



Making a difference...together

## GRANT-IN-AID APPROVAL FORM

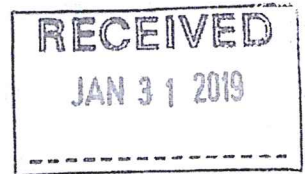
APPLICATION INFORMATION	
APPLICANT:	Island Pathways
ELECTORAL AREA:	Juan de Fuca Salt Spring Island Southern Gulf Island
GRANT AMOUNT REQUESTED:	\$3,000
RECOMMENDED FOR APPROVAL: (by Electoral Area Director)	<del>\$</del> 3,000
DATE APPLICATION RECEIVED:	Jan 31, 2019

FINANCIAL CODING			
TAX	P/O	G/L	COST CENTRE
PO	1001	544000	100082 - JDF 100083 - SSI 100085 - SGI

ELECTORAL AREA DIRECTOR APPROVAL	
Director Name: Gary Holman	
Director Signature: <u>Gary Holman</u>	Date: <u>Feb. 7/19</u>

FOR COMPLETION BY FINANCE - ACCOUNTS PAYABLE	
Request received and acted on by:	Date:
Name _____ Signature _____	_____

## CRD GRANT-IN-AID



Name and Address of Applicant: Island Pathways (IP)  
Box 684 Ganges, P.O.  
Salt Spring Island, BC  
V8K 2W3

Contacts: Jean Gelwicks IP Board member and project chair  
[gellam@saltspring.com](mailto:gellam@saltspring.com)  
537-4859  
Bob McKie IP Board Member  
[robertbmackie@gmail.com](mailto:robertbmackie@gmail.com)  
537-0742  
Val Short - IP Treasurer  
[yshort@shaw.ca](mailto:yshort@shaw.ca)  
537-5987

### Application Summary

#### Project and purpose for which you require assistance:

Island Pathways' E-Bike / Mobility Scooter Electric Charging Outlet Project

Island Pathways wants to encourage the use of electric bike (E-Bike) & mobility scooter use on the island and make it easy for tourists to visit our island by E-bike, leaving their cars at home by encouraging businesses and organizations to install Electric Charging Stations at their places of business. We want to encourage the "greening" and "electrification" of Salt Spring. Island Pathways mandate is to support and initiate Active Transportation on our island.

**Amount of grant requested -** \$3,000.

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is:

- Not being made on half of an industrial, commercial, or business undertaking
- Not available for the personal benefit of any individual, proprietor, member or shareholder.

Jean Gelwicks  
Island Pathway Board Member  
Authorized Signatory

## **Applicant Profile**

**1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?**

Island Pathways, is a charitable, non-profit society with 30 years of experience in promoting "Active Transportation" (safe pedestrian and cycling activities) on Salt Spring Island. We are widely recognised as a successful volunteer community group that has already made considerable progress with activities such as:

- installing approx 30 bike racks around the island, creating kilometres of The Ganges Village Pathway Network,
- promoting road-side bike lanes,
- producing both a Hiking Trails map (Salt Spring On Foot) and a Cycling Map which, we are in the process of revamping (Salt Spring On Wheels),
- sponsoring events like Bike To Work Weeks and Velo-Village,
- teaching children about safe cycling and supplying affordable "Helmets for Life" to over 500 student
- and much more.

We are the only organization on Salt Spring that is dedicated to Active Transportation. Almost all our funds are spent on project for the community. We have no staff and little overhead as we pay for no office space.

**2. Describe the geographic area that receives services or benefits from your organization.**

Our project benefits all of Salt Spring Island, of all age brackets, as well as many tourists who come to our island.

**3. Is your organization voluntary and non-profit?** ☒ YES

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization. **NONE**

**4. Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.**

We just celebrated our 30 year anniversary. We have approximately 100 members and 60 volunteers (most of these are on the IP Board, PCP committee and work party volunteer list).

## Project / Proposal Profile

### 1. Assistance is being requested for:

Project equipment - Kilowatt hour meters (4 to 6) , simple bike racks for those business who do not already own one, signage, and electrician support, etc.

### 2. Please describe the proposal for which you are requesting assistance.

Island Pathways (IP), is hoping to initiate the installation of 10 + electric bike (E-Bike) charging outlets around our island and especially in Ganges Village and bicycle destinations. These charging outlets also double as charging locations for electric mobility scooters (legally considered pedestrians), which we are seeing a lot more often used by folks wanting to stay active and independent.

We will be encouraging some participants to put in quad plugs, so up to four bikes can plug into an outlet at one time. We will also be encouraging some partners to install a kilowatt hour meter that can track the usage of the outlet. This can be really helpful to us in the future knowing our success and considering future projects..

All these charging outlet locations will be indicated on IP's new Cycling Map (Salt Spring On Wheels) that we anticipate will be ready for this summer's tourist season. This new map will nicely compliment our Hiking Map (Salt Spring On Foot) we released in 2018.

Providers of an outlet for the use of the cycling public will be on their own to decide where they will place their outlet and to hire their own electrician to have the outlet installed. We have asked that they also provide for a space for a bike to be located (a bike rack would be optimal ) near the outlet and if appropriate a space for a mobility scooter..... The cost to the participant will be different depending on the location and difficulty and cost of installing the outlet. Some will already have 110 outlets on the outside of their building, near an existing bike rack. Others will have neither. We hope to provide a small incentive to help all participants with their costs (electrician). Providers are also responsible for the monthly costs of the electricity, which will be minimal but is still an on going expense for them. To fully charge an E-Bike takes about ½ kilowatt hour which would cost approximately 5 cents but most cyclist will not need a full charge, so we are estimating they would pay an average of 3 cents a charge. What we want to track is how many E-Bikes are using the service a month / year and how this changes in the coming years.

### 3. Please describe how this proposal will benefit the community.

The particular focus of this project is on the encouragement and extended use of electric or electric-assist bicycles (E-Bikes) that allows for easier travel on our hilly road network. The fact that these outlets also assist and encourage electric mobility scooter use, is a bonus. The proposed project promotes the reduction of our Green House Gas (GHG) emissions through encouraging the transition from fossil-fuel drive vehicles to more eco friendly modes of transportation.

The 2011 Climate Action Plan for Salt Spring Island estimates that **on-island transportation** accounts for 36% of our total GHG emissions. Supporting residents and visitors to cycle more often, is one way of lowering our GHG emissions. We know that more and more people are buying electric bikes and more touring companies are using them. We need to make our island electric vehicle friendly in every way we can. Encouraging cycling also encourages a healthy lifestyle.



## Funding and Financial Information

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
  - Project budget grants / funding from other sources,
  - funding contributed by applicant through fund raising activities or other sources of revenue and,
  - financial statement that itemizes total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.
2. Have you applied for a grant / funding from another source(s)? **YES**

*If yes, complete the following chart. If no, please explain*

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
Senior's Centre	\$500	Y		
Transition Salt Spring Electric Vehicle group	\$500	Y		
EcoAction 2018(Federal) Larger project			Y	

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?

**YES.....** *If yes, please complete the following chart.*

Year	\$ Amount	Purpose for which assistance was used
2016	\$2500	New Hiking Map - <i>Salt Spring on Foot</i>
2012	\$5000	Velo Village
2010	1800	Bike Rack project
2009	1800	Bike Racks project

4. Does your organization:

Offer direct financial assistance to individuals or families?

☐ No

Provide services that fall within the mandate of either  
a senior government or a local service agency?

☐ No

Provide an opportunity for individuals to make direct  
Contributions to the project (e.g., fundraising for the project?

**Might consider this**

Part of a Provincial or National fund raising campaign?

☐ NO

The information provided in Section 4 is for data collection purposes.

