Roadmap to Reporting 2025

Week 1 | Week of March 10
Ensure you can log into Treasury's portal.

Week 2 | Week of March 17
Ensure user roles are assigned to the correct point of contact.

Week 3 | Week of March 24
Troubleshoot issues with accessing the portal or user roles.

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Did your government spend funds under the revenue loss eligible use category, after having taken the standard allowance or calculated revenue loss according to the formula?

YES

You can report how your government utilized all of your revenue loss funds within a single project under expenditure category 6.1. The Compliance and Reporting Guidance provides information on how much detail is required.

NOTE: Treasury requests that descriptions provide explanations that details what type of specific eligible government services are being supported with the funds.

NO

Treasury Reporting Portal Opens April 1, 2025

Week 4 | Week of March 31
Gather project information from external partners.

Week 5 | Week of April 7
Internally collect financial information related to projects.

Week 6 | Week of April 14
Input data for all projects into Treasury's portal.

Week 7 | Week of April 21
Review entry and submit report. The report must be submitted by the due date of **April 30, 2025**.

Tier 1, 2, and 3 – 2025 Q1 Project and Expenditure Report Due
Tier 4 and Tier 5 - 2025 Annual Project and Expenditure Report Due