UNIVERSITY OF TORONTO

Financial Services Department

FAST Tips

I need help…call the FAST team! Wait, who is my FAST team representative?

Good news the FAST team is back to full 'speed' with two new FAST team members. Please join me in welcoming Brenda Cerilli and Elizabeth Zammit to the FAST team. Elizabeth joins the team from Business Services at the University of Toronto Mississauga while Brenda comes to us from the Department of Psychiatry.

Please note: Your FAST team representatives may have changed.

To find out who your primary and secondary FAST representatives are check out the link below:

FAST Team Contacts and Faculty representatives:
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Learn More:
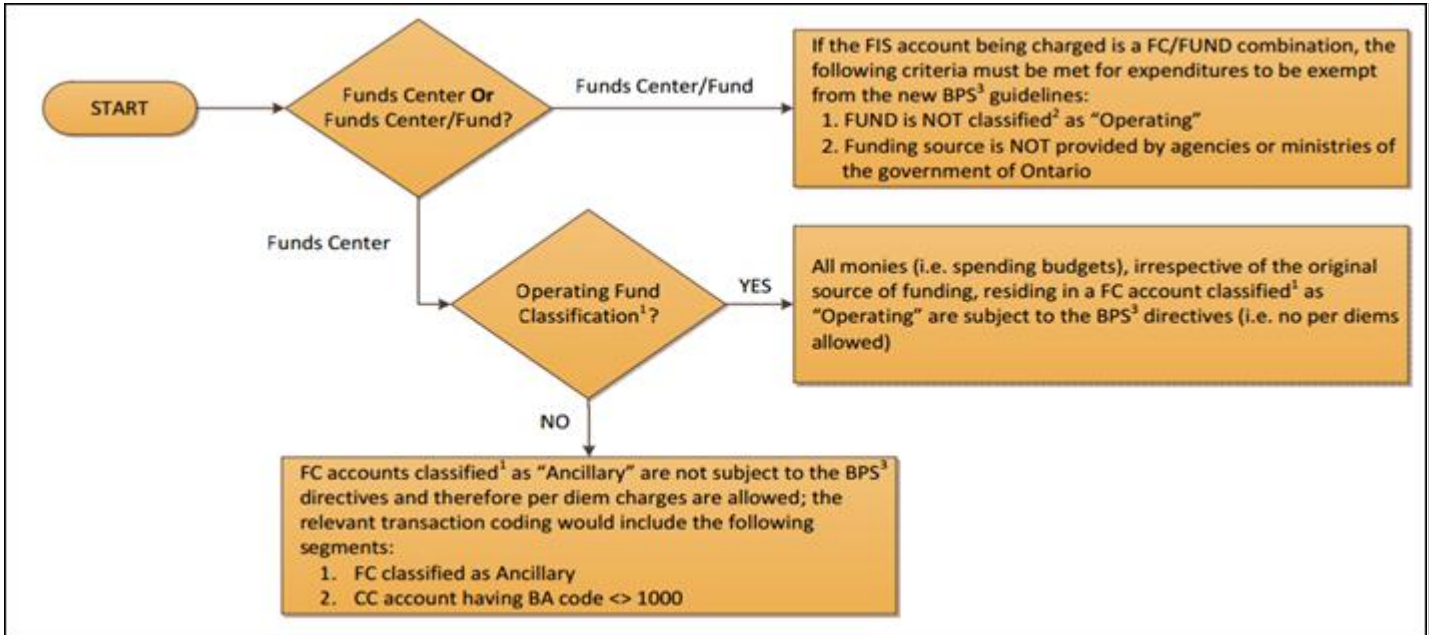
> **Website:**   FAST Teams home page
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Is my Funding Source Subject to the Ontario Broader Public Sector (BPS) Guidelines?

The Ontario Broader Public Sector directives (instituted in January 1, 2012) are a set of guidelines that direct how **Broader Public Sector (BPS)** organizations such as the University of Toronto *can procure goods/services or reimburse expense claims when the source of funding is the Ontario government*.

Typically, this is the case when the funding source is indicated using an **Operating Funds Center** or a restricted Fund provided by the Ontario government (e.g., Ontario Centres of Excellence (OCE), Ontario Genome Institute, Ontario Mental Health Foundation).

To determine whether the BPS guidelines govern your funding source, take a look at the following decision tree:

The flowchart:

START → Funds Center Or Funds Center/Fund?

→ Funds Center/Fund → If the FIS account being charged is a FC/FUND combination, the following criteria must be met for expenditures to be exempt from the new BPS³ guidelines:
1. FUND is NOT classified² as "Operating"
2. Funding source is NOT provided by agencies or ministries of the government of Ontario

→ Funds Center → Operating Fund Classification¹?

→ YES → All monies (i.e. spending budgets), irrespective of the original source of funding, residing in a FC account classified¹ as "Operating" are subject to the BPS³ directives (i.e. no per diems allowed)

→ NO → FC accounts classified¹ as "Ancillary" are not subject to the BPS³ directives and therefore per diem charges are allowed; the relevant transaction coding would include the following segments:
1. FC classified as Ancillary
2. CC account having BA code <> 1000

Learn More:

- **Memo:**   Impact of New Ontario Expense & Procurement Directives on Your U of T
  Business Practices
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- **Training
  Documentation:**   Managing Travel Expenses (slide 21 – 24)
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ONE-ON-ONE WORK SUPPORT	
Get HELP FAST - Biweekly lunch time AMS support sessions - (FIS, HRIS, USHOP & RIS/MRA/MROL)	
*LOCATION***:** 256 McCaul St., Room 103	
Tuesday, September 9th	11:30am – 1pm
Wednesday, September 24th	11:30am – 1pm

TRAINING

- <u>FIS Workshop</u>

  Departmental Accounts Receivable Responsibilities and the new A/R Open Item Aging Report

  Learn More:
  http://finance.utoronto.ca/fast/fis-training/courses-workshops-course-materials/workshops/

- <u>FIS Training Calendar</u>
  http://finance.utoronto.ca/fast/fis-training/training-calendar/

- <u>FAST Tips Newsletter - Archive</u>
  http://finance.utoronto.ca/fast/fast-tips-newsletter-archive/

FAST STAFF

- <u>Financial Advisory Services & Training (FAST)</u>
  http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/

- <u>Subscribe to AMS Listserv</u>
  https://easi.its.utoronto.ca/help/ams-listserv/