**E-Bike/Mobility Scooter Charging  
Outlet Project**

	Quantity	Cost	Total
<b>EXPENDITURES</b>			
Kilowatt Meters	2	\$400.00	\$800
Electrician Cost	10	\$100.00	\$1,000
Bike Racks	2	\$350.00	\$700
Signage	10	\$50	\$500
TOTAL			\$3,000

**IN KIND DONATIONS**

Volunteer Hours - three person committee

Ten outlets X ten hours = 100 X \$25 = \$2,500

**Island Pathways**  
**Consolidated Annual Income Statement**  
Sept 1, 2017 - Aug 31, 2018

Income:

Memberships	319.54
Donations	13,031.59
Grants (Bike to work)	450.00
Grants for Pathway	8,000.00
Grants for Bicycling map	2,500.00
Grant for Heritage panels	4,100.00
Helmet program	615.05
Map Sales	3,569.47
Interest	20.18
Total:	<u>32,605.83</u>

Expenses:

Fees and dues	255.00
Office, printing & administration	2,090.49
Advertising & Promotion	709.48
Bike to work expenses	890.99
Bicycle Working Group expenses	199.92
Pathway expenses	10,920.06
Helmet program	-
30th Anniversary celebration	2,886.69
SSI on foot expenses	18,183.29
Total:	<u>36,135.92</u>

Gain/Loss

- 3,530.09



For the Fiscal Year September 1, 2017 to August 31, 2018

**Statement of Assets and Liabilities:**

**Assets:**

Island Savings Credit Union:

Chequing account - 0: General	4,586.09
Chequing account - 1: Gaming	0.00
Chequing account - 2: Velo Village	0.02
Plan 24 - 1: Helmet account:	851.40
Plan 24 - 2: Pathways account:	8,028.49

Total:	<u>13,466.00</u>
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Map account:	6,314.93
Island Savings Membership shares (General account)	5.36
Island Savings Membership shares ( Map account)	5.36

<b>Total Bank assets:</b>	<u><b>\$19,791.65</b></u>
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<b>Total Assets:</b>	<u><u><b>\$19,791.65</b></u></u>
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**Liabilities:**

Transition Salt Spring Enterprise Co-op Bridge loan	2,050.00
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<b>Total Liabilities:</b>	<u><b>\$2,050.00</b></u>
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## **GRANT IN AID REQUEST FORM (Vendor 900)**

TO: MANAGER, ACCOUNTING SERVICES  
FINANCE & TECHNOLOGY DEPARTMENT

DATE: 31/01/2019  
(dd/mm/yy)

SUBJECT: **REQUEST FOR GRANT IN AID**

Electoral Area: Southern Gulf Islands

Organization for which the Grant in Aid is requested:

Pender Organic Garden Society

Amount Approved: \$ 961.39

Tax Code:

P0

Account Assignment:

B/A

G/L

Cost Centre

1001

544000

100082 – JDF \_\_\_\_\_  
100083 – SSI \_\_\_\_\_  
100085 – SGI \_\_\_\_\_

Requested by:   
Director's Signature

David Howe  
Print Name

Feb 1st, 2019  
Date Received (dd/mm/yy)

FINANCE ONLY

Request received and acted upon by:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

## CRD GRANT-IN-AID APPLICATION FORM

### ***Application Submitted By***

Name and Address of Applicant: Pender Organic Garden Society (P.O.G.S.)  
4547 Bedwell Harbour Road  
Pender Island, BC V0N 2M1

Contact(s): Kathy Cronk 250-661-1822  
(name) (phone) (fax)  
kathyjohn829@yahoo.ca  
Email address

Contact(s): Barbara Tarris 250-629-3052  
(name) (phone) (fax)  
btsewconvnient@@gmail.com  
Email address


### ***Application Summary***

Project or purpose for which you require assistance:  
Repair Community Garden Fence

Amount of grant requested \$ 961.39

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is:

- **NOT** being made on behalf of an industrial, commercial, or business undertaking
- **NOT** available for the personal benefit of any individual, proprietor, member or shareholder

  
(signature of authorized signatory)

Vice President P.O.G.S.  
(title)

Kathy Cronk  
(print name)

## Applicant Profile

1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?

Provide garden plots in a community setting for 25-30 families who wish to grow mostly organic vegetables and fruit as well as some flowers which can be both edible and none edible. Families rent plots from P.O.G.S.

No other organization on the Penders provides this service.

2. Describe the geographic area that receives services or benefits from your organization.  
Pender Islands

3. Is your organization voluntary and non-profit? ☐ NO ☒ YES

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

No funds are made available to members, officers, etc. of this organization

Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

Approximately 46 members/volunteers. Society has been in operation since 2007.



## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (\_\_\_\_\_)

2. Please describe the proposal for which you are requesting assistance. Attach additional information if required.

The current fence which surrounds the garden is constructed of steel posts surrounded by plastic mesh and wire chain link. 95% of the fence is plastic mesh and the remaining 5% is wire chain link. The surrounding mesh is in need of repair.

The garden is situated on Karl Hamson's property where his sheep wander his pasture property including the perimeter of the garden fence line. They are constantly looking for food and will eat any plants or vegetable which grow through the fence. As a result, the sheep have discovered out how to breach the wire mesh by pushing their noses through the plastic, making holes and eating any vegetable or fruit that grow near the perimeter of the fence line.

Each year they are able to make bigger holes or find the spots where repairs are done, sticking their noses in the seams and forcing the mesh open, again. This has made the security of the food increasingly difficult.

Our plan is to replace all of the plastic mess with wire chain link.

3. Please describe how this proposal will benefit the community.

Once the fence is fixed, families can continue to use their gardens without fear of destruction of food or plants. The garden provides education regarding growing your own food and where food comes from. It increases food security for those families who participate. Provides satisfying labour and physical fitness, neighbourhood improvement, a sense of community and a connection to the environment.

## Funding and Financial Information

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
  - o project budget,
  - o grants / funding from other sources,
  - o funding contributed by applicant through fund raising activities or other sources of revenue and,
  - o financial statement that itemizes total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant / funding from another source(s)? ☐ NO ☒ YES

*If yes*, complete the following chart. *If no*, please explain \_\_\_\_\_

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
Magic Lake Property Owners Society	250.00	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?

☐ NO ☒ YES..... *If yes*, please complete the following chart.

Year	\$ Amount	Purpose for which assistance was used
2014/2015	1000.00	Construction of compost bins, greenhouse, & drainage
2012/2013	1000.00	Ground tilling, fencing, irrigation system for new plots
2010/2011	200.00	Soil Tiller
2011/2012	550.00	Cultivator Tuneup, Greenhouse and water system hardware

4. Does your organization:

Offer direct financial assistance to individuals or families? ☐ Yes ☒ No

Provide services that fall within the mandate of either  
a senior government or a local service agency? ☐ Yes ☒ No

Provide an opportunity for individuals to make direct  
Contributions to the project (e.g., fundraising for the project)? ☒ Yes ☐ No

Or, is your organization:

part of a Provincial or National fund raising campaign? ☐ Yes ☒ No

The information provided in Section 4 is for data collection purposes.

**Followup:**

Please refer to Page 6 of the *Grant-In-Aid - Application Completion Guide* regarding the following:

**1. Acknowledgement**

**2. Reporting**

## Financial Information – P.O.G.S.

P.O.G.S. fiscal year runs from October 1 to Sept 30.

You will note that we do have a contingency fund set aside of \$1275.31. We hold this money in reserve in case our pump for our irrigation system should fail and do not wish to use these monies to put towards capital projects.

The following documents are provided to support expenses and income:

1. Financial Log for Oct 1-Sept 30, 2018.....Page 2
2. Approved Budget for the 2018/2019 Growing Season.....Page 3
3. Project Budget.....Page 4
4. Bill for supplies.....Page 5



