



BEVERAGE CONTAINER MANAGEMENT BOARD



UCA Instruction Manual

January 2017

Revision 4.0

Document History

Version	Date	Comments
0.0	January 2014	Updated to reflect 2014 year and changes to Table 6A.
1.0	January 2015	Revised for Stantec Transition
2.0	May 2015	Revised for MNP Transition
3.0	July 2016	Revised based on updates from BCMB (in-depot compaction, additional information requests).
4.0	January 2017	Updated to reflect 2017 year

UCA INSTRUCTION MANUAL – TABLE OF CONTENTS

EXECUTIVE SUMMARY	1.1
1.0 INTRODUCTION	1.3
2.0 TREATMENT OF DEPOTS THAT ARE DIVISIONS OF LARGER COMPANIES (MULTI-BUSINESSES).....	2.4
3.0 HOW TO FILL OUT THE UCA FORMS.....	3.4
3.1 OVERVIEW OF THE UCA FORMS	3.4
3.2 GENERAL STATISTICS (COVER PAGE AND TABLE 1 – GENERAL STATISTICS).....	3.6
3.3 TABLE 2 - DIRECT LABOUR	3.7
3.4 TABLE 3 - CONTRACT LABOUR.....	3.9
3.5 TABLE 4 - OVERHEAD LABOUR.....	3.10
3.5.1 Table 4 - Overhead Labour	3.10
3.6 TABLES 5-A, 5-B AND 5-C - BUILDING COSTS.....	3.11
3.6.1 Table 5-a - Building	3.11
3.6.2 Table 5-b – Area Allocation	3.12
3.7 TABLE 6-A AND 6-B - EQUIPMENT COSTS	3.12
3.7.1 Table 6-a - Owned Vehicle/Equipment Costs	3.12
3.7.2 Table 6-b - Leased Vehicle/Equipment Costs.....	3.13
3.8 TABLE 7-A AND TABLE 7-B - EXPENSES / OVERHEAD.....	3.13
3.8.1 Table 7-a - Expenses	3.13
3.8.2 Table 7-b.....	3.16
3.9 TABLE 9 - VERIFICATIONS.....	3.17
3.10 MULTI-OPERATION REPORTING (TABLE 10)	3.19
4.0 ELECTRONIC UCA SPREADSHEET.....	4.20
4.1 ELECTRONIC UCA	4.20
4.2 ELECTRONIC UCA INSTRUCTIONS.....	4.21
5.0 ASSISTANCE.....	5.22

Executive Summary

This Uniform Code of Accounts (UCA) Instruction Manual has been created to assist bottle depots in completing the UCA forms, as directed by the Beverage Container Management Board (BCMB). MNP LLP, as the Data Collection Agent (DCA) appointed by the BCMB, will receive, review, and validate the information collected from the UCA forms for the purpose of developing future handling commissions.

Please note the information provided, in either the completed UCA electronic spreadsheet or the filled-in paper forms, will be kept confidential. It will be used by the DCA for the purpose of determining Alberta container depot system costs as reported in the DCA's Phase I and Phase II Handling Commission reports, as directed by the BCMB. Information provided to the BCMB in these reports will be in aggregate form. There are some circumstances where the DCA is asked to provide depot specific information to the BCMB. Other than this no depot specific information will be released from the DCA without the approval of the Depot owner(s). Please contact the BCMB if more information is required on the steps taken to ensure that confidentiality is protected.

The DCA intends to use the information collected to determine the total cost of operating the entire bottle depot system. This determination will ensure that handling commission rates properly reflect the actual costs of the system while providing a fair return to bottle depot owners. This document includes instructions for bottle depots operating as divisions of larger enterprises.

This document is intended to provide the reader with instructions on how to fill out the UCA forms, such that the spreadsheet or printed forms can be filled out as easily as possible, errors in the completion of the forms are reduced, and costs to the BCMB for the review of the data are minimized.

The UCA splits required information and costs into nine (9) Tables:

1. General Statistics
2. Direct Labour
3. Contract Labour
4. Overhead Labour
5. Building Costs
6. Equipment Costs
7. Overhead / Expenses
8. Additional Verifications
9. Multi-Business Cost Allocations

Section 3 of this document provides brief explanations of each of these costs and explains how they are to appear on the UCA forms.

The UCA forms are due back to the DCA within five months of when the UCA documents were emailed to the Depot, as noted in the UCA cover letter (included with the email).

Each bottle Depot is requested to provide information as of its fiscal year-end (falling between January 1st and December 31st of the current year) in the UCA forms. In order for the UCA filing to be complete, Depot owners must provide a copy of the following information for the matching time period:

1. Completed UCA electronic spreadsheet or printed forms including signed Table 1 (at Line 102).
2. All pages of the fiscal year Canada Revenue Agency (CRA) tax return (corporate or personal return for sole proprietors). Please note the CRA key summary is not acceptable and is not required.
3. All pages of the fiscal year financial statements that accompanied the tax return or the GIFI summary within your tax return filing. For sole proprietors, provide all pages of the Statement of Business or Professional Activities forms.
4. In some cases, the DCA may require other documents to use for verification purposes and for the UCA to be filed. These can include, but are not limited to time sheets, property tax receipts or other documents required to provide the needed verification for expenses listed on the UCA.

This information can be emailed (preferred), mailed, or faxed to the DCA.

If there are any questions on completing the UCA forms, please contact the DCA;



Dana Davies
Phone (780) 429-5872
Toll Free 1 (855) 667-3305
Fax (780) 454-1908
uca@mnp.ca

1.0 Introduction

This Instruction Manual has been created to assist bottle depots in completing the Uniform Code of Accounts (UCA) spreadsheet or printed forms, as directed by the Beverage Container Management Board (BCMB). MNP LLP, as the Data Collection Agent (DCA) appointed by the BCMB, will receive, review, and validate the information collected from the UCA forms.

The DCA intends to use the information collected to determine the total cost of operating the entire bottle depot system. This determination will help ensure handling commission rates properly reflect the actual costs of the system while providing a fair return to bottle depot owners.

