

<Date>

<Agency Name>  
<Agency Officer or Director>  
<Agency Address on File>  
<Agency Address on File>  
<Agency Address on File>

Dear <Agency Officer or Director>,

**RE: WORKING CAPITAL ADVANCE CONFIRMATION**

Our records indicate that your organization is in receipt of a Working Capital Advance (Advance) from the Province of Manitoba.

According to the terms of issuance, confirmation of the Advance is required on an annual basis. Kindly complete the lower portion of this letter and return the original copy to the attention of the undersigned no later than **March 23<sup>rd</sup>** of this year. Please retain a copy for your records.

This Advance was granted for the sole purpose of helping with your organizational cash flow on a short term basis while your **<per diem>/<subsidy>** payments were processed. The Advance is not to be considered revenue and must be reported as a liability. In compliance with the requirements of the Service Purchase Agreement, annually audited financial statements must be submitted in accordance with the Province of Manitoba Financial Reporting Requirements. For more information on reporting requirements, please see <http://www.gov.mb.ca/fs/about/frr.html>.

Should your organization no longer require the Advance, please forward re-payment to:

Agency Accountability and Support Unit  
Administration and Finance Division  
Department of Families  
3<sup>rd</sup> Floor – 777 Portage Avenue,  
Winnipeg MB R3G 0N3

Cheque or money order to be made payable to the Minister of Finance.

If you have any questions, please contact me at **<program area contact information>**.

Sincerely,  
**Program Area Administration and Finance Manager**

**Notes:**

- **The Province of Manitoba reserves the right to recover all Working Capital Advances at any time.**
- **Provide a copy of this letter to your auditor.**

I certify that **<Agency name>** has a Working Capital Advance (Advance) from the Province of Manitoba in our custody or in our control in the amount of **<\$X>**. **<Agency name>** declares that our organization is operating at a level which requires us to carry over the Advance into the next government fiscal year.

OR

I certify that **<Agency name>** has a Working Capital Advance (Advance) from the Province of Manitoba in our custody or in our control in the amount of **<\$X>** and wish to pay back the advance. I have attached a cheque payable to the Minister of Finance in the amount stated above.

\_\_\_\_\_  
Signature

Name  
(please print) \_\_\_\_\_

Office or Director Position  
Held  
(please print) \_\_\_\_\_

c: AASU file  
**Program Area Administration and Finance Manager**