



**MFSP Funding  
Supplement to the Users' Guide  
Reallocating Funds**

**31 January 2006**

It is expected that there will be some variance between the projected and the actual amount of funds expended. It is also expected that Military Family Resource Centres (MFRC) will manage their cash flow to ensure smooth flowing operations and uninterrupted service delivery to Canadian Forces families. This may require that funds be redirected in one or more ways, after the Military Family Services Program (MFSP) Service Delivery Agreement has been submitted by the MFRC and approved by Director Military Family Services (DMFS).

In an effort to maximize the flexibility and authority of the Board of Directors and to minimize paperwork demands, MFRCs have the ability to manage their cash flow as described below. Any changes in service delivery or allocation of funds, however, must always be considered in the context of meeting the demonstrated needs of the local community.

### **Reallocating Funds – No DMFS Approval Required**

As previously identified the notification of approved funding from DMFS will be broken down into eight funding envelopes. Provided that any restrictions or limitations identified in the funding notification are adhered to and the mandated objectives of the Service Components are achieved, MFRCs may redirect funds within each of these eight sections without requesting approval from DMFS. For example, MFRCs may redirect funds from one line item to another within Management and Administration, or may redirect funds within Family Separation and Reunion from Personnel Costs to direct service delivery. MFRCs may also redirect funds from one service activity, component or category in one quarter of the fiscal year to the same activity, component or category in a subsequent quarter without requesting approval from DMFS.

### **Exceptions – Emergency and Respite Child Care, Second Language Services**

DMFS-provided funds for Emergency and Respite Child Care and Second Language Services cannot be redirected to any other service component or service category at any time, but may be redirected to a subsequent quarter of the fiscal year. However, with approval from the DMFS Field Operations Manager, other DMFS-provided funds may be reallocated to these services if required. Follow instructions below on requesting approval to reallocate funds.

### **Reallocating Funds – DMFS Approval Required**

MFRCs must request and receive approval from their assigned DMFS Field Operations Manager to move funds between the other five sections identified in the funding notification (either in the same fiscal quarter or from one quarter to another) that is:

- Management and Administration
- Personal Development and Community Integration
- Child and Youth Development and Parenting Support
- Family Separation and Reunion
- Prevention, Support and Intervention

## Examples

In the following examples, the arrows represent the direction in which funds are being directed. Green arrows indicate that funds may be redirected without approval from DMFS. Yellow arrows indicate that approval is required, and red arrows indicate that funds cannot be moved in the direction indicated.

- MFRCs may reallocate DMFS-provided funds within each of the five major sections listed in the funding notification without requesting DMFS approval, provided that the restrictions and limitations identified in the funding notification are adhered to and that the mandated service objectives are achieved.

Quarter 1	Quarter 2
Family Separation and Reunion Outreach, Information, Support and Assistance to CF Family Members	Family Separation and Reunion Outreach, Information, Support and Assistance to CF Family Members
Activity 1	Activity 1
Activity 2	Activity 2

Quarter 1	Quarter 2
Management and Administration	Management and Administration
Line Item 1	Line Item 1
Line Item 2	Line Item 2

- MFRCs must request permission from DMFS to reallocate funds between the five major sections outlined in the funding notification from DMFS, that is, from one Service Category to another, or to or from Management and Administration. Permission must be requested for reallocations within or between fiscal quarters.
- Reminder: Funds may not be reallocated from Emergency and Respite Child Care or Second Language Services.

Quarter 1	Quarter 1
Management and Administration	Child and Youth Development and Parenting Support
Line Item 1	Activities and Initiatives for Children and Youth
Line Item 2	Activity 1
Line Item 3	Parent/Caregiver Education and Support Services

Quarter 1	Quarter 2
Management and Administration	Child and Youth Development and Parenting Support
Line Item 1	Activities and Initiatives for Children and Youth
Line Item 2	Activity 1
Line Item 3	Parent/Caregiver Education and Support Services

Quarter 1	Quarter 2
Personal Development & Community Integration	Personal Development & Community Integration
Second Language Services	Second Language Services
Class-led SLT	Class-led SLT
Francophone social activities	Francophone social activities
Information and Referral	Information and Referral

### Request for Approval to Reallocate Funds

Approval to reallocate DMFS-provided public funds, when required, must be sought prior to the expenditure of those funds. An email must be sent to the DMFS Field Operations Manager detailing:

- which Categories and Components are affected by the transfer,
- which quarter is affected by the transfer,
- the amount of funds to be transferred, and;
- the rationale for the transfer.

The DMFS Field Operations Manager will reply to this email with the approval or denial of the request.

A hard copy of this reply email must be submitted with the hard copy submission of the first Quarterly Expenditure Report affected by the transfer. If the transfer has been approved, record the actual expenditure of funds in the appropriate area of the MFSP Quarterly Expenditure Report. Do not adjust the projected amounts. The variance will be recorded in the Quarterly Expenditure Report and the reason for the variance will be recorded in the email.

### Request for a Change in Quarterly Payment

If the planned reallocation of funds from one quarter to another is substantial, Centres may wish to change the amount of their quarterly cheques. If so, a request must be submitted their DMFS Field Operations Manager at least 30 days prior to the beginning

of the next quarter (e.g. not later than 1 June for the second quarter payment of 1 July). Use the same procedure detailed above to request approval for and document this reallocation.