All information collected by the DCA through the UCA forms will be maintained in the strictest confidence. Aggregate information on system performance and cost metrics will be made available to the BCMB, as will graphical comparisons of the level of cost items between depots. However, information identifying any specific depot's performance will not be provided to the BCMB as part of the Handling Commission process.

The DCA is charged with the responsibility to review the UCAs submitted by the bottle Depots to ensure accuracy and verifiability of the data. To this end, the following must be provided in order for the UCA filing to be complete:

1. Completed UCA spreadsheet or completed forms and signed Table 1 (at line 102).
2. All pages of the fiscal year Canada Revenue Agency (CRA) tax return (corporate or personal return for sole proprietors). Please note the CRA key summary is not acceptable and is not required to be submitted.
3. Financial statements for the fiscal year that accompanied the tax return. If you are a sole proprietor, provide your personal tax return including all pages of the Statement of Business or Professional Activities forms.

Where applicable, the UCA forms will be compared with CRA and financial statements to ensure accuracy.

It is recommended Depot owners engage an accountant to assist in filling out the UCA forms. The DCA will review all UCA submissions for completeness and accuracy. Depot representatives will be directly contacted to resolve instances where irregularities exist.

Each bottle depot is requested to provide information as of its fiscal year-end (falling between January 1st and December 31st of the current year). The UCA forms are due back to the DCA within five months from when the UCA documents are emailed to the Depot. This allows Depots ample time to prepare and provide fiscal year-end information.

Also, it is very important for all bottle Depot owners to be assured that the handling commission rate-setting exercise is not intended to impact the management of their business, or an owner's ability to engage in tax planning strategies to minimize taxes payable. At the end of this exercise, new cost-based Handling Commissions may be set, and the only impact on bottle Depot business should be in the rates paid for the collection of containers. The DCA does not foresee any material impact on the way each Depot owner operates their business as a result of this exercise, and this process is not intended to restrict management's decision-making process in regards to how best to operate.

2.0 Treatment of Depots that are Divisions of Larger Companies (Multi-Businesses)

Bottle Depots that are a part of a larger enterprise that do not file tax returns individually (each Bottle Depot is not a standalone business) must provide a reasonable allocation of their total enterprise costs to the bottle Depot portion of their business. These Depots must also provide an explanation for each cost category as to how the company's total costs are allocated to the bottle Depot portion. As described later in this document, a depot that is a part of a larger venture must fill out Table 10 of the UCA forms, and describe how the expenses reported on the tax return are allocated to the bottle Depot operations. The costs reported in Table 10 must match the costs reported in Tables 1 to 9 of the UCA document.

3.0 How to Fill Out the UCA Forms

Owners have the option of completing the UCA forms in electronic or paper format. An electronic spreadsheet version of the UCA forms was emailed to you by the DCA, MNP LLP. The electronic version can accommodate a greater number of employees, and is linked such that totals are automatically calculated and linked between sheets appropriately. The DCA encourages Depots to use the spreadsheet to complete their UCA filing.

Also emailed to each Depot were forms which can be printed (attached as a pdf file). These forms can be filled out and emailed, faxed, or mailed to the DCA. **Make sure to keep a copy of the UCA forms for your records.** Owners may have to respond to inquiries from the DCA regarding the information provided.

All reported information should be based on the appropriate fiscal year. If, for any reason, the last fiscal year was less than 12 months, please note on Table 1 (line 129) of the UCA forms and provide information for the stub fiscal year in Tables 2 to 10.

3.1 OVERVIEW OF THE UCA FORMS

The UCA forms are structured like the financial income statement; however, the UCA forms require significantly more detailed information that likely needs to come from bookkeeping or accounting software records.

Most financial income statements have the following elements:

- Gross revenue – total sales or receipts
- Cost of goods sold – for depots, this is typically purchases or deposits paid to customers
- Net Revenue – sales less purchases
- Expenses – all costs related to the depot operation
- Net Income – net revenue less expenses; or taxable income

For the most part, the UCA forms seek additional detailed information on annual expenses.

For depots who operate in-depot compaction or automated sorting equipment, please report the expenses related to those operations on the applicable tables for example.... In most cases, it is not feasible for depots to separate expenses related to in-depot compaction from expenses related to regular operations. Therefore, for those depots who operate such equipment, the DCA asks that they report expenses related to in-depot compaction or automated sorting throughout the UCA with the rest of their expenses. These depots are asked to include the Value Added Fee (VAF) on Table 7-b (see section 3.8.2).

The UCA document has nine (9) tables which seek the following information:

1. **Table 1 - General Statistics:** Identification and contact information and general statistics on the depot operation.
2. **Table 2 – Direct Labour:** Detailed labour cost information for all employees except administrative employees and owners or shareholders, termed “Direct Labour”. All employees whose primary function is to work on the depot floor or collect containers contribute to Direct Labour.
3. **Table 3 – Contract Labour:** Cost information for all non-employees (excluding owners or shareholders whom may be paid on a contract basis). These workers are any short-term personnel (like those hired from a temp agency, for example) who you do not file T-4 slips for. We call this Contract Labour. All non-employees who work on the depot floor or collect containers contribute to Contract Labour.
4. **Table 4 – Overhead Labour:** Cost information for all administrative employees (those who are not reported on Table 2 or 3) and all owners or shareholders, termed “Overhead Labour”. In addition, for owners / shareholders who work in the depot additional information on the amount of time they spend of different types of tasks is required.
5. **Table 5 – Building:** Detailed information on the cost of housing the depot, regardless if the building is owned or leased.
6. **Table 6 – Owned & Leased Vehicle/Equipment Costs:** Capital asset and operating cost information for vehicles and equipment, both owned and leased.
7. **Table 7 – Expenses / Overhead:** This table pulls in the expenses reported on Tables 2, 3, 4, 5, and 6, and requires the reporting of all other expenses. The total expenses reported on Table 7a should match the expenses reported on your financial income statement. Any income tax paid (both provincial and federal) is reported at the bottom of Table 7a. Table 7b allows for reporting of any non-handling commission revenue.
8. **Table 9 – Verification:** This table should assist in verifying that the information provided from the manufacturing agents, via the DCA, matches the information in your records. The UCA documents provided include three Attachments (A, B and C). These Attachments note the volume of containers received, the Handling Commissions paid (including BCMB, ADBA, and VAF fees), and the deposit value for each container type by calendar month for the last 12 months up to your fiscal year end. This information should match the gross revenue and cost of goods sold portions of your financial income statement.
9. **Table 10 – Multi-Business Operations:** This table is only required for depots that have multi-businesses, that do not track costs separately for the depot operation. An allocation of costs to the depot operation is required.