In.	Transaction Date	Transaction Type	Details (Type and Budget Category)	Amount	Balance
			<b>OPENING BALANCE</b>		<b>\$1547.18</b>
NK	18-Oct-2017	Deposit	Cash-Membership Fees	\$55.00	\$1602.18
NK	18-Oct-2017	Deposit	Cash-Membership Fees	\$30.00	\$1632.18
NK	18-Oct-2017	Deposit	CHQS-Membership Fees	\$995.00	\$2627.18
NK	31-Oct-2017	Deposit	Cash-Interest/Other	\$0.13	\$2627.31
NK	6-Nov-2017	CHQ#030	Lease Agreement Amendment for 2017/18--Repairs and Maintenance	-\$25.00	\$2602.31
NK	9-Nov-2017	CHQ#028	Board Meeting Room Rental—Meetings/Office Supplies	-\$22.00	\$2580.31
NK	15-Nov-2017	Deposit	CHQS—Membership Fees	\$115.00	\$2695.31
NK	17-Nov-2017	CHQ#029	Lease Payment to Karl—Rent	-\$470.00	\$2225.31
NK	23-Nov-2017	Deposit	CHQS--Membership Fees	\$55.00	\$2280.31
NK	23-Nov-2017	CHQ#031	Annual Society Fees (\$40)—Society Fees; Photocopies, postage—Meetings/ Office Supplies (\$10.60)	-\$50.60	\$2229.71
NK	30-Nov-2017	Deposit	Cash—Interest/ Other	\$0.18	\$2229.89
NK	01-Dec-2017	CHQ#032	Payment to Gary and others for Work Done—Repairs/ Maintenance	-\$58.60	\$2171.29
NK	31-Dec-2017	Deposit	Cash—Interest/ Other	\$0.18	\$2171.47
NK	18-Jan-2018	CHQ#033	AGM Room Rental—Meetings/Office Supplies	-\$22.00	\$2149.47
NK	31-Jan-2018	Deposit	Cash—Interest/ Other	\$0.18	\$2149.65
NK	28-Feb-2018	Deposit	Cash—Interest/ Other	\$0.16	\$2149.81
NK	17-Mar-2018	Deposit	Cash—Membership Fees	\$55.00	\$2204.81
NK	31-Mar-2018	Deposit	Cash—Interest/ Other	\$0.18	\$2204.99
NK	18-Apr-2018	CHQ#035	Liability Insurance—Insurance	-\$550.00	\$1654.99
NK	23-Apr-2018	CHQ#034	Seedy Saturday Poster—Meeting/ Office Supplies	-\$21.15	\$1633.84
NK	27-Apr-2018	CHQ#036	Refund S.Harvey—Membership Fees	-\$55.00	\$1578.84
NK	30-Apr-2018	Deposit	Cash—Interest/ Other	\$0.13	\$1578.97
NK	30-May-2018	Deposit	CHQ—Membership Fees	\$55.00	\$1633.97
NK	31-May-2018	Deposit	Cash—Interest/ Other	\$0.13	\$1634.10
NK	30-June-2018	Deposit	Cash—Interest/ Other	\$0.13	\$1634.23
NK	20-July-2018	CHQ#037	pH Meter—Repairs/ Maintenance	-\$29.01	\$1605.36
NK	31-July-2018	Deposit	Cash—Interest/ Other	\$0.14	\$1605.36
NK	13-Aug-2018	CHQ#038	Dump Run—Repairs/ Maintenance	-\$87.30	\$1518.06
NK	31-Aug-2018	Deposit	Cash—Interest/ Other	\$0.13	\$1518.19
NK	30-Sept-2018	Deposit	Cash—Interest/ Other	\$0.12	\$1518.31
			<b>FINAL BALANCE 2017/2018</b>		<b>\$1518.31</b>

**POCGS Financial Log October 1, 2017 to September 30, 2018**

**Pender Organic Community Garden Society (POCGS)**

**Approved Budget for the 2018/2019 Growing Season**

**October 1, 2018 to September 30, 2019**

<b>Revenue</b>	<b>Actuals</b>
Cash Balance carried forward October 1, 2018	\$1518.31
Membership Fees (21 Full Plots; 5 Half Plots)	\$1305
Fundraising Activities	\$100
Interest / Other	\$2
Grants/ Funding	\$1000
<b>Total Revenue</b>	<b>\$3925.31</b>

<b>Expenses</b>	<b>Actuals</b>
Rent (23.5 Full Plots)	\$470
Repairs and Maintenance	\$200
Insurance	\$550
Society Fees	\$80
Meetings / Office Supplies	\$100
Infrastructure / Capital Improvements	\$1250
Contingency Funds	\$1275.31
<b>Total Expenses</b>	<b>\$3925.31</b>

**NOTES:**

**Grants/ Funding** would be for the replacing the fence and fixing the gate, including supplies and labour. We can afford this project without the funding, but we need contingency funds in case we need to pay for half of the pond pump in an emergency. We have budgeted the revenue as \$1000, but I do think we should apply for \$1500 as a more comfortable cushion in the contingency fund.

**Repairs and maintenance and infrastructure/ capital improvements** has a budget for \$1450 total to account for a possible increase in costs during the fencing and gate repair projects.

**Contingency funds** of \$1275.31 will likely barely cover the replacement of the well pump if necessary. However, fingers-crossed that our fencing budget will be \$1000.00 instead of the allotted \$1450.00, leaving us then with approximately \$1700.00, more than enough to cover our half of expenses.

**Society fees** this year include our annual report filing fee and the transition fees.

Project Budget/Grants/Other Funding

Pender Organic Garden Society-January 2019-Utility Wire Replacement to Fence

Project Budget for Replacing Mesh with Utility Wire - Specifically (Metal Chain Link 4x2 mesh) – 6ft high by 100 feet long.

Supplies (see attached)	\$1011.39	
Labour	<u>\$ 200.00</u>	
Total.....	\$1211.39	
Monies Received from Magic Lake Property Owners Society Grant	\$ 250.00	
Monies Received by Fund Raising Activities	\$ 00.00	
Monies Received from Other Sources	<u>\$ 00.00</u>	
Total Funds Raised.....		250.00
<u>Total of Grant Monies Required by CRD</u>		<u>\$ 961.39</u>



Pender Island Home Hardware & Blding Cnt  
3338 Port Washington.

QUOTE

Pender Island, BC V0N 2M1  
Tel: (250) 629-3455 Fax: (250) 629-2036

Bill To:

GARY J GOODMAN  
PO BOX 136  
PENDER ISLAND BC V0N 2M0  
Phone: (250) 588-9968  
ID: 00485

Ship To:

SAME

Invoice Date	Invoice #	PO Number	Terms	Trans #	Employee	Page #
11/06/18 13:32:28	83918			POS1-342030	DJW	1
Item	Quantity	Unit	Description	Price	Extended	
FENCEUTILITY	5.00	EA	UTILITY FENCE 6'x100' 14GA 4x2	175.00	875.00	GPO
TIEWIRE	1.00	EA	16-1/2 GAUGE REBAR TIE WIRE 30	7.12	7.12	GPOC
8634864	3.00	BG	TIES, CBL UV 100BAG HP#CV280W 11"	6.97	20.91	GP
** Total Customer Discount: 2.37 **						
				<b>SubTotal</b>	903.03	
				GST	45.15	
				PST	63.21	
				<b>Total</b>	1,011.39	

© 2013 CashierPRO Retail Systems Incorporated

Receipt Required for Exchange/Refund  
\*\*\* Quote Prices Valid Until: 11/23/18

Signature: \_\_\_\_\_





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## **GRANT IN AID REQUEST FORM (Vendor 900)**

TO: MANAGER, ACCOUNTING SERVICES  
FINANCE & TECHNOLOGY DEPARTMENT

DATE: 31/01/2019  
(dd/mm/yy)

SUBJECT: **REQUEST FOR GRANT IN AID**

Electoral Area: Southern Gulf Islands

Organization for which the Grant in Aid is requested:  
SGI Community Resource Centre

Amount Approved: \$ 4,000.00

Tax Code:

P0

Account Assignment:

B/A

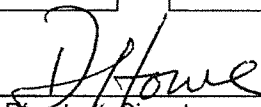
G/L

Cost Centre

1001

544000

100082 – JDF \_\_\_\_\_  
100083 – SSI \_\_\_\_\_  
100085 – SGI \_\_\_\_\_

Requested by: 

Director's Signature

David Howe

Print Name

FINANCE ONLY

Request received and acted upon by:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Jan 31st, 2019

Date Received (dd/mm/yy)

## CRD GRANT-IN-AID APPLICATION FORM

### ***Application Submitted By***

Name and Address of Applicant: Southern Gulf Islands Community Resource Centre

PO Box 95

Pender Island, BC V0N 2M0

Contact(s): Jim Peacock

(name)

250-629-6003

(phone)

(fax)

japeacock@shaw.ca

Email address

Contact(s): Andrea Mills

(name)

250-999-9272

(phone)

(fax)

andrea\_mills@hotmail.com

Email address

### ***Application Summary***

Project or purpose for which you require assistance:

SENCOTEN-English songwriting project

Amount of grant requested \$ 4,000.00

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is:

- **NOT** being made on behalf of an industrial, commercial, or business undertaking



(signature of authorized signatory)

Chair

(title)

Jim Peacock

(print name)

## Applicant Profile

1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?

The purposes of the SGI CRC include providing the Southern Gulf Islands with shared resources, referrals, information and support. We aim to connect people and organizations to information in order to harness, integrate and enhance local community capacity. We foster and study the development of local educational, social, civic and economic opportunities. These services are not provided by any other organization or agency.

