

# COVID Expense Tracking Program

## How MNP Can Help You Navigate the Financial Challenges Associated with COVID-19

From the Calgary floods in 2013 to the High Level fires in 2019, over the years MNP has supported our clients during times of crisis. In light of the current COVID-19 pandemic, we have developed the COVID Expense Tracking Program (“CETP”) to help organizations overcome common challenges associated with emergency funding claims.

### Challenges with Emergency Funding Claims

- Collection of supporting documentation required to recover costs.
- Cumbersome process associated with assembling and filing claims.
- Fulfilling the requirement that timing of cash flows and proof of payment information must be complied before a claim can be submitted.

### How MNP Can Help

MNP has developed CETP to help Indigenous Governments and organizations capture and consolidate all supporting documentation for expenses and time incurred due to COVID-19.

#### CETP Core Services



Setting up account codes to track expenses that qualify for COVID-19 funding programs.



Provision of technology to code, capture and consolidate expenses and time eligible for reimbursement under COVID-19 funding programs.



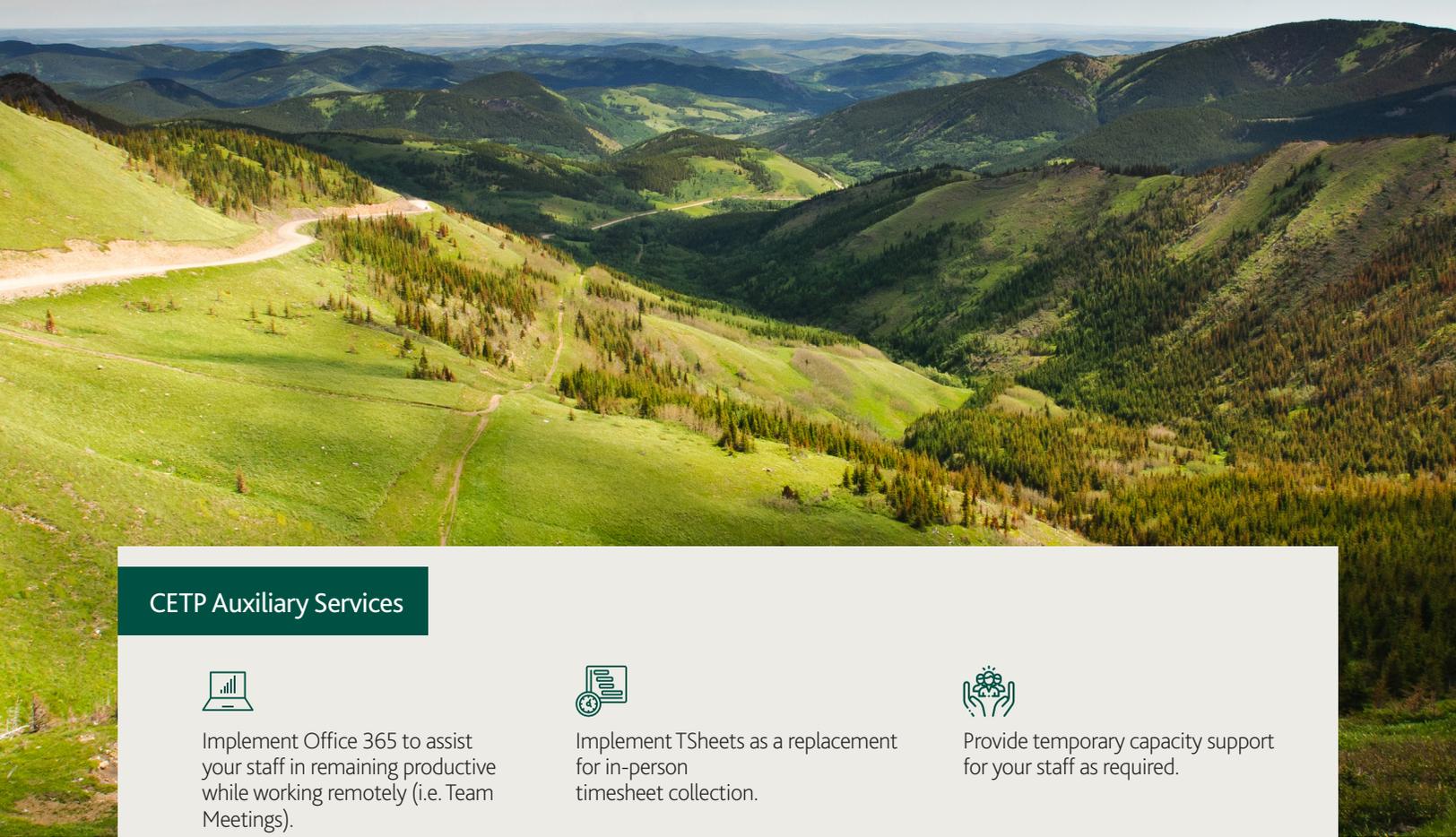
Developing processes to ensure supporting documentation for COVID-19 funding program claims properly collected, filed and attached to submissions.



Provide training to your staff on the processes and technology that will be utilized to gather information for COVID-19 funding program.



Assist in the augmentation of staff to ensure that data capture and claim submissions are done in a timely and efficient manner.



## CETP Auxiliary Services



Implement Office 365 to assist your staff in remaining productive while working remotely (i.e. Team Meetings).



Implement TSheets as a replacement for in-person timesheet collection.



Provide temporary capacity support for your staff as required.



Provide training to your staff on the processes and technology that will be utilized to gather information for COVID-19 funding program submissions.



Assist with the restructuring of your finance department's workflow and workload management as it relates to the COVID-19 crisis.



Confirm the impacts of how COVID-19 has disrupted your organization, and develop and implement recovery strategies to address said disruptions.

## CETP Technology Solutions

**MNP CLOUD HOSTED TOOLS**  
Xero, TSheets, QuickBooks Online, & ReceiptBank



**THOSE WE CAN INTREGATE WITH**  
Excel, QuickBooks Desktop, Adagio, Xyntax and Sage 50/300

### How MNP Can Help

To find out more about what MNP and the COVID Expense Tracking Program can do for your organization, contact Kenny Ansems, CPA, CA, CAFM, Partner at 1.250.756.5430 or [kenny.ansems@mnp.ca](mailto:kenny.ansems@mnp.ca).

MNP is a leading national accounting, tax and consulting firm to Canada's Indigenous communities. We have invested more time and resources into understanding Indigenous needs than any other firm. With more than 250 Indigenous clients and 300 professionals, MNP has developed a diverse suite of services designed to preserve our clients' traditions and position them for success.