Additional details on the completion of each table are found in the sections below.

3.2 GENERAL STATISTICS (COVER PAGE AND TABLE 1 – GENERAL STATISTICS)

This section of the UCA document is designed to identify the bottle depot and provide general information to the BCMB. Certain parts of Table 1 have been pre-filled using the information the DCA has for your depot. If this pre-filled information is not correct please cross out and update on your paper copy of the UCA or edit the electronic copy of your UCA spreadsheet.

On Table 1, please provide the following:

- Line 100 – Provide the personal name of the owner/primary contact person of the depot and the name of the person preparing the UCA. Please do not provide corporate names. If an individual other than the owner prepares the UCA documents, fill in the column on the right as well.
- Line 102 – Provide the signature of the party(ies) listed in Line 100. If an individual other than the owner prepares the UCA documents, please sign in the column on the right as well.
- Line 103 – Provide contact phone numbers for each party listed in Line 100. If an individual other than the owner prepares the UCA documents, fill in the column on the right as well.
- Line 105 – Provide the e-mail address for each party listed in Line 100. If an individual other than the owner prepares the UCA documents, fill in the column on the right as well.
- Line 110 – Provide the Bottle Depot Name.
- Line 120 – Provide the Bottle Depot Address.
- Line 125 – Circle or check whether the depot is a walk-in, drive-thru, or multi-business depot. If the depot is more than one of the above, check all that apply. Multi-business is an operation that has more than one business operations (e.g. general store & depot operation).
- Line 126 – If multi-business was checked on Line 125, indicate if the costs for the depot are tracked separately. For example, if a general store and depot operate together out of the same building, check yes if all costs associated with the depot operation are tracked separately for accounting and tax requirements. If the depot operation costs are not tracked separately, please also complete Table 10.
- Line 127 – Check whether the depot is a for-profit or non-profit depot. The depot is a non-profit depot if it is owned by a non-profit society and provides the appropriate reporting to the Canada Revenue Agency.
- Line 128 – Provide the date of your fiscal year end in the format noted.
- Line 129 – If your fiscal year is for a full 12 months, enter 12. If you have a stub year, enter the number of months that correspond to your stub fiscal year that you will be using to report to the DCA.
- Line 130 – Provide the number of vehicle parking stalls available for customers.
- Line 131 – Provide the number of cash registers where deposit funds are returned.
- Line 132 – Provide the number of buying stations or counter spaces your depot has to serve customers.

- Line 135 – Check if you require your customers to pre-sort containers.
- Line 136 – If applicable, describe the type of pre-sorting required by customers.
- Lines 140-146 – Provide the times your depot operation typically opens and closes to the public each day for a typical summer week and a typical winter week. If your summer and winter hours are the same please check the box. If you are typically closed on a certain day, please leave the appropriate boxes blank.
- Line 150 – Indicate how many of following 12 statutory holidays you are typically closed:
New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, August long weekend, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day
- Line 151 – If your operating hours vary by season or other factors, please provide a brief explanation of your hours of operation.
- Line 152 – Please provide an estimate of the additional hours each week your Depot is utilized for additional sorting, shipping, etc. and is not open to the public.
- Line 153 – Please provide an estimate of the number of full time equivalent employees you had during the last winter (slow season) and summer (busy season) periods. Full time equivalent refers to the average number of full time staff you had working 5 days a week, including managers or owners. Please also provide an estimate of the number of part-time or casual employees you had during the last Winter and Summer periods.

3.3 TABLE 2 - DIRECT LABOUR

For each employee providing Direct Labour for the depot, provide the information requested in the table. Direct labour includes employees performing the following functions: customer interface, cashiers, sorters, collection of containers from outside the depot, loading trucks, etc. You need to report **all employee costs and hours**, including family members. For example, if a family member is not paid, you still need to report the hours they worked at the Depot.

Information for non-employees (casual labour or contractors) that provide these functions is reported on Table 3 (see section 3.4 below). Information for employees that provide administration (e.g. payroll, bookkeeping, etc.) and management functions (including owners) are classified as Overhead Labour and are reported on Table 4 (see section 3.5 below).

Direct Labour costs should reasonably match the costs reported in your tax return, T4 summary, and financial statements for the corresponding fiscal year.

For staff that provides both Direct Labour and Overhead Labour functions, you must report the costs as Overhead Labour on Table 4. For example, an owner that spends some time performing direct labor functions should not have any costs reported on Table 2 – these costs should be reported on Table 4.

You must provide information for each employee (one per line), including the number of hours worked. The DCA will not accept UCAs where all employees are reported in aggregate on one line. If you do not track the number of hours by employee, please provide an estimate of the number of hours worked by dividing the estimated amount paid by the average hourly wage rate.

Line 200 – Provide the amount of free labour hours received by your depot from any source. For example, labour provided through a government work training program should be entered on Line 200 of Table 2.

If you are filing a paper copy and additional space is required beyond lines 201-218, photocopy the Table 2 sheet and attach additional pages to the end of the UCA document. If completing the electronic UCA, you can add an additional row by pressing the “Add Row” button under Line 219.

Please provide the following information on Table 2:

Column a – Place the number of regular hours each employee worked during the fiscal year in this column. If you do not track the number of hours directly, please estimate the number of hours by dividing the amount paid by the average hourly rate.

Column b – Place the total compensation paid for regular hours for the employee in Column b.

