

June 21, 2019

To: Regional District Finance Officers  
Regional Hospital District Finance Officers

Re: **Change in DRF Payout Process**

Going forward, we will no longer be mailing out Debt Reserve Fund (DRF) statements along with the cheques. All statements are now available on the [Secure Client Access Site](#) for you and your Member Municipalities, if applicable. Once you are logged in, you will be able to see when the payment was made, what issue it relates to, and the amount.

For a listing of your payouts, got to Long-Term Financing – DRF Payouts:

Long-Term Financing

- RD
  - [Loans & Schedules](#)
  - [Position Report](#)
- Municipalities
  - [Loans & Schedules](#)
  - [Position Report](#)
- [Invoices](#)
- [Surplus Payout Statements](#)
- [DRF Payouts](#)
- [DRF Statements](#)

To view the Regional District, Regional Hospital District, and Municipality DRF Statements, go to Long-Term Financing – DRF Statements:

Long-Term Financing

- RD
  - [Loans & Schedules](#)
  - [Position Report](#)
- Municipalities
  - [Loans & Schedules](#)
  - [Position Report](#)
- [Invoices](#)
- [Surplus Payout Statements](#)
- [DRF Payouts](#)
- [DRF Statements](#)

Please review the schedule of payments at the bottom of your statement for distributing funds to your Municipalities. Once the Municipalities receive their cheque, they can log onto the Secure Client Access Site and view a list of their DRF payouts and download their detailed statements. Municipalities will access their statement and DRF listing the same way the Regional Districts do. **Please advise your Member Municipalities of the change in process.**

**Important**

Please note that demand notes will be sent out with the cheque if all the terms have expired. If the bylaw is not fully matured, the applicable portion has been noted as cancelled but will remain in our possession until final maturity.

When you receive a cheque, it will have the invoice number noted on the memo line. For example, "D-104-10-2019-06-01".