2. Describe the geographic area that receives services or benefits from your organization.

Southern Gulf Islands - Pender Island, Galiano Island, Mayne Island, Saturna Island

3. Is your organization voluntary and non-profit? ☐ NO ☒ YES

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

None

Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

The SGI CRC has been registered since May 17, 2016 and has over 30 members and volunteers

## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (\_\_\_\_\_)

2. Please describe the proposal for which you are requesting assistance. Attach additional information if required.

The Community Resource Centre is supporting the creation of two bilingual songs in SENCOTEN and English, focused on salmon and the Salish Sea. The songs will be created through the SENCOTEN Tribal School Immersion program. The K-1 & 2 students, will help create song #1, and the grade 3-12 students will help with song #2. Renee Sampson and Pena Elliott of the Immersion program will partner with singer/song writers Holly Arntzen and Kevin Wright of the Artist Response Team (ART) to develop the lyrics melodies and instrumental parts for the songs. These will be woven together with First Nation singing and drumming.

The songs will be a contribution to revitalization of the SENCOTEN language and convey the worldview of the Saanich people "...how we must live on and care for this land and our relatives, the living things around us.

3. Please describe how this proposal will benefit the community.

This project will help to continue developing and building ties between the youth and artists of the WSANEC people and the settlers of the Southern Gulf Islands. In addition, it will explore opportunities to develop ongoing workshops and collaborations between the WSENEC and the SGI to encourage cultural tourism and workshops.

The SENCOTEN-English songwriting project will enable all our students from all backgrounds to sing and learn together. This is a simple and powerful tool for building relationships and student capacity for intercultural understanding, learning how the WASANEC peoples respect the land and the sea, and it will put our children and our youth in a leadership role to inspire their families and community to take action to protect watersheds, the ocean and the wild Pacific for the benefit of all.

## Funding and Financial Information

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
  - o project budget,
  - o grants / funding from other sources,
  - o funding contributed by applicant through fund raising activities or other sources of revenue and,
  - o financial statement that itemizes total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant / funding from another source(s)? ☒ NO ☐ YES

*If yes*, complete the following chart. *If no*, please explain \_\_\_\_\_

Collaborating organizations have applied for additional funding.

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
Lau Welnew language Prgm	3,780.00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
WSANEC Secondary	4,407.50	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?

☐ NO ☒ YES..... *If yes*, please complete the following chart.

Year	\$ Amount	Purpose for which assistance was used
2016	\$1,000	SGI CRC Start up
2017	\$2,800	Building Pender Islands Economy through Edu-Tourism

4. Does your organization:

Offer direct financial assistance to individuals or families? ☐ Yes ☒ No

Provide services that fall within the mandate of either  
a senior government or a local service agency? ☐ Yes ☒ No

Provide an opportunity for individuals to make direct  
Contributions to the project (e.g., fundraising for the project)? ☒ Yes ☐ No

Or, is your organization:

part of a Provincial or National fund raising campaign? ☐ Yes ☒ No

The information provided in Section 4 is for data collection purposes.

**Followup:**

Please refer to Page 6 of the *Grant-In-Aid - Application Completion Guide* regarding the following:

**1. Acknowledgement**

**2. Reporting**

## SENCOTEN-English Songwriting Project

Professional Fees	\$3,000
songwriting research, recording, overdubs, rehearsals	
Travel Expenses - ferries, accommodation, mileage	500
Supplies - mobile studio & mix/master studio	<u>500</u>
	\$4,000

**SGI Community Resource Center**  
**Profit & Loss**

January through December 2018

Jan - Dec 18

Ordinary Income/Expense	
Income	
Beacon Services Operating Fee	2,000.00
Career Services	3,000.00
Community Justice Program	9,703.75
Contract for Svc	
Total Contract for Svc	1,699.80
Grants and Donations	
Community Works Funds	2,307.08
Corporate Donation	4,000.00
Donation - General	10.00
Rural Dividend Grant	34,787.17
Total Grants and Donations	41,104.25
Interest Income	80.63
Meeting Room Revenue	735.00
Total Membership Dues	232.00
Miscellaneous Income	700.27
Office Revenue	42.40
Total Online Tickets	704.06
Total Room Rental	1,556.00
Service Fees	300.00
Total Svc Cda Grant Summer Student	5,354.50
Total Income	67,212.66
Gross Profit	67,212.66
Expense	
*Payroll Expenses	21,016.14
Advertising and Promotion	336.41
Bank Service Charges	98.52
Total Contract for Services	12,728.44
Equip, Cap and Supplies - RDF	1,081.54
Insurance Expense - D & O	700.00
Marktg/Promo/Mat - RDF	1,450.42
Meals and Entertainment	79.82
Meeting Expenses	176.71
Membership and Subscriptions	125.00
Miscellaneous Expense	31.96
Office Expenses	1,377.87
Other costs - RDF	2,310.47
Payroll Expenses	
CPP Expense	527.56
EI Expense	318.11
Vacation Pay Expense	148.20
Wage Expense	3,705.00
WCB Expense	99.96
Total Payroll Expenses	4,798.83
Professional Fees	2,000.00
Reconciliation Discrepancies	1.14
Renovations	3,459.94
Rent	1,240.65
Society Fees	55.00
Telephone Expense	10.90
Training - RDF	2,580.00
Travel and Meetings - RDF	1,060.00
Travel Expense	115.45
Venue Rental Expense	56.00
Total Expense	56,891.21
Net Ordinary Income	10,321.45
Net Income	10,321.45



SGI Community Resource Center

**Balance Sheet**

As of 31 December 2018

31 Dec 18

**ASSETS**

Current Assets

Chequing/Savings

ISCU 4,417.25

Premium Savings 13,720.57

Total Chequing/Savings 18,137.82

Accounts Receivable

Accounts Receivable 420.00

Total Accounts Receivable 420.00

Total Current Assets 18,557.82

**TOTAL ASSETS 18,557.82**

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable 661.96

Total Accounts Payable 661.96

Other Current Liabilities

GST/HST Payable -1,447.95

Payroll Liabilities 1,550.30

Payroll Liability

CPP Payable -383.06

EI Payable -150.84

Federal Payroll Tax Payable -422.14

Total Payroll Liability -956.04

Worker's Comp Premiums - Admin 162.54

20001 · Accrued Payables 2,000.00

20002 · Accrued Wages 1,615.60

Total Other Current Liabilities 2,924.45

Total Current Liabilities 3,586.41

Total Liabilities 3,586.41

Equity

32000 · Unrestricted Net Assets 5,149.96

Net Income 9,821.45

Total Equity 14,971.41

**TOTAL LIABILITIES & EQUITY 18,557.82**



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## GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER, ACCOUNTING SERVICES  
FINANCE & TECHNOLOGY DEPARTMENT

DATE: 31/01/2019  
(dd/mm/yy)

SUBJECT: **REQUEST FOR GRANT IN AID**

Electoral Area: Southern Gulf Islands

Organization for which the Grant in Aid is requested:

Mayne Island Conservancy

Amount Approved: \$ 5,000.00

Tax Code:

P0

Account Assignment:

B/A

G/L

Cost Centre

1001

544000

100082 – JDF \_\_\_\_\_  
100083 – SSI \_\_\_\_\_  
100085 – SGI \_\_\_\_\_

Requested by: *D. Howe*

Director's Signature

David Howe

Print Name

Jan 23rd, 2019

Date Received (dd/mm/yy)

FINANCE ONLY

Request received and acted upon by:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

## CRD GRANT-IN-AID APPLICATION FORM

### ***Application Submitted By***

Name and Address of Applicant: Mayne Island Conservancy/Galiano Conservancy

Box 31

Mayne Island, BC V0N 2J0

Contact(s): Michael Dunn 250-539-5168 \_\_\_\_\_  
(name) (phone) (fax)

ed@mayenconservancy.ca

Email address

Contact(s): Jenna Falk 250-539-2424 \_\_\_\_\_  
(name) (phone) (fax)

development@galianoconservancy.ca

Email address

### ***Application Summary***

Project or purpose for which you require assistance:

On behalf of the conservancy partners, the Mayne Island Conservancy is applying for funds to cover costs of experts, food, transportation and rentals for the Mayne/Galiano Bioblitz 2019 on May 3-5, 2019. This is a first time for this type of event in both island communities.

Amount of grant requested \$ 5,000.00

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is:

- **NOT** being made on behalf of an industrial, commercial, or business undertaking
- **NOT** available for the personal benefit of any individual, proprietor, member or shareholder

  
(signature of authorized signatory)

Executive Director  
(title)

Michael Dunn  
(print name)

## Applicant Profile

1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?