Column c – Place the number of overtime hours each employee worked during the fiscal year in this column. If you do not track the number of overtime hours directly, please estimate the number of overtime hours by dividing the overtime amount paid by the average overtime hourly rate.

Column d – Place the total compensation for overtime hours for the employee in Column d.

Column e – Place the total taxable benefits paid, including vacation pay, RRSP contributions, contributions to pension funds, etc., for the fiscal year in this column (include vacation pay regardless of whether you pay directly or on an accrual basis).

Column f – Total all the reported expenses and place the employee’s total in Column f (sum of columns b, d and e). This amount should match the total amount paid to the employee, excluding any bonuses.

Column g – Place any bonuses paid or accrued in this column.

Column h - Total each line from Columns f and g.

Column i - Report the average hourly rate for each employee in \$/hour. This should equal the Column b amount in dollars divided by the regular hours in Column a.

Note: The electronic version of the UCA documents will calculate the values required for all areas in yellow highlight.

Line 221 – Provide your total benefits paid to all employees, including Alberta Health Care and Private Health Care Plan expenses.

Line 222 – Provide the employer’s portion of EI and CPP payments for all employees.

Line 223 – Provide the depot’s total Worker’s Compensation payments for all employees.

Line 224 – Enter the total cost for all employees (Line 219, Column k + Lines 221, 222 & 223).

Line 225 – Enter the total number of employees for your last calendar year from your Canada Revenue Agency T4 Summary. If you do not file a T4 Summary, please provide an estimate of the total number of employees you had over the past year, including part-time employees.

Line 230 – Provide a brief description of the nature of any Other Employer Labour costs reported in Lines 200-218, Column e.

Note that Line 224 plus any employee costs reported on Table 4 should be a reasonable match to the corresponding T4 summary for all employees. If your fiscal year end is different from the calendar year, or if you are reporting for less than a 12 month fiscal period, the two amounts will not match.

3.4 TABLE 3 - CONTRACT LABOUR

Contract Labour includes any contract or temporary labour used in your last fiscal year. **Contract and temporary labour are for human resources that are not included on your T4 Summary.** Provide the information requested in Lines 300-316:

Column a - Report the most applicable job class of the employee in Column a. The following is a brief description of the job classes:

- OWN – Owner, a person who provides some type of management services and who owns a financial interest in the depot.
- MGR – Manager, a person who manages the depot on a day-to-day basis, provides some administrative services and who does not own a financial interest in the depot.
- LDH – Lead Hand, a person who provides floor supervision, but is not involved in day-to-day administrative functions.
- HND – Handler, a person who works on the shop floor in direct labour functions.
- COL – Collection, a person who is paid an hourly fee to pick up containers from customers. If you pay a third party collector who brings containers to your depot report the cost on Line 760.

Column b – Place the regular hours for the resource in this column. If you do not track the number of hours directly, please estimate the number of hours by dividing the amount paid by the average hourly rate.

Column c – Place the total compensation for regular hours for the resource over the fiscal year in this column.

Column d – Place the overtime hours for the resource in this column.

Column e – Place the total compensation for overtime hours for the resource over the fiscal year in this column.

Column f – Place any other labour expenses paid or accrued in this column.

Column g – Provide total expense in this column (Column c + e + f).

Column h – Report the average hourly rate for each employee in \$/hour. This should equal the Column c amount in dollars divided by the regular hours in Column b.

Note: Please include contract labour or employees paid in cash on this table. Complete all columns as noted above. In order for expense of contract labour or employees paid in cash to be accepted by the DCA, the amount paid must be included in documented expenses in tax documents submitted to the CRA and in the financial statements for the fiscal year that

accompanied the tax return. If the amount paid to the employee is not included in the tax and financial documents, the DCA will require the depot to remove the costs from the UCA.

Note: The electronic version of the UCA documents will calculate the values required for all areas in yellow highlight.

3.5 TABLE 4 - OVERHEAD LABOUR

3.5.1 Table 4 - Overhead Labour

For all other employees and contractors whose direct duties are not related to the direct operation of the depot (i.e. owners, managers or administrative staff), provide the requested information. All Overhead Labour costs should be reported as expenses on your financial statements (do not include dividends paid to shareholders or management fees not accrued in the current fiscal year).

Column a - Report the most applicable job class of the employee in Column a. The following is a brief description of the job classes:

- OWN – Owner, a person who provides some type of management services and who owns a financial interest in the depot.
- MGR – Manager, a person who manages the depot on a day-to-day basis who does not own a financial interest in the depot.
- LDH – Lead Hand, a person who provides floor supervision, but is not involved in day-to-day administrative functions.
- BK – Bookkeeper, a person who is responsible for maintaining the day-to-day bookkeeping of the depot.
- HND – Handlers, a person who works on the shop floor in direct labour functions.
- COL – Collection, a person who is paid an hourly fee to pick up containers from customers. If you pay a third party collector who brings containers to your depot report the cost on Line 760.

Column b – Place the regular hours for the employee/owner in this column. **If you do not track the number of hours directly, please estimate the number of hours.** For example, consider the number of hours the depot is open each year and what percentage of the time the person is at the depot when it is open. Alternatively, divide the amount paid by the average hourly rate to estimate the number of hours worked. For salaried staff that are not paid by the hour, please provide the number of hours the staff person is expected to work, e.g. 40 hours per week times 50 weeks per year equals 2,000 hours per year.

Column c – Place the total compensation for Column b regular hours for the employee/owner in this column.

Column d – Place the overtime hours for the employee/owner in this column.

Column e – Place the total compensation for Column d overtime hours for the employee/owner in this column.

Column f – Place the total taxable benefits paid, including vacation pay, RRSP contributions, contributions to pension funds, etc., for the fiscal year in this column (include vacation pay regardless of whether you pay directly or on an accrual basis).

Column g – Place any Bonuses paid or accrued in this column.

Column h – Total all the reported expenses for each line and place the employee's total in Column h (Column c + e + f + g).

Column i – Report the average hourly rate for each employee in \$/hour. This should equal the Column c amount in dollars divided by the regular hours in Column b.

