

## 3.0 What are the record-keeping requirements? (for local authorities)

Solid record-keeping ensures that your local authority recovers eligible costs after the disaster. It is also key to the smooth processing of your claim. There are some very important points to keep in mind:

**Keep disaster expenses separate.** Expenses related to pre-emptive actions, disaster response, restoration and recovery must be separated from your regular operating costs.

**Separate pre-emptive response costs from recovery costs.** For some disasters, your local authority may have expenses before the disaster occurs, for example, diking or pumping costs. These are known as pre-emptive response costs. Ensure you keep pre-emptive costs and response costs separate from costs for restoration and repair after a disaster (recovery costs).

**All infrastructure damages require an inspection report.** Any invoices you submit for your DFA claim that include repairs and restoration of damaged infrastructure must include an inspection report completed by Manitoba Emergency Measures Organization's contracted engineering consultant.

**Include paid invoices for goods and services.** Claims cannot be processed unless accompanied by an invoice clearly showing that the goods and services have been paid for. Invoices must include:

- Date of the service.
- Location of the service; and
- An explanation of the service provided and/or the work performed.
- Proof of payment.

Note: A time sheet and payroll records are a suitable replacement for an invoice when using municipal equipment and personnel.