

Forestry Futures Trust Committee File Naming Conventions and Reporting Processes

The FFTC frequently receives documents with file names that are lengthy but lacking in pertinent identification details. To correct that, conventions were developed to generate concise and informative file names. To illustrate the method, the following project will be used as an example:

Project Name:	9999-1-R70: Stand Improvement
Duration:	3 years – 2023-24, 2024-25, 2025-26
Approved Budget	\$48,832.95

Project Work Reports and Project Work Report Financial Summaries

At the end of each fiscal year, Project Work Reports (PWR) and PWR Financial Summaries are due for this project and their files should be named according to the conventions below.

Year	PWR	PWR Financial Summary
2023-24	9999-1-R70 Interim_Yr1 PWR	9999-1-R70 Interim_Yr1 PWR Financial Summary
2024-25	9999-1-R70 Interim_Yr2 PWR	9999-1-R70 Interim_Yr2 PWR Financial Summary
2025-26	9999-1-R70 Final_Yr3 PWR	9999-1-R70 Final_Yr3 PWR Financial Summary

This method clearly identifies the document being submitted by its full project number and reporting year.

Reimbursement Requests

Reimbursement requests should be numbered and identified according to their sequence in the Project Authorization Form (PAF). For 9999-1-R70, the PAF below indicates that there are nine payments scheduled over the course of the three-year project. If each of those reimbursement requests are submitted, they should be consecutively numbered and identified by the scheduled payment dates.

<i>Scheduled Reimbursement Requests</i>								
Fiscal Year	Payment Date	Payment Amount	Payment Date	Payment Amount	Payment Date	Payment Amount	Year-End Total	Project Total
2023-24	30-Jun-2023	\$ 10,122.92	31-Aug-2023	\$ 10,122.92	28-Feb-2024	\$ 10,122.91 *	\$ 30,368.75	\$48,832.95
	#1		#2		#3			
2024-25	31-Jul-2024	\$ 3,077.37	30-Sep-2024	\$ 3,077.37	31-Mar-2025	\$ 3,077.36 *	\$ 9,232.10	
	#4		#5		#6			
2025-26	31-Oct-2025	\$ 3,077.37	15-Dec-2025	\$ 3,077.37	28-Feb-2026	\$ 3,077.36 *	\$ 9,232.10	
	#7		#8		#9			

There are occasions, however, when all nine scheduled payments are not submitted for reimbursement to the FFTC. For example, if only the following five reimbursement requests are submitted, they should be numbered sequentially and according to the scheduled as payment dates, as shown below

Actual Reimbursement Requests								
Fiscal Year	Payment Date	Payment Amount	Payment Date	Payment Amount	Payment Date	Payment Amount	Year-End Total	Project Total
2023-24	30-Jun-2023	0.00	31-Aug-2023	0.00	28-Feb-2024	\$ 30,368.75 *	\$30,368.75	\$48,832.95
					#1			
2024-25	31-Jul-2024	\$ 3,077.37	30-Sep-2024	\$0.00	31-Mar-2025	\$6,154.72 *	\$ 9,232.10	
	#2				#3			
2025-26	31-Oct-2025	\$0.00	15-Dec-2025	\$3,077.37	28-Feb-2026	\$ 6,154.72 *	\$ 9,232.10	
			#4		#5			

The five associated FFTC Reimbursement Request templates would then resemble the following illustrations:

Interim Reimbursement Request

Project Number: 9999-1-R70	
Project Name: Stand Improvement	
Approved Project Applicant(s):	
Forest Name:	License # (if applicable):
Name of Organization:	
Reimbursement Request Number: #1	Scheduled Date: February 28, 2024

Interim Reimbursement Request

Project Number: 9999-1-R70	
Project Name: Stand Improvement	
Approved Project Applicant(s):	
Forest Name:	License # (if applicable):
Name of Organization:	
Reimbursement Request Number: #2	Scheduled Date: July 31, 2024

Interim Reimbursement Request

Project Number: 9999-1-R70	
Project Name: Stand Improvement	
Approved Project Applicant(s):	
Forest Name:	License # (if applicable):
Name of Organization:	
Reimbursement Request Number: #3	Scheduled Date: March 31, 2025