The Mayne Island Conservancy is a co sponsor of the Joint Bioblitz with the Galiano Conservancy. It is a shared event between the two island communities. The Mayne and Galiano Conservancies, over the last decade, have provided programs, workshops, and hands on demonstrations on the restoration and conservation of our communities' natural environment. School-based programs are core to each organization as well as programs that raise the general awareness of our community on the international significance of the values found here. We also sponsor celebrations (e.g. Festival Active Pass) of the natural environment and acquire conservation lands. These services are not provided by any other organizations found in our communities.

2. Describe the geographic area that receives services or benefits from your organization.

Our services are provided primarily on Mayne and Galiano Islands and environs, but also we work in collaboration with many other organizations to extend our services and benefits to adjoining communities and the region. This encompasses the Southern Gulf Islands, Lower Mainland, Saanich Peninsula and Greater Victoria Area.

3. Is your organization voluntary and non-profit? ☐ NO ☒ YES

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

No remunerations are paid to members, directors or officers.

Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

The Mayne Conservancy has been in operation since 2003 and is a BC registered society as well as a Federal registered charity. The Galiano Conservancy has been in operation since 1989 and also is a BC registered society and Federal registered charity. Mayne has a membership base of around 320 people and draw on a volunteer pool of around 50 people. Galiano has similar numbers. Both boards of directors are all volunteers.

## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (\_\_\_\_\_)

2. Please describe the proposal for which you are requesting assistance. Attach additional information if required.

Mayne/Galiano Bioblitz 2019, May 3-5, 2019 proposal is the result of consultation between the two conservancies over the best method to increase our knowledge of the range, numbers and types of species from all environments to make up our islands and marine waters. We also saw an opportunity to more efficiently share available funds. We foresee inviting up to 20 specialists in fields ranging from marine fishes, marine invertebrates, marine plants, terrestrial plants, mosses and lichens, insects, freshwater organisms, small mammals and so on. These experts will be supported by students, scientists in training and naturalists on the each island. As well, each island will have a central station under tents that will have microscopes, samples and displays by partner groups from around the region. At these stations there will be hands on displays, activities for children, and have scheduled guided walks to special natural areas on each island. The invited guest specialists will be provided accommodation, food and honouraria where appropriate and in turn some will make public presentations on their findings. The logistics planned to date is to have the specialist teams rotate between the islands and target selected key geographic areas or species groups that are gaps in our current knowledge.

3. Please describe how this proposal will benefit the community.

With this improved knowledge, both organizations will be able to better provide information and advice on the values present in any land use decisions on our home islands. The community will come away with a vastly expanded appreciation of the the diversity of organisms that are found here and through the hands on activities come away with a visceral experience that could last a lifetime. This is especially so for children. In addition to the 20 or so experts, we anticipate an additional 20 support people and divers and between the two islands 100 residents (individuals and families).

## Funding and Financial Information

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
  - o project budget,
  - o grants / funding from other sources,
  - o funding contributed by applicant through fund raising activities or other sources of revenue and,
  - o financial statement that itemizes total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant / funding from another source(s)? ☐ NO ☒ YES

*If yes*, complete the following chart. *If no*, please explain \_\_\_\_\_

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
Habitat Stewardship Prog.	\$ 8,550.00	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fundraising	\$ 2,000.00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Mayne Conservancy	\$ 3,200.00	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Galiano Conservancy	\$ 250.00	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?

☐ NO ☒ YES..... *If yes*, please complete the following chart.

Year	\$ Amount	Purpose for which assistance was used
2014	\$ 2,000.00	Festival Active Pass 2016 planning
2015	\$ 2,500.00	Festival Active Pass 2016 transportation and insurance
2016	\$ 2,600.00	Conservation Conference 2016 costs
2017	\$ 3,500.00	Festival Active Pass 2017

4. Does your organization:

Offer direct financial assistance to individuals or families?

☐ Yes ☒ No

Provide services that fall within the mandate of either  
a senior government or a local service agency?

☐ Yes ☒ No

Provide an opportunity for individuals to make direct  
Contributions to the project (e.g., fundraising for the project)?

☒ Yes ☐ No

Or, is your organization:

part of a Provincial or National fund raising campaign?

☐ Yes ☒ No

The information provided in Section 4 is for data collection purposes.

**Followup:**

Please refer to Page 6 of the ***Grant-In-Aid - Application Completion Guide*** regarding the following:

**1. Acknowledgement**

**2. Reporting**



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## **FINANCIAL STATEMENTS**

# **MAYNE ISLAND CONSERVANCY SOCIETY**

Unaudited - See Review Engagement Report

**December 31, 2017**

Limited Liability Partnership



**Tompkins Wozny**  
Chartered Professional Accountants



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## INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT

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To the Directors of  
Mayne Island Conservancy Society

### Report on the Financial Statements

We have reviewed the accompanying financial statements of Mayne Island Conservancy Society that comprise the statement of financial position as at December 31, 2017, and the statements of operations, changes in net asset and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Practitioner's Responsibility*

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian general accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

### *Conclusion*

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Mayne Island Conservancy Society as at December 31, 2017, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

*Tompkins Wozny LLP*

Vancouver, Canada  
April 20, 2018

Chartered Professional Accountants



**Tompkins Wozny**  
Chartered Professional Accountants

Mayne Island Conservancy Society

STATEMENT OF FINANCIAL POSITION

As at December 31

Unaudited - See Review Engagement Report

	2017	2016
	\$	\$
<b>ASSETS</b>		
<b>Current</b>		
Cash <i>[note 3]</i>	587,061	99,826
Accounts receivable <i>[note 4]</i>	2,237	4,083
Inventory	453	779
Prepaid expenses	1,416	1,396
	<b>591,167</b>	<b>106,084</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Current liabilities</b>		
Accounts payable <i>[note 5]</i>	5,102	32,981
Deferred revenue - gaming	25,000	25,000
- grants	26,620	—
- festival	6,837	4,150
- memberships	370	295
Deferred contributions - CAMAS <i>[note 8]</i>	445,355	—
<b>Total current liabilities</b>	<b>509,284</b>	<b>62,426</b>
<b>Net Assets</b>		
Internally restricted <i>[note 6]</i>	3,926	3,926
Unrestricted	77,957	39,732
	<b>81,883</b>	<b>43,658</b>
	<b>591,167</b>	<b>106,084</b>

See accompanying notes to the financial statements

Director

Director



## STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS

Year ended December 31

Unaudited - See Review Engagement Report

	2017	2016
	\$	\$
<b>REVENUE</b>		
CAMAS - donations and grants <i>[note 8]</i>	2,132,828	—
Donations	70,424	31,673
Grants	62,846	91,175
Fundraising and other	12,760	6,515
Memberships	1,520	1,225
	<b>2,280,378</b>	<b>130,588</b>
<b>EXPENDITURES</b>		
CAMAS expenditures <i>[note 8]</i>	2,132,828	696
Salaries and benefits	84,459	73,511
Accounting and legal	2,000	29,189
Publicity	3,220	3,753
Administration	6,688	5,223
Rentals	6,638	6,397
Meetings and travel	2,570	2,611
Workshops and project costs	1,831	7,307
Insurance	1,229	1,204
Contract fees	—	7,801
Guest fees and honoraria	690	700
Donation - Victoria Foundation	—	2,500
	<b>2,242,153</b>	<b>140,892</b>
<b>Revenue over (under) expenditures for the year</b>	<b>38,225</b>	<b>(10,304)</b>
Net assets beginning of year	43,658	53,962
<b>Net assets, end of year</b>	<b>81,883</b>	<b>43,658</b>

*See accompanying notes to the financial statements*

## STATEMENT OF CASH FLOWS

Year ended December 31

Unaudited - See Review Engagement Report

	2017	2016
	\$	\$
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over (under) for the year	38,225	(10,304)
Changes in non-cash operating working capital items:		
Accounts receivable	1,846	(3,305)
Inventory	326	—
Prepaid expenses	(20)	(21)
Accounts payable	(27,879)	30,698
Deferred revenue - gaming	—	1,000
- festival	2,687	1,487
- grants	26,620	(4,280)
- memberships	75	(95)
Deferred contributions - CAMAS	445,355	—
<b>Cash provided by operating activities</b>	<b>487,235</b>	<b>15,180</b>
<b>Increase in cash for the year</b>	<b>487,235</b>	<b>15,180</b>
Cash, beginning of year	99,826	84,646
<b>Cash, end of year</b>	<b>587,061</b>	<b>99,826</b>

*See accompanying notes to the financial statements*



## NOTES TO FINANCIAL STATEMENTS

---

December 31, 2017

Unaudited - See Review Engagement Report

### 1. PURPOSE OF THE SOCIETY

Mayne Island Conservancy Society (the "Society") is a not-for-profit organization incorporated in the Province of British Columbia who is a registered charity exempt from income taxes.