Column j-n – For each employee, allocate their time between the job classes noted. The sum of Columns j-n for each employee must equal 100%. For example, if an owner or manager (MGR) spends 60% of his time managing the operation of the depot and 40% doing bookkeeping and accounting, enter 60% in Column i and 40% in Column m.

Line 415 – Place the totals of the columns here.

Line 416 – Please indicate the type of income tax reporting your Depot has:

- sole proprietorship (owner(s) report income and expenses on their personal tax returns)
- incorporated entity (limited company that is incorporated)
- registered charity (provincially registered as a charity)
- other – please specify in the space provided

Note: The electronic version of the UCA documents will calculate the values required for all areas in yellow highlight.

3.6 TABLES 5-A AND 5-B - BUILDING COSTS

3.6.1 Table 5-a - Building

If the depot building is owned by an entity other than the corporate entity that files the tax return, and the depot leases the building space from a third party entity, fill in the unshaded boxes of Column a on Table 5-a.

If the depot building is owned by the same corporate entity that files the tax return, fill in the unshaded boxes of Column b on Table 5-a.

Line 500 – Provide the total square footage of your building. If a square foot value is provided it is from your last UCA filed with the DCA.

Line 501 – Provide the annual lease payments of your building (if you lease your depot building).

Lines 502-504 – Provide the annual utility cost for your building. If your lease includes some or all utilities, then leave the relevant line(s) blank. If you do not track your utility costs separately, please estimate the portion that is related to natural gas, electricity and water and sewer.

- Line 505 – For a leased building, provide the initial cost of all Leasehold Improvements made by you at your cost (i.e. not paid by your landlord).
- Line 506 – Provide the opening Undepreciated Capital Cost (UCC) balance for the Capital Leasehold Improvements.
- Line 507 – Provide the fiscal year Capital Cost Allowance (CCA) applicable to the Leasehold Improvements.
- Line 508 – Provide the ending Undepreciated Capital Cost (UCC) balance for the Leasehold Improvements.
- Line 512 – For owned buildings, provide the fiscal year Capital Cost Allowance (CCA) applicable to the building.
- Line 516 – Provide the total of all principal payments for the fiscal year.
- Line 517 – Provide the total of all interest payments for the fiscal year.

3.6.2 Table 5-b – Area Allocation

Values provided in Line 519 to 523 are from your previous fiscal years' UCA submission. If the values provided are not correct please provide the correct values. In these lines are blank please provide the information requested.

- Line 519 – Provide the approximate percentage of square footage in your facility devoted to Office or Administration. This would include back rooms that are offices, lunch rooms or bathrooms, or any other space devoted to administrative functions.
- Line 520 – Provide the approximate percentage of square footage in your facility devoted to Customer Interface. This is the counter space and the areas where customers are served.
- Line 521 – Provide the approximate percentage of square footage in your facility devoted to Loading. This is space devoted primarily to loading trucks.
- Line 522 – Provide the approximate percentage of square footage in your facility devoted to Sorting. This is area behind the service counters that is used to sort containers into shipment bags/pallets for Storage.
- Line 523 – Provide the approximate percentage of square footage in your facility devoted to Storage. This is space primarily used for bulk storage of filled shipment bags/pallets until they can be loaded onto trucks.

The sum of the percentages listed on Table 5-b lines 519 to 523 should be 100%.

3.7 TABLE 6-A AND 6-B - EQUIPMENT COSTS

3.7.1 Table 6-a - Owned Vehicle/Equipment Costs

For all equipment owned by the depot, provide the information requested in Table 6-a Lines 600-615. Provide loan details only if a loan was obtained to purchase the assets and still has a balance owing. **Equipment includes all assets reported on your financial statements including Goodwill, but not including assets reported on Table 5 (buildings).**

Please use one line for each asset or each CCA sub-ledger. This information is typically in the notes to your financial statements.

Column a - Provide a brief description of the equipment.

Column b – Provide the CCA Class of the equipment. The most common CCA Classes for Depots are as follows (please use one of these CCA Classes):

CCA Class	CCA Rate
0 – no CCA	0%
1 - Buildings (including CCA Class 3 & 6)	4%
6 - Storage sheds	10%
8 – Equipment, including office equipment	20%
10 & 10.1 – computers, autos, trucks and trailers	30%

Column c – Provide the initial cost of the equipment.

Column d – Provide the opening class Undepreciated Capital Cost balance.

Column e – Provide the annual class Capital Cost Allowance.

Column f – Provide the closing class Undepreciated Capital Cost balance.

3.7.2 Table 6-b - Leased Vehicle/Equipment Costs

For all leased or rented equipment, provide the information requested in Table 6-b, Lines 617-624. Please use one line for each asset or each lease. If you have information by assets where more than one asset is under one lease, please provide the details by asset.

Column a – Provide the type of equipment leased.

Column b – Provide the total fiscal year annual lease payments.

Column c – If the equipment is shared with other operations not related to the bottle depot, indicate the percentage of time the equipment is used for bottle depot operations. For example, if a vehicle is used 40% of the time for depot operations and 60% for personal use, enter 40% in column c.

3.8 TABLE 7-A AND TABLE 7-B - EXPENSES / OVERHEAD

3.8.1 Table 7-a - Expenses

All the expense items on your financial income statement should be reported on Table 7-a and the total on Table 7-a (Line 769) should match the total expenses on your financial statement.

Note: The electronic version of the UCA documents will calculate the values required for all areas in yellow highlight.

The expense categories are broken down by:

Labour

Line 700 - Direct labour, enter amount from Line 224, Table 2

- Line 701 - Contract Labour, enter amount from Line 316, Column g, Table 3
- Line 702 - Overhead labour, enter amount from Line 415 Column h, Table 4-a
- Line 703 - Other labour costs (if any), enter any additional labour costs not included in Tables 2, 3 or 4 and specify the type of expense. Please provide additional details on a separate sheet of paper as required.
- Line 704 - Total Labour Costs, add Lines 700 to 703. This amount should match all labour related expenses on your financial income statement.

