

**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

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

## 5. Final Report

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

## 6. Project Spending

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

## 7. Authorization

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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

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

Email: [finance@northerndevelopment.bc.ca](mailto:finance@northerndevelopment.bc.ca)