The Society's mission is to educate and promote environmental, ecological and recreational values on Mayne Island, B.C.

### 2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

#### Use of Estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the amounts of revenues and expenditures reported during the year. Significant areas requiring the use of management estimates relate to the determination of the deferred portion of contributions. Actual results could differ from these estimates.

#### Revenue Recognition

The Society follows the deferral method of accounting for contributions.

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred.

Investment income is unrestricted and recognized as revenue when earned.

Revenue from fundraising and other sales is recognized when the fundraising event takes place and when a sale occurs.

#### Inventory

Inventory is valued as the lesser of cost and net realizable value.

#### Measurement of Financial Instruments

The Society initially measures its financial assets and financial liabilities at fair value.

The Society subsequently measures all its financial assets and financial liabilities at amortized cost.





## NOTES TO FINANCIAL STATEMENTS

---

December 31, 2017

Unaudited - See Review Engagement Report

### 2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Financial assets measured at amortized cost include cash and accounts receivable. Financial liabilities measured at amortized cost includes accounts payable.

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

#### **Cash**

Cash is defined as cash on hand, cash on deposit, and net of cheques issued and outstanding at the year-end.

The Society's statement of cash flows is prepared on a net cash basis and cash flows from operating activities are reported using the indirect method.

#### **Capital Assets**

The Society follows the requirements of Section 4431 of the CPA Canada Handbook with respect to capital assets.

Section 4431 permits not-for-profit organizations with average annual revenues of less than \$500,000 to be excluded from the capitalization and amortization of capital assets.

The Society follows the policy of recording all capital acquisitions as expenditures in the year they are incurred.

#### **Contributed Services**

Volunteers contribute their time to assist the Society in carrying out its activities and the Society receives donated inventory to be sold. Due to the difficulty in determining the fair value, the value of the donated services and goods are not recognized in these financial statements.



## NOTES TO FINANCIAL STATEMENTS

December 31, 2017

Unaudited - See Review Engagement Report

### 3. CASH

	2017	2016
	\$	\$
Gaming grant	25,001	25,108
Cash held in trust by law firm - CAMAS	49,649	—
Restricted for CAMAS	357,092	—
	431,742	25,108
Unrestricted	155,319	74,718
	587,061	99,826

### 4. ACCOUNTS RECEIVABLE

	2017	2016
	\$	\$
Others	1,371	3,672
GST recoverable	866	411
	2,237	4,083
Allowance for doubtful accounts	—	—
	2,237	4,083

### 5. ACCOUNTS PAYABLE

	2017	2016
	\$	\$
Trade	4,890	32,578
Government remittances	212	403
	5,102	32,981

### 6. INTERNALLY RESTRICTED NET ASSETS

The Society has internally restricted net assets of \$3,926 [2016 - \$3,926] for spending on CAMAS.



## NOTES TO FINANCIAL STATEMENTS

---

December 31, 2017

Unaudited - See Review Engagement Report

### 7. FINANCIAL INSTRUMENTS

The Society is exposed to various risks through its financial instruments. The following analysis presents the Society's exposures to significant risk as at December 31, 2017.

#### **Credit Risk**

The Society is exposed to credit risk with respect to its cash and accounts receivable. The Society assesses, on a continuous basis, accounts receivable on the basis of amounts it is virtually certain to receive based on their net realizable value. Cash is held by a Canadian credit union.

#### **Liquidity Risk**

Liquidity risk is the risk of being unable to meet cash requirements or fund obligations as they become due. It stems from the possibility of a delay in realizing the fair value of financial instruments.

The Society manages its liquidity risk by constantly monitoring forecasted and actual cash flows and financial liability maturities, and by holding assets that can be readily converted into cash.

#### **Interest Rate Risk**

The Society has interest rate risk on its bank accounts. Changes in the bank's prime lending rate or other rates can cause fluctuations in interest payments and cash flows. The Society does not use derivative financial instruments to alter the effects of this risk.

There has been no change in the Society's risk exposure in the above noted risks since the previous period.

### 8. CAMAS

The external contributions received for the conservation, acquisition, management and stewardship ("CAMAS") of the acquisition of lands and costs associated with establishing binding covenants, has been recorded as a deferred contribution (liability) and is recorded as revenue when the related funds are spent.

During the year, the Society purchased a property (St. John Point) and then immediately transferred the property to the Capital Regional District. As the intention was for the Society to help raise capital for the purchase of the property and to immediately transfer the property to the Capital Regional District, the substance of the transaction was not for the purchase to be a capital asset of the Society, thus the related contributions and costs have been recorded as revenue and expenses to the Society.





## NOTES TO FINANCIAL STATEMENTS

---

December 31, 2017

Unaudited - See Review Engagement Report

### 8. CAMAS (CONT'D)

As part of the above transaction, the Society registered a covenant on the St. John Point property to ensure that future owners maintain the agreed ecological status of the property.

A summary of the deferred contribution is as follows:

	2017	2016
	\$	\$
Funds raised by donations and grants	2,578,183	—
Costs incurred	2,132,828	—
Balance, end of year	445,355	—

\$308,360 of in-kind donations are included in the donations and costs above.

### 9. ENDOWMENT FUND

The Mayne Island Conservancy Endowment Fund was established for the purpose of supporting the specific programs of the Society. The Society has set up the Endowment Fund held by the Victoria Foundation which has a market value of \$42,734 [2016 - \$41,107] as at December 31, 2017. The Society does not have access to the capital in the Endowment Fund. The Society is entitled to the interest earned which is paid periodically to the Society.

### 10. COMPARATIVE FIGURES

Certain 2016 comparative figures have been reclassified to conform to current financial statement presentation.



# **Bioblitz 2019 - Mayne and Galiano Islands**

May 3-5 2019

Income		CRD funds	
source	total	Notes	
GCA	1095	1345	
MICS	2400	5600	
HSP rockfish		8550	
CRD Grant in Aid		5000	
Fundraiser		2000	
Partner Organizations	2980	2980	
<b>TOTAL</b>	<b>6475</b>	<b>25475</b>	
Expenses			
accommodations	2525	3025 inkind 2150 MICS/375 GCA	500
food	500	2200 catered est, \$20/head reception, \$10/head lunches	1700
materials and supplies	0	500 contingency	500
honoraria	0	1000 est \$50 to \$100 per expert	1000
boat expenses	0	6815 gas and charters up to 3 boats over two days	1000
diver expenses	720	1420 air tank fills. Diver inkind \$60/day	
printing	300	300 posters, signs	
travel	0	500 reimburse travel of core experts	300
thank you/stamps	0	120 costs	
kayak delivery for fundraiser	30	165 fuel charges for support boats	
wages Galiano	0	6000 wages	
wages Mayne	2400	3430 wages and inkind volunteers	
<b>TOTAL:</b>	<b>6475</b>	<b>25475</b>	<b>5000</b>



Galiano  
Conservancy  
ASSOCIATION

C E L E B R A T I N G

1989

30  
years

2019

---

January 30, 2019

Dave Howe  
Regional Director for Southern Gulf Islands Electoral Area  
7915 Swanson View Drive  
Pender Island V0N 2M2

*Regarding Grant in Aid Funding for Mayne Island Conservancy Society and Galiano Conservancy Association*

Dear Dave,

Please accept this letter in support of a joint program of the Galiano Conservancy and Mayne Island Conservancy, for which a request for Grant in Aid support has been submitted.

Our organizations are partnering for a multi-island ecological bioblitz May 3-5 2019. We have never had a shared bioblitz event before between our islands, and this offers a special opportunity for our communities to become engaged with the incredible natural diversity that is found in the Southern Gulf Islands. We will welcome scientists and experts from the region to help in this diverse inventory of plants, invertebrates, small mammals and fish species, in habitats such as wetlands, forest, riparian, marine and intertidal. Partner organizations will host outreach tables and activities at "home bases" on Galiano and Mayne islands. Our data will be uploaded to iNaturalist to ensure public accessibility and data security long into the future.