Building Costs

- Line 710 - Lease Payments (if building is leased), enter amount from Line 501, Column a, Table 5-a
- Line 711 - Annual Natural Gas Costs, enter amount from Line 502, Column a or b, Table 5-a
- Line 712 - Annual Electricity Costs, enter amount from Line 503, Column a or b, Table 5-a
- Line 713 - Annual Water & Sewer Costs, enter amount from Line 504, Column a or b, Table 5-a
- Line 713.1 - Leasehold CCA (if building is leased), enter amount from Line 512, Column a, Table 5-a
- Line 714 - Building CCA (if building is owned), enter amount from Line 512, Column b, Table 5-a
- Line 715 - Building mortgage or loan interest (if building is leased), enter amount from Line 517, Column a, Table 5-a
- Line 716 - Building mortgage or loan interest (if building is owned), enter amount from Line 517, Column b, Table 5-a, enter amount
- Line 717 - Condo Fees, if applicable, for your building
- Line 718 - Property Tax, if paid by the depot
- Line 719 - Property Insurance for building and contents / liability insurance. Note that vehicle insurance should be entered on Line 735 and non-property insurance (e.g. office contents, professional liability, etc.) should be entered on Line 750.
- Line 720 - Building and Landscape maintenance, costs for exterior cleaning, snow removal, cutting grass, etc.
- Line 721 - Cost for garbage removal / disposal.
- Line 722 - Other building costs, any other building related costs not reported on Lines 710 to 719. Please specify type(s) of other costs in the space provided.
- Line 723 - Total Building Costs, add Lines 710 to 722. This amount should match all building related expenses on your financial income statement.

Vehicle / Equipment Costs

- Line 730 - Owned vehicle/equipment amortization expense (CCA), enter amount from Line 616, Column e, Table 6-a
- Line 731 - Owned vehicle/equipment lease payments. Provide the sum of all fiscal year interest expense for vehicle/equipment loans.
- Line 732 - Leased vehicle lease payments, enter amount from Line 625, Column b, Table 6-b
- Line 733 - Vehicle maintenance costs
- Line 734 - Vehicle - gas or mileage charges
- Line 735 - Vehicle Insurance & Registration costs
- Line 736 - Other vehicle costs not reported on Lines 730 to 735. Please specify type(s) of other costs in the space provided.
- Line 737 - Equipment maintenance costs
- Line 738 - Other equipment costs not reported on Line 737. Please specify type(s) of other costs in the space provided.
- Line 739 - Total Vehicle / Equipment Costs. This amount should match all vehicle and equipment related expenses on your financial income statement.

Office Costs

- Line 740 - Office Expenses (all consumables, paper, office supplies, etc. used in the office)
- Line 741 - Shop Supplies (all consumables, etc. used on the depot floor)
- Line 742 - Telephone
- Line 743 - Charitable Donations, any donations to registered charities
- Line 744 - Internet
- Line 745 - Bank Charges
- Line 746 - Professional Fees (Accounting/Legal)
- Line 747 - Training Courses (3rd Party)
- Line 748 - Marketing and Promotions, cost of supporting non-charities events, "give-aways", etc.
- Line 749 - Advertising, costs for print advertising, listings in directories, newspaper ads, etc.
- Line 750 - Other Insurance (other than insurance reported on Line 719 and Line 735)
- Line 751 - Municipal Taxes and License Fees, any other fees paid to governments, municipalities, associations, etc.
- Line 752 - BCMB Fees. BCMB fees are deducted by the manufacturers from your Handling Commissions. See Attachment B. Report on Line 752 if you track BCMB fees separately on your financial statements.
- Line 753 - ABDA Member Fees. Amount paid for your ABDA membership fees. For most Depots, ABDA Member Fees are deducted by the manufacturers from your Handling

Commissions. See Attachment B. Report on Line 753 if you track ABDA Member fees separately on your financial statements.

Line 754 - Other Office costs not reported on Lines 740 to 751. Please specify type(s) of other costs in the space provided.

Line 755 - Total Office Costs. This amount should match all office related expenses on your financial income statement.

Other Costs

Line 760 - Non-labour collection costs (e.g. contractors). Any costs reported on your financial income statement related to the collection of containers from outside the depot. Collection labour costs should be reported on Tables 2, 3 and/or 4. If other collection costs are reported under cost of goods sold on your financial income statement, then do not report these costs here, rather report the collection costs on Line 921 of Table 9.

Line 761 - Deposit incentives. Any costs reported on your financial income statement related to the overpayment of deposits to wholesale customers. If deposit incentive costs are reported under cost of goods sold on your financial income statement, then do not report these costs here, rather report the deposit incentives on Line 922 of Table 9.

Line 762 - Shrinkage. Any costs reported on your financial income statement related to the loss of containers from breakage, theft, etc. Shrinkage can also be the incorrect reimbursement to customers (e.g. under or over-counting of deposit returns). If shrinkage costs are reported under cost of goods sold on your financial income statement, then do not report these costs here, rather report shrinkage on Line 925 of Table 9.

Line 763 - ABDA Handling Commission Review Fee. Additional fees paid to the ADBA to cover the cost of the Handling Commission review process. See Attachment B. Report on Line 763 if you track ABDA Handling Commission Review (HCR) fees separately on your financial statements.

Lines 764 to 766 - Other costs, any other expenses not reported on Lines 700 to 761. Please specify type(s) of other costs in the space provided.

Line 767 – Total Other Costs, add Lines 760 to 766.

Line 769 - GRAND TOTAL, add Lines 704, 723, 739, 755, and 767. This amount should match all expenses reported on your financial income statement.

Line 769.5 - Income Tax Paid, please report the total provincial and federal income tax paid. If you are a sole proprietor, please leave this line blank.

3.8.2 Table 7-b

Provide information on any other depot related revenue received during the fiscal year **other than regular handling commissions and deposits** from the manufacturing agents. For depots

operating in-depot compaction equipment, the Other Handling Commissions (ohcs) must be reported on this table in the appropriate line.

