

LSA

BCPC Training & Education Committee

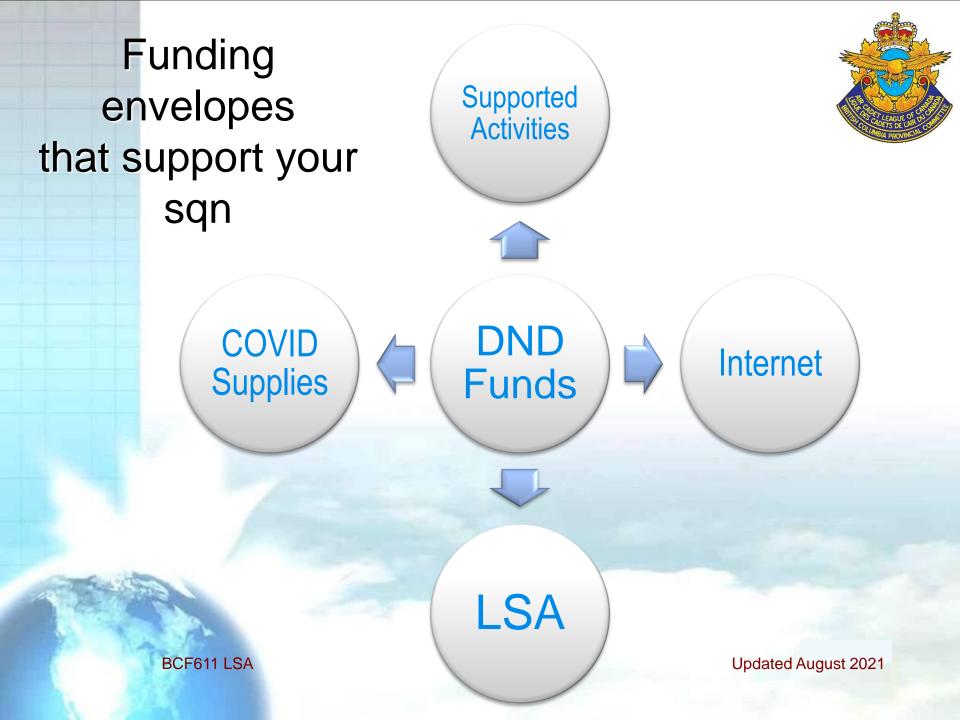
S1 Noemi Brunet, RCSU(P) J8 Michele Claveau, Sqn Liaison

BCF611 LSA



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



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 BCF611 LSA



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

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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

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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
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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 BCF611 LSA Updated August 2021

RCSU SUPPORT DAYS – QUICK REFERENCE GUIDE

Activity Days/Weekends	COMMON				AIR CADETS					
							Field	Combination of 2 days		
	Combination of Mandatory Activities		Combination of Complementary Activities		Familiarization Flight (Glider)	Inter-Sqn Competition	Training Exercise	Inter-Sqn Competition <i>OR</i> Elemental Day	Field Training Exercise	
	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	

<u>Remarks</u>: 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.

<u>NOTE 1</u>: 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

		сом	MON				AIR CADE	rs	
							Field	Combinatio	on of 2 days
Activity	Combination Activ	AND THE CONSISTENCE OF STREET,	Combina Complementa		Familiarization Flight (Glider)	Inter-Sqn Competition	Training Exercise	Inter-Sqn Competition <i>OR</i> Elemental Day	Field Training Exercise
Days/Weekends	1						78.2	٤ 10	9 & 10 1 Weekend
Transportation	ex tion		ransp	ortat	tion – b	y exc	eptio	requested	Yes
Support Vehicle			Sι	Ippo	rt Vehic	cle – N	0	requested	Yes
Accommodation	No						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	May be requested (ie. Gym, hall, admission	May be requested (ie. Gym,	May be requested (ie. Gym,	Responsibility of	May be requested (ie. Gvm. hall.	Park or permit fees,	May be requested (ie. Gym, hall, admission fee)	Park or permit fees, cabin rental
	fee)	fee)	inte	ndoc	to be d	pondu	otod		
Technical Training Staff	No	No						No	No
Training & Learning Aids	As per QSP	As per QS	at	sqn	parade	Tacility	/	As per QSP	As per QSP
Miscellaneous Funds	No	No	No	No		No	Yes	No	Yes
<u>Remarks</u> : Provideo smaller scale activ				; sqns are re	quin are n	naximum partic	ipation and m	ay be required to co	onduct multiple

<u>NOTE 1</u>: 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.

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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!

INVOICE

VENDOR INFORMAT	TION -MATTELEGELE-
CORPORADING:	
ADDRESS	
CITY:	
POSTAL CODE	
CONTACT NUMBER:	
SCEWAL ADDRESS:	
CPLA DLI SINESSI #	

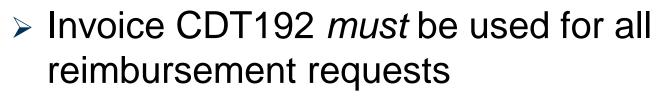
INVO	Date:	_
INVOICED TO:		
Regional Cadet Support	Unit (Pacific)	
Atr: Accounts Clerk	Sector Sector	
PO Box 17000 Stn Force	5	
Victoria, BC V9A 7N2		

Section C

Issued for the following TSR, LSA, MISC. Addidy under Relevances of CATO 17-04 (LSA), CATO 31-05 (See Cdl Trg), CATO 40-01 (Army Cdl Trg), CATO 51-01 (Arr Cdl Trg);

ctivity Dates):	TSR #			
chuty Kana-				
Line	Description			
	datad Invision			
Up	dated Invoice			
fr	orm in Excel			
	aded to website			
	(in Canadian Currency) Total Invoice Amount:	\$0.00		
ection D				
Certified the	f the Local Sponsoring Committee agrees with expenditures being involced above."			

LSA Processcreating an invoice



- 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 <u>original</u> 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/lsa-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.



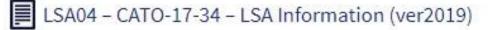
LSA01 – CDT192 – Invoice Spreadsheet (ver2019)



LSA02 – Instructions on how to complete an invoice (ver2019)



LSA03 – Helpful tips for invoicing (ver2019)





LSA05 - Invoice Spreadsheet - Register for SSC - Fillable (ver2019)



LSA06 - Sample Payment Email - Information only (ver2019)



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