

Adobe Reader 8.0+ is required to complete this reporting form.

If you are using an earlier version, you will not be able to save any information you enter into the form.
 Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>

**1. Applicant Profile**

Project #:	Local Government:
	Partner local government (if joint project):
Mailing address:	

2. Primary Contact Information

Primary contact (for this report):	Position/title:
Telephone	Email:

3. Required Attachments**Payroll records/summary printed from your accounting or payroll software (or copies of invoices if applicable).**

- ★ *Must identify employee name and show year to date totals.*
- ★ *Must support the amount entered in section 6: Project Spending.*

4. Employee Information

Housing planner name:	Job title:
First day worked/paid:	Final day worked/paid:

5. Final Report

Describe the activities undertaken during the year relative to the work plan:

6. Project Spending

Expense item:	Budget per application (\$):	Actual (\$):
Salary/Wages	\$	\$

7. Authorization

I have read and understand the [Community Planning for Housing Application Guide](#) and understand that if applicable, GST is an ineligible cost.

I confirm that the information in this report is accurate, complete, and fairly presented.

I authorize Northern Development to make enquiries in order to verify the results reported.

I agree to provide upon request any additional updates and reporting Northern Development staff deems necessary.

I understand that information provided to Northern Development may be accessible under the Freedom of Information (FOI) Act.

Name (CAO): <i>★ Please type name.</i>	Position/title:	Date:

8. Submitting Your Report

Completed project reporting forms (with all required attachments) should be provided electronically to Northern Development by email.

Email: finance@northerndevelopment.bc.ca