- Line 770 – Enter the revenue earned during the fiscal year for sales of crushed cardboard.
- Line 771 – Enter any fees earned during the fiscal year for picking up containers from customers.
- Line 772 – Enter any fees earned during the fiscal year from any other recycling activities. Include these revenues only if the expenses related to the activity are included in this fiscal year UCAs. For example, if costs related to the collection of used oil are reported on Tables 2 to 7, then report the revenue received from used oil sales.
- Line 773 – Enter any fees earned during the fiscal year from the sale of empty containers to customers, e.g. wine bottles to customers who make their own wine.
- Line 774– Enter any fees paid by the ABCRC as the Other Handling Commissions (ohcs) related to in-depot compaction. This line **must** be completed by any depots who operate in-depot compaction equipment.
- Line 775 – Enter any other fees earned where the expenses to provide the service are reported in this fiscal years' UCA document. Provide a description of the nature of the revenue in the space provided.
- Line 776 – Provide the total for Lines 770-775.
- Line 769 – Total of all expenses from Table 7-a, Line 769.
- Line 790 - Total Table 7-a expense less any miscellaneous revenue reported as expense offset (Line 769 less Line 776). This should match your total expenses reported on your financial income statement.
- Line 791 - As a check, enter the total expenses reported on your financial income statement
- Line 793 - If Lines 790 and 791 are not the same, please explain in the space provided.

3.9 TABLE 9 - VERIFICATIONS

Table 9 is included to ensure that the information we have from the manufacturers agents matches the data you have for your depot. The manufacturers agents (ABCRC and BDL) have provided us with the volume of each container class returned to them for the last 24 months up to your fiscal year end.

- Line 900 - Column A provides your fiscal year end date. If the fiscal year end provided in Column A is not correct for your depot, please note the correct fiscal year end date in Column B (should be the same as Line 128 from Table 1).
- Line 901 - Column A assumed the corresponding fiscal year was 12 months. If the corresponding fiscal year end was shorter than 12 months, please note the correct number of months in Column B (should be the same as Line 129 from Table 1).
- Line 902 - Column A provides your total volume shipped to the manufacturers assuming a 12 month fiscal year ending at the date noted on Line 900, Column A. If Line 902, Column A value is not correct for your depot, please report the correct value on Line 902, Column B. If your fiscal year was less than 12 months, you will need to add the

monthly volumes from Attachment A for each month in your fiscal year to obtain the total for your fiscal year.

- Line 905 - Column A provides your total Handling Commissions paid by the manufacturers assuming a 12 month fiscal year ending at the date noted on Line 900, Column A. If the Line 905, Columns A value is not correct for your depot, please report the correct value on Line 905, Column B. If your fiscal year was less than 12 months, you will need to add the monthly Handling Commissions from Attachment B for each month in your fiscal year to obtain the total for your fiscal year.
- Line 906 - Column A provides your total BCMB fees withheld by the manufacturers assuming a 12 month fiscal year ending at the date noted on Line 900, Column A. If the Line 906, Columns A value is not correct for your depot, please report the correct value on Line 906, Column B. If your fiscal year was less than 12 months, you will need to add the monthly BCMB fees from Attachment B for each month in your fiscal year to obtain the total for your fiscal year.
- Line 907 - Column A provides your total ABDA fees, including your Membership Fees and the Handling Commission Charge (HRC), withheld by the manufacturers assuming a 12 month fiscal year ending at the date noted on Line 900, Column A. If the Line 907, Columns A value is not correct for your depot, please report the correct value on Line 907, Column B. If your fiscal year was less than 12 months, you will need to add the monthly ABDA fees from Attachment B for each month in your fiscal year to obtain the total for your fiscal year.
- Line 912 - Column A provides your total deposits or purchases paid to you by the manufacturers assuming a 12 month fiscal year ending at the date noted on Line 900, Column A. If the Line 912, Columns A value is not correct for your depot, please report the correct value on Line 912, Column B. If your fiscal year was less than 12 months, you will need to add the monthly deposits/purchases from Attachment C for each month in your fiscal year to obtain the total for your fiscal year.
- Line 918 - Column A provides the total amount paid by the manufacturers assuming a 12 month fiscal year ending at the date noted on Line 900, Column A. If any of the Line 902 to 912 Column A values are not correct for your depot, please fill in Lines 902 to 919 on Column B. Line 918 should match your records for the total amount paid by the manufacturers to your depot for the fiscal year. If Line 918 does not match your records of the manufacturers payments please provide an explanation to or contact the DCA to review.
- Line 919 - Same values as Line 918 – total deposits or purchases paid to you by the manufacturers.

Other Costs of Goods Sold:

If your financial statements do not show cost of goods sold please ignore the rest of Table 9.

Lines 921 to 928 provide you with an opportunity to report any expenditure not included as expenses on your income statement. Some depots include expenses (and revenues) other than deposits / purchases in their cost of goods sold. **If your cost of goods sold on your income statement does not equal the Line 919 value, then please use Lines 921 to 928 to reconcile the difference.**

- Line 921 - Enter the total third party collection costs (payments to a third party who brings containers to your depot) that are not recorded as expenses on your income statement.
- Line 922 - Enter the total deposit incentives that are not recorded as expenses on your income statement.
- Line 923 - Enter the casual labour costs (typically paid in cash) that are not recorded as expenses on your income statement and not reported on Table 3. If you have casual labour costs to report on Line 923 please also complete Lines 932 and 933.
- Line 924 - Enter any other costs paid in cash that are not recorded as expenses on your income statement and provide a brief description in the space provided to the right.
- Line 925 - Enter shrinkage costs (e.g. theft, broken containers, etc.) that are not recorded as expenses on your income statement.
- Lines 926 to 926 - Please note any additional items that are included in your costs of goods sold and provide a brief description in the space provided to the right.

As a final check, either Line 930 or Line 931 should equal your net revenue, which is your total revenue less your costs of goods sold.

- Line 930 - If you do not track your ABDA and BCMB fees separately (i.e. they are deducted from the Handling Commissions by the manufacturers and you do not separate out these costs), then Line 930 should equal net revenue.
- Line 931 - If you track your ABDA and BCMB fees separately (i.e. you separate out these costs and record them as an expense), then Line 931 should equal net revenue.

