



LSA

BCPC

Training & Education Committee

S1 Noemi Brunet, RCSU(P) J8
Michele Claveau, Sqn Liaison



What is LSA?

LSA (Local Support Allocation)
is simply the method used by the CAF
to provide financial relief to help offset
some costs of the sqn sponsoring
committees for the **support** they
provide to the cadet sqn

Funding envelopes that support your sqn





How much?

- \$600 per sqn + \$45 / cadet / year
- Based on previous year-end numbers
- Government fiscal year (FY)
 - Starts 1 Apr through to 31 Mar next year

LSA is the mechanism to devolve all financial relief from DND to corps/sqns ie. as was done this past spring/summer



Categories

- 1 – Optional training activities
- 2 – Optional physical activities
- 3 – Administrative support

Note: there are no longer any restrictions on how much can be claimed from each category



Eligible Expenditures

Optional Training Activities

- Musical instruments, music accessories & maintenance
- Training aids & equipment
- Maintenance of training aids & equipment
- Transportation
- Rations
- Temporary accommodations
- Temporary facilities
- Entry fees

Any reasonable expenditures in support of approved optional activities



Eligible Expenditures

Physical Activities

- Purchase / rental / maintenance of fitness & sports equipment or training aids
- Rental of fitness & sports facilities
- Registration / entrance fees
- Fitness related instructional services

***Any reasonable expenditures
in support of
approved physical activities***



Eligible Expenditures

Administrative Support

- Facilities for sqn (ie. Rent)
- Electricity
- Telephone
- Pens, paper and supplies

***Any reasonable expenditures
in support of the administration of the sqn,
not provided by the CAF***



Ineligible Expenditures

- Assessments
- Expenditures incurred for gifts and testimonials (ie aging out gift, coins)
- COVID Supplies
 - CAF responsibility, but...
 - save receipts - can claim for what DND does not provide



DND Responsibility

- staff wages
- uniforms
 - cadets and staff
- Supported activities
 - but, not necessarily *all* costs
 - use supported activities “aide memoire”
- COVID supplies
 - but, claim for what DND has not provided



How do I budget activities?

Supported Activity

- TSR
- Approval from RCSU to CO via email
 - With a partially filled invoice "Cdt192"
 - And the "Approved Expenditure List"

Unsupported Optional Activity

- LSA
- Ask for training plan
 - Usually done at TrgO conference in spring for the upcoming year
- Discuss transportation, rations and accommodation requirements with CO
- Too costly? Say so!

Use RCSU Support Days – Quick Reference Guide

RCSU SUPPORT DAYS – QUICK REFERENCE GUIDE

	COMMON				AIR CADETS				
Activity	Combination of Mandatory Activities		Combination of Complementary Activities		Familiarization Flight (Glider)	Inter-Sqn Competition	Field Training Exercise	Combination of 2 days	
								Inter-Sqn Competition OR Elemental Day	Field Training Exercise
Days/Weekends	1	2	3	4	5	6	7 & 8 1 Weekend	9 & 10	9 & 10 1 Weekend
Transportation	By exception NOTE 1	By exception NOTE 1	By exception NOTE 1	By exception NOTE 1	Yes	May be requested	Yes	May be requested	Yes
Support Vehicle	No	No	No	No	Responsibility of Cadet Flying Site	May be requested	Yes	May be requested	Yes
Accommodation	No	No	No	No	No	No	Park or permit fees, cabin rental	No	Park or permit fees, cabin rental
Rations	1 Meal	1 Meal	1 Meal	1 Meal	1 Meal NOTE 2	1 Meal	5 Meals MRE	1 Meal	5 Meals MRE
Training Facility	May be requested (ie. Gym, hall, admission fee)	May be requested (ie. Gym, hall, admission fee)	May be requested (ie. Gym, hall, admission fee)	May be requested (ie. Gym, hall, admission fee)	Responsibility of Cadet Flying Site	May be requested (ie. Gym, hall, admission fee)	Park or permit fees, cabin rental	May be requested (ie. Gym, hall, admission fee)	Park or permit fees, cabin rental
Technical Training Staff	No	No	No	No	Yes	No	No	No	No
Training & Learning Aids	As per QSP	As per QSP	As per QSP	As per QSP	As per QSP	As per QSP	As per QSP	As per QSP	As per QSP
Miscellaneous Funds	No	No	No	No	No	No	Yes	No	Yes

Remarks: Provided support is allocated per number of cadets; sqns are required to ensure maximum participation and may be required to conduct multiple smaller scale activities to effectively facilitate objectives.

