Section 34 (*FAA*) Checklist for Temporary Help Services (THS)

| **No.** | **Activity** | **Yes** | **No\*** | **N/A\*** |
| --- | --- | --- | --- | --- |
| 1. | Individual time sheets have been approved and signed by manager, based on actual hours worked |  |  |  |
| 2. | Signed and approved time sheets are attached to invoice |  |  |  |
| 3a | Invoice has correct:* Rates charged according to contract terms and conditions and level of resource required
 |  |  |  |
| 3b | * Time charged is consistent with signed and approved time sheets
 |  |  |  |
| 3c | * Any other charges are allowable under contract terms and conditions
 |  |  |  |
| 4. | Contract number is indicated on the invoice |  |  |  |
| 5. | Calculation of amount due is correct |  |  |  |
| 6. | Accurate financial coding is on file |  |  |  |
| 8. | File was reviewed for any applicable credits & action taken to obtain credit where applicable |  |  |  |
| 9. | Charges not payable have been deducted on the invoice (e.g. PST, overcharge, interest) |  |  |  |
| 10. | Expenditure is within signatory’s delegated authority |  |  |  |
| 11. | If acting person is signing invoice, copy of acting delegation of authority is attached |  |  |  |
| 12. | Total expenditures including this invoice amount are within total contract value |  |  |  |

\* **Items marked as No or Not Applicable (N/A) should be documented on file**

If activities provide evidence required to support certification of receipt of goods/services:

* print signatory’s name in appropriate area
* print date in appropriate area
* signatory signs (electronic or paper-based) to confirm receipt of goods/services pursuant to section 34 of the Financial Administration Act (FAA)

**See reverse for full text of Financial Administration Act (FAA) Section 34 and other key excerpts.**

# Financial Administration Act – Key Excerpts

## Section 34 – Payment for Work, Goods or Services

No payment shall be made in respect of any part of the federal public administration unless, in addition to any other voucher or certificate that is required, the deputy of the appropriate Minister, or another person authorized by that Minister, certifies

1. in the case of a payment for the performance of work, the supply of goods or the rendering of services,
2. that the work has been performed, the goods supplied or the service rendered, as the case may be, and that the price charged is according to the contract, or if not specified by the contract, is reasonable,
3. where, pursuant to the contract, a payment is to be made before the completion of the work, delivery of the goods or rendering of the service, as the case may be, that the payment is according to the contract, or
4. where, in accordance with the policies and procedures prescribed under subsection (2), payment is to be made in advance of verification, that the claim for payment is reasonable; or
5. in the case of any other payment, that the payee is eligible for or entitled to the payment.

## Section 26 – Payments out of C.R.F.

Subject to the *Constitution Acts, 1867 to 1982*, no payments shall be made out of the Consolidated Revenue Fund without the authority of Parliament.

## Section 80 – Offences and Punishment

Every officer or person acting in any office or employment connected with the collection, management or disbursement of public money who

1. having knowledge or information of the contravention of this Act or the regulations or any revenue law of Canada by any person, or of fraud committed by any person against Her Majesty, under this Act or the regulations or any revenue law of Canada, fails to report, in writing, that knowledge or information to a superior officer

is guilty of an indictable offence and liable on conviction to a fine not exceeding five thousand dollars and to imprisonment for a term not exceeding five years.