

INTER-CITY PASSENGER TRANSPORTATION SERVICES FOR NORTHERN BC

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: <https://get.adobe.com/reader>



+ Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.

1. Proponent Profile

Project #:	Project name:		
Proponent organization (legal name):		Mailing address:	

2. Primary Contact Information

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

3. Required Attachments

A general ledger of the project detailing all project expenses, printed from your accounting software for the current reporting period.

If applicable: Results of your most recent customer feedback survey.

Summary of communication and marketing initiatives (if applicable).

Copies of any policies of insurance obtained by the Recipient and/or any Contract Operator, evidencing the amounts of insurance as required to be maintained for the Shuttle Service as set out in Schedule B of the signed agreement.

If reporting on the October to March period, required:

Financial statements (April 1 – March 31).

INTER-CITY PASSENGER TRANSPORTATION SERVICES FOR NORTHERN BC

REPORTING FORM
(SEMI-ANNUAL)

4. Reporting Period

Current reporting period:		
April to September _____ (year)	October _____ to March _____ (year)	(year)

5. Claim Summary

	Amount (\$):
Reported eligible operating expenses – April to September 2023	\$
Reported eligible operating expenses – October 2023 to March 2024	\$
Reported eligible operating expenses – April to September 2024	\$
Reported eligible operating expenses – October 2024 to March 2025	\$
Total reported eligible operating expenses:	=
x Northern Development operating funding percentage <i>(as per signed agreement)</i>	x
= Calculated operating funding	=
Maximum operating funding approved <i>(as per signed agreement)</i>	\$
Operating funding already received <i>(previous disbursements)</i>	\$
Difference	\$

INTER-CITY PASSENGER TRANSPORTATION SERVICES FOR NORTHERN BC

REPORTING FORM
(SEMI-ANNUAL)

3. Authorization

I confirm that the following ineligible costs have not been included:

- Upgrades to rented, leases or owned buildings.
- GST.
- Costs incurred (work started and/or deposits paid) prior to April 1, 2023.

I confirm that copies of specific invoices will be made available to Northern Development upon request (after reviewing the operating Shuttle Service ledger).

I confirm that supporting documentation for wages will be made available to Northern Development upon request (eg. Paystub(s), timesheets, etc.).

I confirm that funding received or to be received for this project will not exceed the total cost of this project.

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 information Northern Development staff deems necessary.

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

Name (organization signing authority): <i>★ Please type name.</i>	Position/title:
Email:	Date:

4. Submitting Your Report

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

★ Please submit this Reporting Form and all attachments in one email; do not scan this form.