

## Federal Gas Tax Program

### Steps to Completing Online Annual Expenditure Report (AER)

Draft Interim AER template will be available to complete early May and must be submitted for review by **May 30** (annually) to Service Nova Scotia and Municipal Relations (SNSMR).

The final signed audited AER version is due **July 31** (annually)

Please ensure that you have downloaded “**Adobe Reader 9**” version and ensure the “**Compatibility View**” function is enabled on your web browser (look under Tools).

The online form can be completed “**ONLINE**” or “**OFFLINE**” by clicking the offline icon on bottom left of AER form (please save document after any changes to prevent losing data)

#### STEPS for Completing online AER:

1. The AER portal can be accessed online at:  
<https://portal.gov.ns.ca:44302/workspace/>  
  
(please contact SNSMR if you do not have a login or require your password reset)
2. Once logged in click the “ **START PROCESS**” icon followed by the “**CNSIS**” folder and finally the “**AER SUBMIT PROCESS**” icon.  
  
(If AER form is blank please check to ensure “**Compatibility View**” is turned on.)
3. Click the drop down box “**CURRENT FISCAL YEAR (START)**” and select appropriate AER reporting year.
4. Click the grey “**APPLY AND SHOW SUMMARY**” button and your pre-populated data will appear (if data does not appear please contact SNSMR).
5. Complete “**SETUP PAGE**” and enter municipal contact (financial staff responsible for completing AER form) and auditor information  
  
(Note-all yellow cells must be completed throughout AER document).

6. Review the “**FINANCIAL SUMMARY**” page and check the accuracy of gas tax allocations and planned projects listed in blue (the planned project data was pre-populated based on end of year forecast surveys and unique project numbers were assigned).
7. Enter “**ACTUAL**” gas tax expenditures under appropriate fiscal year (prior year data on financial summary should not be changed). Please ensure you use the same project number and project name as listed under planned projects. You can add a project by clicking the plus (+) sign or remove a project using by clicking the negative sign (-). **Please do not remove or amend prior year data.**
8. Enter “**MUNICIPAL INTEREST EARNED**” -gas tax funds must be placed in a segregated capital reserve account. This cell records the interest accrued on the reserve account. If no interest was accrued then enter “0”. If applicable, enter dollar amount in “**SPENT ON ELIGIBLE ADMINISTRATION**” cell (this amount must not exceed municipal interest earned)
9. Complete “**SCHEDULE 1**” for project details. Please note that all cells must be completed and project “**ACTUAL END DATES**” must be checked for all gas tax projects, including prior years as outcomes data are reported on all completed projects.
10. Please ensure the “**TOTAL PROJECT COST**” balances with the “**ACTUAL GAS TAX SPENT**” and “**BALANCE OF FINANCING (OTHER SOURCES)**.” If it does not balance the “actual gas tax” will be displayed in red font.
11. Please ensure the “**BALANCE OF FINANCING (OTHER SOURCES)**” includes all Federal and Provincial funding for BCF or MRIF. This information is checked annually for stacking.
12. Complete “**SCHEDULE 2- OUTCOMES REPORT**” for all completed gas tax projects. The project description and qualitative benefits section must be detailed or report will be not be accepted.

## Steps for Submitting the AER once Complete:

1. Once form is filled out click the "**COMPLETE**" button located on the bottom right hand corner of the AER form. A box will appear asking if you wish to submit to SNSMR and select "**YES**"
2. Once submitted SNSMR will review and if there are no changes, the document will be "**APPROVED**" and entered into database by SNSMR. If there are further changes the form will be "**REJECTED**" and can be accessed in your "**TO DO**" box.  
  
(Note- If AER form is submitted "**OFFLINE**" it will attach to email and submit directly to online portal for review by SNSMR)
3. If the form is "**REJECTED**" please make the necessary changes and resubmit the AER by clicking "**COMPLETE**" button (SNSMR will enter required changes in "**COMMENT**" boxes in AER form).
4. SNSMR will notify you by email if the form is accepted or rejected and changes are required.

If you require assistance with the online AER please contact:

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