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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).

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 2022	\$
Reported eligible operating expenses – October 2022 to March 2023	\$
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	\$

6. 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, 2022.

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:

7. 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.