If neither Line 930 nor 931 match your gross revenue, please provide an explanation to or contact the DCA to review.

- Line 932 - If casual labour was included in Line 923, please provide the corresponding number of casual hours.
- Line 933 - If casual labour was included in Line 923, please provide the corresponding average casual labour rate in dollars per hour.

3.10 MULTI-OPERATION REPORTING (TABLE 10)

This table is only required where the bottle depot operation is part of a larger enterprise and the larger enterprise is the reporting entity to the CRA. For clarity, if the costs of the depot operation are included with costs for other businesses, and the total costs were reported on Tables 2 to 9 of the UCA documents, then you must complete Table 10 to provide an estimate of the portion of the costs reported on Tables 2 to 9 that are related to the depot operation.

For example, the larger enterprise may have other business operations besides the bottle depot contained within the same premises. Each individual bottle depot must provide its own UCA documents for the fiscal year.

Note: The electronic version of the UCA document will calculate the values required for all areas in yellow highlight.

- Line 1000 - Please list and briefly describe the primary business (i.e. the one that created the most revenue).

Line 1001 - Please note any other business operations in addition to the primary business reported on Line 1000.

Line 1002 - Please provide an estimate of the percentage depot related revenues of your total fiscal year revenues.

Line 1003 – Please note if the operating hours noted on Table 1, Lines 140 to 152 for your depot operation are the same as the operating hours for your other businesses.

For each line from Lines 1010-1022, provide the amount from the UCA document (Column a), for the percentage of total costs as reported on the tax return (Column b), and provide the basis and rationale for the allocation to the bottle depot operation (Column d). Some additional explanation, if required, can be included on Line 1030.

The rationale for the allocation of the bottle depot costs can be one of two methodologies:

1) Direct Assignment:

If the cost is easily identifiable as directly related to the bottle depot operation, it should be directly assigned. An example of this might be the costs relating to a forklift that is used solely by the bottle depot operation. In this instance, the entire cost of the forklift should be included on the UCA document (reported in the proper table, for a forklift Table 6-a if owned and Table 6-b if leased and then the expense reported on Line 730 or 731 of Table 7-a). Under Line 739, Column b of Table 10 should show 100% (if the forklift is the only asset reported on Table 6), and Column d should read “Direct Assignment”. If there are multiple assets and use is shared between depot and other business, provide an allocation and note the percentage in Column b and the bases for the allocation in Column d.

2) Allocation

If a cost item listed in Table 10 is one that is common between multiple operations, then a reasonable allocation of the cost to the depot is the correct value to report. An example of this might be building costs or utility costs where the full building is leased, and one utility bill is provided for the entire premises. In this case, a percentage of the total cost should be provided in the UCA document, and the basis of the allocation must be provided. A reasonable allocator for utility costs may be the percentage of square footage occupied by the bottle depot. If this is the case, then report the total building cost on Line 1016, Column a, the percentage that cost represents of the total cost in Column b, and then “square footage” should be reported in Column d.

For any shared or allocated costs, the allocator you choose must be reasonable and reflective of the nature of the sharing of the cost between the bottle depot and other operations.

4.0 Electronic UCA Spreadsheet

4.1 ELECTRONIC UCA

A Microsoft Excel version of the UCA document was e-mailed to each depot. Data that is specific to your depot was pre-filled on your spreadsheet (e.g. Table 1 your depot name, address, etc., Table 9 your depots volumes, handling commission and deposits, etc. and Attachments A, B & C). To obtain another copy of your UCA spreadsheet please send us an e-

mail to uca@mntp.ca and we will reply promptly with a copy of your excel spreadsheet. All requests for an additional spreadsheet should be made by the depot owner, or by the depot's accountant with a copy to the depot owner. **Please be sure to note the depot owner's name and the depot name in your e-mail.**

4.2 ELECTRONIC UCA INSTRUCTIONS

The DCA strongly encourages depots to use the Electronic UCA spreadsheet.

The electronic version of the UCA document is identical to the UCA printed forms. Each table is contained on a different worksheet in the Excel spreadsheet.

When you open the electronic UCA, it may ask whether macros can be enabled. Allow the macros to be enabled by selecting "Enable Macros", or similar instructions for other versions of Microsoft Excel.

Any of the pre-filled information on the spreadsheet can be changed. Simply delete the pre-filled data and enter the correct information.

Also, anywhere where you are asked check an option in the UCA spreadsheet there are Active-X controls where you simply need to click on them to select (or de-select) the option in the Electronic UCA using your mouse or pointer. A checkmark will appear in the control box if the option is selected.

Throughout the Tables there are Excel formulas that will provide totals or transfer totals from one table to another. For example, on Table 7, Lines 700 to 702, totals from Tables 2, 3 and 4 are transferred onto Table 7 for you. Formulas are noted in light yellow highlight. You cannot overwrite these formulas.

On Tables 2, 3, 4, and 6, the totals will be provided for all of the information you provide. **Please do not leave blank rows in these Tables in between data.** Any blank rows in these tables should be at the bottom below the data you are providing. Please to not insert any additional rows or columns into the Tables.

Anywhere where an explanation is requested, you must limit your explanation to 255 characters in the cell provided. For some explanations, several cells (lines) are provided for longer explanations. If further elaboration is required, provide note on an additional sheet of paper or e-mail and forward to us by e-mail, mail or fax.

To return your UCA package, you must e-mail the completed Electronic UCA spreadsheet to uca@mntp.ca. You must mail, e-mail or fax Table 1 of UCA to the DCA, MNP LLP, signed where requested on Line 102 and you must also mail, e-mail or fax the additional documents as noted on the UCA cover e-mail by the date required.

5.0 ASSISTANCE

If you have any questions as you complete the UCA submission, please send your questions to the DCA, MNP LLP:

Dana Davies

Phone (780) 429-5872

Fax (780) 462-8643

Email uca@mnp.ca