Interim Reimbursement Request

Project Number: 9999-1-R70	
Project Name: Stand Improvement	
Approved Project Applicant(s):	
Forest Name:	License # (if applicable):
Name of Organization:	
Reimbursement Request Number: #4	Scheduled Date: December 15, 2025

Interim Reimbursement Request

Project Number: 9999-1-R70	
Project Name: Stand Improvement	
Approved Project Applicant(s):	
Forest Name:	License # (if applicable):
Name of Organization:	
Reimbursement Request Number: #5	Scheduled Date: February 28, 2026

The file names of those reimbursement requests would be identified simply as 9999-1-R70 Reimbursement #1, 9999-1-R70 Reimbursement #2, 9999-1-R70 Reimbursement #3, 9999-1-R70 Reimbursement #4, and 9999-1-R70 Reimbursement #5.

Notes about Reimbursement Request Submissions

- The date of the scheduled payment should reflect the date shown on the PAF and not the date that the request was signed. A space for that date is provided beside the signature/stamp of the person designated with signing authority.
- All expenses are for reimbursement only and supporting paid invoices must be included with each submission.

FRT_FFT Invoice Clarification

An FRT_FFT Clarification form is only required when expenses on an invoice are being reimbursed from the Forest's FRT account **and** its FFT-project budget. If reimbursement for the entire invoice is being recouped from FFT monies, then this form is not required.

As an example, expenses shown on the following Trucking and Logging Inc. invoice were clearly itemized between the FRT and FFT on the Invoice Clarification sheet shown below. Note that that the FRT Claim Number is provided on the form and that total values match between the contractor invoice and Invoice Clarification sheet.

Date 2023-03-30

Invoice No. 216

Trucking and Logging Inc.

Block 2700 Stand Improvement

HDsh – Irregular 83ha @ \$160/ha \$13,280.00

HDsel – Select 23ha @ \$140/ha \$3,220.00

HEsh – Irregular 6ha @ \$200/ha \$1,200.00

Subtotal \$17,700.00

HST \$2,301.00

Total Due: \$20,001.00

FRT_FFT Invoice Clarification							
Management Unit:							
Date:	March 30, 2023						
FFT Project #:	9999-1-R70						
FFT Reimbursement Request #:	1						
Contractor:	Trucking and Logging Inc						
Contractor Invoice #:	216						
Item	Program (FFT, FRT, Other)	Description	Price (per unit)	Quantity	Sub-Total	HST	Total
Stand Improvement	FFT	Hwd Stand Improvement	\$ 140.00	83.0	\$11,620.00	\$1,510.60	\$13,130.60
Stand Improvement	FRT Claim #12345	Hwd Stand Improvement	\$ 20.00	83.0	\$1,660.00	\$215.80	\$1,875.80
Stand Improvement	FFT	Hwd Stand Improvement	\$ 140.00	23.0	\$3,220.00	\$418.60	\$3,638.60
Stand Improvement	FRT Claim #12345	HEsh Stand Improvement	\$ 200.00	6.0	\$1,200.00	\$156.00	\$1,356.00
	Other (e.g. In-Kind)						
Total					\$17,700.00	\$2,301.00	\$20,001.00



FORESTRY
FUTURES
TRUST
ONTARIO

It should be noted that FFT expenditures must not be submitted to the FRT for payment. When a contractor's invoice contains both FFT and FRT expenses, separate claims must be submitted to each Trust. FFT expenses submitted to the FRT will **not** be compensated through a transfer of funds.

Application Software

FFTC documents are occasionally revised and uploaded to our website. Ensure that the most current version of each form is downloaded before preparing and submitting them to the Committee. Do not scan and submit as one long document the year-end PWR, PWR Financial Summary, maps, and reimbursement request/supporting documents. Each form should be submitted separately and named according to the conventions outlined herein.

The PWR should be prepared as a Microsoft word file but may be converted to a PDF afterward so that the signature is secured. The PWR Financial Summary should be submitted as a Microsoft Excel file only; do not convert to a PDF.

The reimbursement request will be a combination of software applications due to the variety of supporting documents that may be included, such as, the FFTC Reimbursement Request template, supporting contractor invoices, and FRT_FFT Invoice Clarification sheets. It is appropriate in this instance to incorporate all items into one PDF document.