We are seeking CRD support for some core costs associated with running this even successfully – food, travel and accommodation. We have existing grant and donation support, and expect generous in kind contributions from our communities. Having CRD's support of \$5,000 will help cover these basic – but essential – costs of a successful multi-island event.

Thank you for your consideration of this request.

Sincerely,

Jenna Falk  
Development Coordinator

Galiano Conservancy Association  
2540 Sturdies Bay Road  
Galiano Island, B.C. V0N 1P0  
Tel: 250-539-2424  
development@galianoconservancy.ca



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## GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER, ACCOUNTING SERVICES  
FINANCE & TECHNOLOGY DEPARTMENT

DATE: 31/01/2019  
(dd/mm/yy)

SUBJECT: **REQUEST FOR GRANT IN AID**

Electoral Area: Southern Gulf Islands

Organization for which the Grant in Aid is requested:

Galiano Activity Centre Society

Amount Approved: \$ 5,000.00

Tax Code:

P0

Account Assignment:

B/A

G/L

Cost Centre

1001

544000

100082 – JDF \_\_\_\_\_  
100083 – SSI \_\_\_\_\_  
100085 – SGI \_\_\_\_\_

Requested by:

David Howe  
Director's Signature

David Howe

Print Name

Jan 16th, 2019

Date Received (dd/mm/yy)

FINANCE ONLY

Request received and acted upon by:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

## CRD GRANT-IN-AID APPLICATION FORM

### ***Application Submitted By***

Name and Address of Applicant: Galiano Activity Centre Society  
PO Box 3, Galiano, BC, V0N1P0

Contact(s): Emma Davis 604.839.6042  
(name) (phone) (fax)  
gacs@emmaluna.com

Email address  
Contact(s): Keltie Miles 250.539.5591  
(name) (phone) (fax)  
keltie.miles@gmail.com  
Email address

### ***Application Summary***

Project or purpose for which you require assistance:  
Enhancements for the Early Years Playground located at the Galiano Community School.

Amount of grant requested \$ 5,000

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is:

- **NOT** being made on behalf of an industrial, commercial, or business undertaking
- **NOT** available for the personal benefit of any individual, proprietor, member or shareholder

  
(signature of authorized signatory)

President, Galiano Activity Centre Society  
(title)

Keltie Miles  
(print name)

## Applicant Profile

1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?

2. Describe the geographic area that receives services or benefits from your organization.

3. Is your organization voluntary and non-profit? ☐ NO ☒ YES

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

N/A

Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

## **Project / Proposal Profile**

1. Assistance is being requested for:  
capital project and / or equipment  
special event  
other purpose (\_\_\_\_\_)
2. Please describe the proposal for which you are requesting assistance. Attach additional information if required.
3. Please describe how this proposal will benefit the community.



## Funding and Financial Information

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
  - o project budget,
  - o grants / funding from other sources,
  - o funding contributed by applicant through fund raising activities or other sources of revenue and,
  - o financial statement that itemizes total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant / funding from another source(s)? ☒ NO ☐ YES

*If yes*, complete the following chart. *If no*, please explain We have \$1500 we are able  
to commit to this project.

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?

☐ NO ☒ YES..... *If yes*, please complete the following chart.

Year	\$ Amount	Purpose for which assistance was used
2010	\$5,000	New equipment for the Galiano Fitness Centre

4. Does your organization:

Offer direct financial assistance to individuals or families? ☒ Yes ☐ No

Provide services that fall within the mandate of either  
a senior government or a local service agency? ☐ Yes ☒ No

Provide an opportunity for individuals to make direct  
Contributions to the project (e.g., fundraising for the project)? ☒ Yes ☐ No

Or, is your organization:

part of a Provincial or National fund raising campaign? ☐ Yes ☒ No

The information provided in Section 4 is for data collection purposes.

**Followup:**

Please refer to Page 6 of the ***Grant-In-Aid - Application Completion Guide*** regarding the following:

**1. Acknowledgement**

**2. Reporting**

**Galiano Activity Centre Society**

Early Years Playground Enhancements

Project Budget

Revenue

CRD	5,000
GACS	1,500
total	<b>6,500</b>

Expenses

Fence materials 200' plus a gate	2,700
benches	400
umbrella	150
picnic table	500
installation	2,500
delivery	250
total	<b>6,500</b>

**GALIANO ACTIVITY CENTRE SOCIETY**

**Index to Financial Statements**

**Year Ended September 30, 2018**

*(Unaudited - See Notice To Reader)*

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	Page
NOTICE TO READER	1
FINANCIAL STATEMENTS	
Statement of Financial Position	2
Statement of Revenues and Expenditures	3
Statement of Changes in Net Assets	4

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**PATERSON HENN CPA**  
CHARTERED PROFESSIONAL ACCOUNTANTS

**Caroline M. Paterson, CPA, CGA\***

**Sheila C. Henn, CPA, CA\***

\* denotes Incorporated Professionals

2440 Bevan Avenue

Sidney, BC V8L 5C5

P: 250-656-7284 (PATH)

F: 250-656-7288

admin@patersonhenn.com

www.patersonhenn.com

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### NOTICE TO READER

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On the basis of information provided by management, we have compiled the statement of financial position of Galiano Activity Centre Society as at September 30, 2018 and the statements of revenues and expenditures and changes in net assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Sidney, British Columbia  
November 6, 2018

*Paterson Henn CPA*

Chartered Professional Accountants

**GALIANO ACTIVITY CENTRE SOCIETY****Statement of Financial Position****September 30, 2018***(Unaudited - See Notice To Reader)*

	2018	2017
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 85,646	\$ 132,727
Accounts receivable	3,097	6,282
GST receivable	1,436	536
Prepaid expenses	660	-
	<u>90,839</u>	<u>139,545</u>
<b>PROPERTY, PLANT AND EQUIPMENT</b> <i>(Net of accumulated amortization)</i>	<u>24,883</u>	<u>27,787</u>
	<u>\$ 115,722</u>	<u>\$ 167,332</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 720	\$ 84
Wages payable	124	-
Deferred income	60,030	108,144
	<u>60,874</u>	<u>108,228</u>
<b>NET ASSETS</b>		
General Fund	34,848	59,104
Internally Restricted Capital Fund	20,000	-
	<u>54,848</u>	<u>59,104</u>
	<u>\$ 115,722</u>	<u>\$ 167,332</u>

