



Annual Report Guidelines

Who Must Complete an Annual Report?

- All organizations who have received Grant-in-Aid (GIA) funding from the Peace River Regional District are required to complete an **Annual Report(s)** effective April 2009.

What Must be included in your Annual Report?

- Your Annual Report(s) must detail how and /or if your organization has spent your Grant-in-Aid funding. This should include information on capital costs and/or operational costs and may include a variety of activities in accordance with the projects, events or operational costs for which your funding was approved for that particular year.

When?

- All Annual Reports are **due by February 28th of each year** regardless of whether your organization is submitting a new application for GIA.
- Funds for the upcoming year will not be reimbursed until Annual Reports are received.

Why?

- This procedure has been implemented in an effort to ensure more accountability to tax payers and other organizations receiving Grant-in-Aid funding. By doing so the Peace River Regional District will be following best practices employed by other municipalities and regional districts. This information will also assist the Rural Directors in making fair and equitable decisions on future Grant-in-Aid funding applications for all organizations.

Important Note:

- Organizations may be required to complete **more than one Annual Report** if:
 - (a) Your organization has utilized funds from the 2008 or 2007 years in the 2009 year, **AND**
 - (b) The activities that the funds were utilized were in accordance with the projects, events or operational costs that were applied for and approved in 2008 or 2007.
- If your organization **applied and received approval** to amend the project for which your organization originally received Grant-in-Aid funding please complete one Annual Report making note that funds were approved in previous years (i.e., 2008 or 2007).

We're Here to Help!

- If your organization has any questions on how to complete your Annual Report please do not hesitate to contact either:
 - Trish Morgan Manager of Community Services at 250 784-3218 or trish.morgan@prrd.bc.ca
 - Fran Haughian, Community Services Coordinator at 250 784-3209 or fran.haughian@prrd.bc.ca

We will do our best to answer any questions you may have!

Expense Summary

Please provide a summary of costs that have been submitted for reimbursement for the project year for which this report refers to (i.e., 2009, 2008 or 2007).

Amount of Approved GIA Funding in year _____
Less TOTAL Operational Costs paid for by GIA _____
Less TOTAL Capital Costs paid for by GIA _____
Total GIA Funds Remaining for year _____

Please describe your plan for the funds remaining. (i.e., timeline for completing your projects or events or utilizing your operational cost funding, requesting a funding amendment to apply unused funds to another project or can the funds be reallocated to next year's GIA budget?)

Authorization

We, the undersigned BOARD MEMBERS, certify on behalf of the organization that all of the information stated is correct and that the Board of Directors has approved the submission of this report.

Board Member (Treasurer)

Name (print) _____
Position: _____
Business phone: _____
Residence phone: _____
Fax: _____
E-mail: _____
Signature: _____

Board Member

Name (print) _____
Position: _____
Business phone: _____
Residence phone: _____
Fax: _____
E-mail: _____
Signature: _____

THIS REPORT WAS PREPARED BY:

Name (print): _____
Business phone: _____
Facsimile: _____

E-mail: _____
Residence phone: _____
Signature: _____

Retain a copy of this report for your organization's records.