post Administration Officer to ensure that expenses incurred are charged correctly.

If the funds are deposited at the Post:

- the Post Administration Officer must ensure that the funds received are coded appropriately;

In both cases, Post must inform:

1. the appropriate area manager (eg UAM, RAM, PAM) to ensure that they know what is going on in their region in terms of services provided on a cost-shared basis; and
2. Corporate financial policy, training and reporting (SBRP) for monitoring and reporting purposes.

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## 3 Charge expenses to a Specified Purpose Account

The Post must charge all agreed upon expenditures to be made on behalf of the Canadian client to the Specified Purpose Account which is separate from the Post's operating budget. In FINEX the appropriate code vote is 863 (SPA - miscellaneous cost-sharing) while under the new IMS the corresponding fund is L081. In the unlikely event that the Post must make certain payments from its operating budget to arrange for the delivery of the requested additional services, it must remember to do a journal voucher.

### Questions and Answers:

**Q. When can a Post use cost-sharing?**

A. A Post can use cost-sharing when it hires a contractor on behalf of a Canadian client to deliver additional services, typically to arrange for appointments and meetings. Although the Post has the option to refer clients to a qualified outside service provider or to hire a contractor on behalf of the client, we strongly encourage you to refer your clients.

**Q. Can the Post arrange for making appointments and meetings on a cost-shared basis?**

A. Yes. But if the Post decides to do this they should do so on a consistent basis with all Canadian clients and make this decision publicly known (eg. on their Web page).

**Q. What is the objective of a cost-sharing arrangement?**

A. For the purpose of these guidelines, the objective of a cost-sharing arrangement is to give Posts access to all the funds received from Canadian clients to pay for specific expenses when the Post hires an outside contractor on their behalf. The objective is not to generate a profit. Any surplus funds must be returned to the client or be sent to the Consolidated Revenue Fund, as agreed.

**Q. Can a Post provide an additional service using net voting?**

A. No. Posts can only provide the defined additional services by entering into a cost-sharing arrangement with the Canadian client. DFAIT does not currently have the authority to use net voting for any of the additional services.