NOTE 1: Days 1,2,3 & 4 are intended to be conducted at the sqn parade facility or within their community. Occasionally a sqn could select an activity or combination of activities that require transportation to another location within the community or adjoining community. Transportation will only be paid in exceptional circumstances as sqns are expected to schedule local activities where parents drop-off and pick-up cadets at the training location.

NOTE 2: A meal is only provided if the sqn is scheduled for a full day activity. Local cadets attending half day activities are not provided a meal.

***** Anywhere there is a “No” is what the CO may ask the SSC to provide *****

RCSU SUPPORT DAYS – QUICK REFERENCE GUIDE

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Support Vehicle								requested	Yes
Accommodation	No						cabin rental	No	Park or permit fees, cabin rental
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**Transportation – by exception
Support Vehicle – No**

**...intended to be conducted
at sqn parade facility**

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When?

- Invoicing is based on the federal government FY (1 Apr-31 Mar)
- Ideally submit as soon as possible
- Aim to have all submitted by 31 Dec
 - *Comptroller personnel are increasingly busy as 31 March approaches*
- Jan-Mar, unspent LSA from other corps/sqns may be reallocated to you
 - Submit all! You never know!

“CDT 192”

INVOICE

Section A

VENDOR INFORMATION ***MUST BE LEGIBLE***	
CORPORATION NO:	
ADDRESS:	
CITY:	
POSTAL CODE:	
CONTACT NUMBER:	
SIC (MAIL ADDRESS):	
CRA BUSINESS #:	

Section B

Date:	
INVOICE No.:	
INVOICED TO:	
Regional Cadet Support Unit (Pacific)	
Attn: Accounts Clerk	
PO Box 17000 8th Forces	
Victoria, BC V9A 7N2	

Section C

Issued for the following TSR, LSA, MISC. Activity under References of CATO 17-04 (LSA), CATO 31-03 (See Cdt Tgg), CATO 40-01 (Army Cdt Tgg), CATO 51-01 (Air Cdt Tgg)

Activity Date(s):	TSR #:	
Activity Name:		
Line	Description	Unit Price
(In Canadian Currency) Total Invoice Amount:		\$0.00

Section D

Certified that the Local Sponsoring Committee agrees with expenditures being invoiced above.	
<div></div> Date signed	<div></div> Sponsoring Committee Representative Name & Signature
Certified that the goods and services were received in accordance with the details stated above and the items have not previously been invoiced.	
<div></div> Date signed	<div></div> Commanding Officer Rank, Name & Signature

Updated Invoice
form in Excel
uploaded to website



LSA Process

...creating an invoice

- Invoice CDT192 *must* be used for all reimbursement requests
 - Use the “Helpful Hints” guide – details how to fill out the invoice and the formats needed
- Submitted through sqn CO
 - Signed and dated by both CO and SSC rep
 - Include original itemized bill with proof of payment to vendor



LSA Process

...show me the money

- Payable *only* to the name of the sqn
 - never to individuals such as SSC or CO
 - RCSU uses vendor codes specific to each sqn
- You will receive a system generated email to inform you a payment is pending
 - From DDenrol-inscrireDD@forces.gc.ca
 - If you do not receive these, contact Noemi...
- Example avail on BCPC website
 - <https://bc-aircadetleague.com/ssc-resources-2/lisa-in>









Resources

<https://bc-aircadetleague.com/ssc-resources-2/lsa-invoicing-other/>

LSA Invoicing and Other

This page will assist SSC's when they apply for their LSA to RCSU as well as any other billing that they submit to our military partners.

Documents 2,3,4 I& 6 are information only documents, the actual invoice templates are #1 & 5.

-  LSA01 – CDT192 – Invoice Spreadsheet (ver2019)
-  LSA02 – Instructions on how to complete an invoice (ver2019)
-  LSA03 – Helpful tips for invoicing (ver2019)
-  LSA04 – CATO-17-34 – LSA Information (ver2019)
-  LSA05 – Invoice Spreadsheet – Register for SSC – Fillable (ver2019)
-  LSA06 – Sample Payment Email – Information only (ver2019)



Contacts

- MS Lily Bae
 - 250-363-7345
 - keumhee.bae@forces.gc.ca
- S1 Noemi Brunet
 - 250-883-1043
 - noemi.brunet@forces.gc.ca