

## **Day Use Parking and Annual parking Passes Instructions for Ministry required reporting**

- All the reports are in EXCEL format. Cells with calculations, except Merchant Discount Rate, have been cell protected.
- Please note the Merchant Discount Rate per credit card type in the area provided on the Revenue Summary by Park report. It is your responsibility to adjust these rates on this report, if they change.
- There may be a Per Transaction Fee on each credit card transaction. You are to indicate, as per your Merchant agreement this amount on the form. As per the MDR it is your responsibility to ensure this information is current.
- Commission is calculated on amount collected less GST.
- When pulling reports, it is advisable to pull the month-end report after the final confirmation of transactions for the last day of the month has been received. This will reduce the necessity of making adjustments for missed declined sales in the next reporting period. If you need to make adjustments, note the information on the following months report and adjust amount paid to the ministry for that month.
- Park Facility Operators should keep a copy of these reports on file; along with other reports from the bank (credit card charges) and Lexis Database Manager Reports.
- Reports are to be submitted to your ministry contact (Parks Area Supervisor) by the fifth business day of the month.

### **1. Annual Parking Pass Daily Register report**

This report summarizes the sale of Annual Parking Passes during the month and breakdown information so that the ministry can reconcile numbers of passes sold against passes distributed, at the beginning of the season, to each PFO. The report is set up to calculate the distribution of funds (commission, GST and ministry revenue).

- a. This report is to be submitted to the ministry each month.
- b. Total passes sold include passes distributed to Persons with Disabilities.
- c. Commission is calculated on paid passes only.
- d. Ticket stubs for all passes distributed are to be attached to this report and submitted to the ministry monthly.
- e. At the end of the season all unsold passes are to be sent back to the ministry, preferably along with this report.

### **2. Day use Parking Manual Coin Operated machine Daily Register**

Coin operated machines do not provide printouts like the electronic machines; therefore, information has to be compiled manually. The PFO needs to record the beginning ticket number and ending ticket number sequences, along with cash collected. The report is set up to calculate the distribution of funds (commission, GST and ministry revenue).

- a. This report is to be submitted to the ministry each month.
- b. A report for each manual coin operated machine is to be maintained.
- c. Please note the machine number or serial number on each report.
- d. If there are variances between numbers sold and revenue collected, an explanation should be included on this report.

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**3. Revenue Summary by Park**

This report compiles all the information at a summary level that is required to be submitted to the ministry. It provides subtotals and a total of funds due by Park.

- a. This report is to be submitted to the ministry each month.
- b. It is a summary of information from Lexis Database Manager report 'Ticket Price Summary report' per machine, Day Use Parking annual coin operated machine report, and the Annual parking passes registry report. As backup attach a copy of all these reports.
- c. Ensure that the correct/current Merchant discount rate is included in the cell calculations and in the written information.
- d. If you are charged a Per Transaction Fee for each credit card transaction, you will have to note the fee (usually 13 cents or less), manually calculate the number of credit card transactions (Ticket Price Summary report) and put this information into the spreadsheet.

**4. PFO Remittance Summary breakdown by park**

This report is to be used when the PFO wishes to submit one remittance to cover the revenue from several parks.

- a. Transfer the information from the Revenue Summary by Park report for each park and remit cheque for total.