



Labour and Advanced Education
Employment Nova Scotia

Financial Report

Login to LaMPSS to complete reports <https://lampss.gov.ns.ca>

- Use your Organization ID, User Name, Password then look for the Reports links on your Organization Homepage
- For LaMPSS Help Desk call 1-877-404-7074

Before You Begin

Please visit the program's home page at <http://www.gov.ns.ca/employmentnovascotia/programs/hiring-incentive.asp> and download the Program Guidelines document. Review the Financial Reporting section of the Guidelines document carefully and prepare or gather any supplemental documents required to submit along with the financial report.

Complete this form electronically. You may save it to your local computer or even transfer it between computers. You may continue to edit this form over multiple editing sessions until you are satisfied that the information is complete and all supplemental documents are attached. Once complete, follow the instructions at the end of this form to submit this Financial Report.

Organization Information

Project Details

Department/Area

LAE-ENS

Program

START

Project title

Agreement start date (DD/MM/YYYY)

Agreement end date (DD/MM/YYYY)

This section will automatically fill with your organization and agreement information.

The report dates will appear in the upper right-hand corner of each page!

Period :

Program : START

Financial Report

In the space provided below please report your eligible expenses per budget item for this are reporting amounts over your remaining budget please provide details in the notes section form.

“Reported Amt. this Period” is the total wages paid out and/or total of other approved costs paid out during the reporting period. Record the total amount here.

Program Delivery

Program

Cost Item	Approved Budget	Reported and Approved to Date	Reported Amt. this Period
Overall		\$0.00	\$0.00
Subtotal		\$0.00	\$0.00



Financial Report Totals

	Approved Budget	Reported and Approved to Date	Reported Amt. this Period
Total		\$0.00	\$0.00

Supporting Documentation

Please include any additional documentation required. Refer to the Financial Guidelines for more information on financial reporting requirements for this

To attach a document to this report, select the document topic below and click Select the file to attach from the file dialog when prompted.

In this section attach copies of receipts for approved expenditures and/or a detailed payroll report, as applicable

For payroll include hourly rate, hours/week, gross pay, deductions, & net pay for each period during the report

Attached Documentation

Document name	Topic
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There are currently no supporting documents attached to this report.

Reporting Notes

In the text box below include any notes to explain costs that may not be self-evident on attached documents!

If you are reporting amounts over your approved budget or making changes to your cash flow projections (if applicable), please provide an explanation below.

Submit Report


Enter your LaMPSS Self-Service information below and click the Submit Report button to submit this financial report.

Organization ID *

Username *

Password *

Submit Report



Enter your self-serve credentials and click the "Submit Report" button