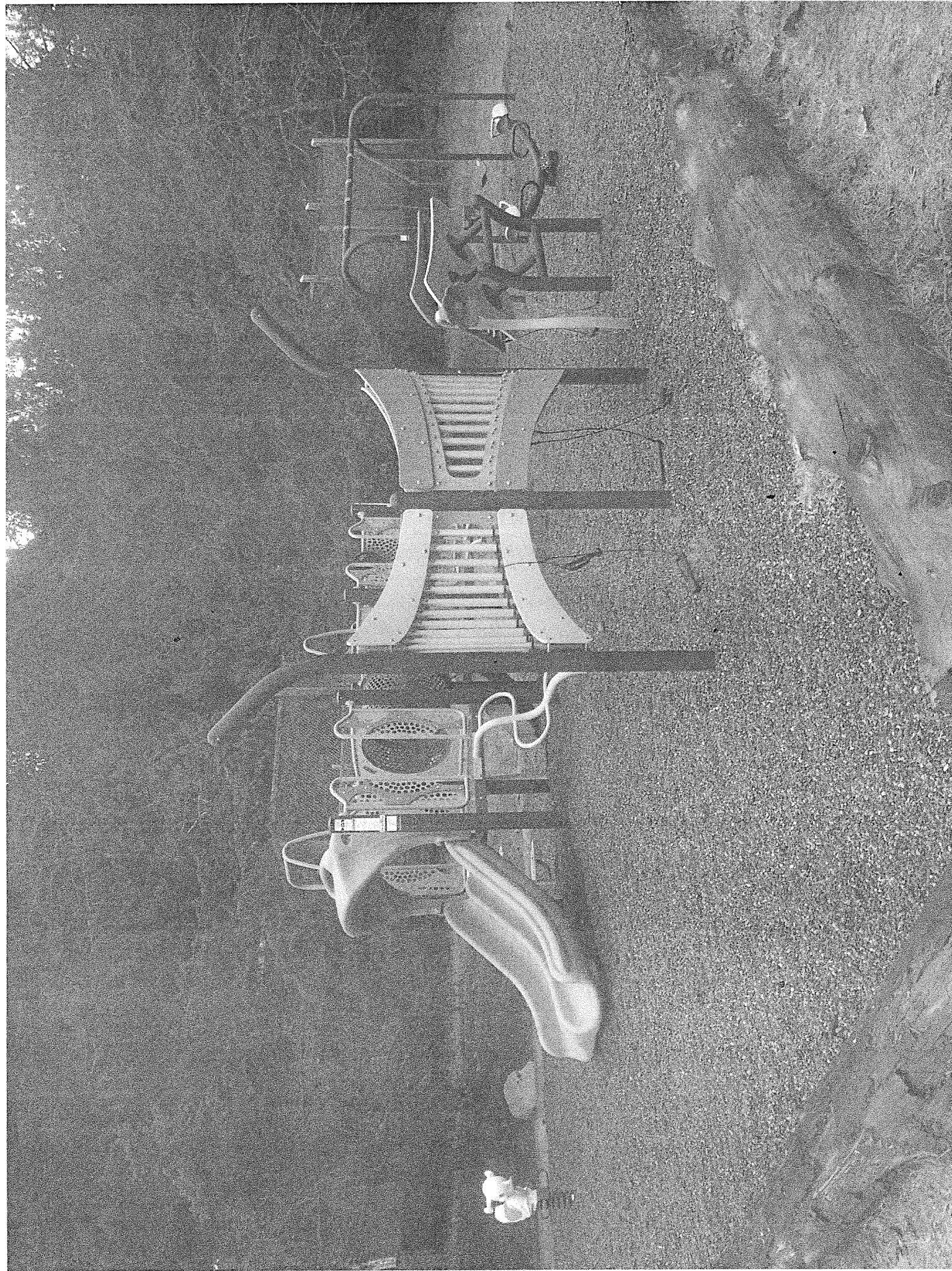
**GALIANO ACTIVITY CENTRE SOCIETY**  
**Statement of Revenues and Expenditures**  
**Year Ended September 30, 2018**  
*(Unaudited - See Notice To Reader)*

	2018	2017
<b>REVENUE</b>		
CRD Grants	\$ 73,354	\$ 42,791
Other Grants	6,044	518
Partnership Contributions	4,481	720
Donations	9,978	16,245
User/Program fees	58,209	17,585
Childcare operating funding	12,521	-
Rental fees	100	250
Summer Jobs Grant	5,175	6,283
Fundraising	5,743	3,095
Youth Bursary donations	230	-
Pac Phone contribution	692	800
Miscellaneous income	-	69
	<u>176,527</u>	<u>88,356</u>
<b>EXPENSES</b>		
Accounting and bookkeeping fees	4,373	2,950
Advertising and promotion	1,467	903
Amortization	2,904	3,418
Bursaries	230	575
Capital expenditures	54,686	22,530
Contractors	8,200	1,240
Facility rental fees	5,420	3,000
Fundraising	3,211	1,745
Honorariums	475	250
Insurance, licences and dues	4,377	3,376
Interest and bank charges	348	259
Office	742	1,116
Programming fees	3,240	2,724
Repairs and maintenance	10	2,380
Salaries and wages	80,444	32,424
Splashdown fees	618	761
Supplies	8,729	6,257
Telephone	923	1,627
Training	459	-
Travel	1,654	943
	<u>182,510</u>	<u>88,478</u>
<b>DEFICIENCY OF REVENUE OVER EXPENSES FROM OPERATIONS</b>	(5,983)	(122)
<b>INTEREST INCOME</b>	<u>1,727</u>	<u>939</u>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	<u>\$ (4,256)</u>	<u>\$ 817</u>

**GALIANO ACTIVITY CENTRE SOCIETY**  
**Statement of Changes in Net Assets**  
**Year Ended September 30, 2018**  
*(Unaudited - See Notice To Reader)*

	General Fund	Internally Restricted Capital Fund	2018	2017
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 59,104	\$ -	\$ 59,104	\$ 58,287
<b>DEFICIENCY OF REVENUE OVER EXPENSES</b>	(4,256)	-	(4,256)	817
<b>TRANSFER TO INTERNALLY RESTRICTED CAPITAL FUND</b>	(20,000)	20,000	-	-
<b>NET ASSETS - END OF YEAR</b>	\$ 34,848	\$ 20,000	\$ 54,848	\$ 59,104







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## GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER, ACCOUNTING SERVICES  
FINANCE & TECHNOLOGY DEPARTMENT

DATE: 31/01/2019  
(dd/mm/yy)

SUBJECT: **REQUEST FOR GRANT IN AID**

Electoral Area: Southern Gulf Islands

Organization for which the Grant in Aid is requested:

SGI Community Resource Centre

Amount Approved: \$ 5,000.00

Tax Code:

P0

Account Assignment:

B/A

G/L

Cost Centre

1001

544000

100082 – JDF \_\_\_\_\_  
100083 – SSI \_\_\_\_\_  
100085 – SGI \_\_\_\_\_

Requested by: 

Director's Signature

David Howe

Print Name

FINANCE ONLY

Request received and acted upon by:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Jan 10th, 2019

Date Received (dd/mm/yy)

## CRD GRANT-IN-AID APPLICATION FORM

### ***Application Submitted By***

Name and Address of Applicant: Southern Gulf Islands Community Resource Centre  
PO Box 164  
Pender Island, BC V0N 2M0

Contact(s): Jim Peacock 250-629-6003 \_\_\_\_\_  
(name) (phone) (fax)  
japeacock@shaw.ca  
Email address

Contact(s): Andrea Mills 250-999-9272 \_\_\_\_\_  
(name) (phone) (fax)  
andrea\_mills@hotmail.com  
Email address


### ***Application Summary***

Project or purpose for which you require assistance:  
Volunteer Centre Development

Amount of grant requested \$ 5000

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is:

- **NOT** being made on behalf of an industrial, commercial, or business undertaking
- **NOT** available for the personal benefit of any individual, proprietor, member or shareholder



\_\_\_\_\_  
(signature of authorized signatory)

Chair  
\_\_\_\_\_  
(title)

Jim Peacock  
(print name)



## Applicant Profile

1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?

The purposes of the SGI CRC include providing the Southern Gulf Islands with shared resources, referrals, information and support. We aim to connect people and organizations to information in order to harness, integrate and enhance local community capacity. We foster and study the development of local educational, social, civic and economic opportunities. These services are not provided by any other organization or agency.

2. Describe the geographic area that receives services or benefits from your organization.

Southern Gulf Islands - Pender Island, Galiano Island, Mayne Island, Saturna Island

3. Is your organization voluntary and non-profit? ☐ NO ☒ YES

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

None

Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

The SGI CRC has been registered since May 17 2016 and there are over 30 members and volunteers.

## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose ( Volunteer Program/Centre Development for SGI )

2. Please describe the proposal for which you are requesting assistance. Attach additional information if required.

This stage of development will include connecting with each of the volunteer supported organizations on the SGI to learn about them and their needs, gain information about their volunteer opportunities and bring the information together into one database.

In addition, we will join Volunteer Victoria or Volunteer BC and join workshops that are relevant to the initial needs of the SGI.

We will also offer workshops to volunteer supported SGI organizations once the most urgent and essential needs are identified.

3. Please describe how this proposal will benefit the community.

Volunteer Centres play an important part in communities to strengthen volunteering and citizen engagement. They help support local organizations in engaging and developing the capacity of volunteers, support boards in building essential and professional non\_\_profit skills, support colleague organizations in developing volunteer training, development, appreciation and risk management plans and encourages greater civic involvement.

## Funding and Financial Information

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
  - o project budget,
  - o grants / funding from other sources,
  - o funding contributed by applicant through fund raising activities or other sources of revenue and,
  - o financial statement that itemizes total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant / funding from another source(s)? ☐ NO ☒ YES

*If yes*, complete the following chart. *If no*, please explain \_\_\_\_\_

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
Royal Canadian Legion	\$ 500.00	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
BC Gaming	\$12,000.00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?

☐ NO ☒ YES..... *If yes*, please complete the following chart.

Year	\$ Amount	Purpose for which assistance was used
2016	\$1,000	SGI CRC Start up
2017	\$2,800	Building Pender Islands Economy through Edu-Tourism

4. Does your organization:

Offer direct financial assistance to individuals or families? ☐ Yes ☒ No

Provide services that fall within the mandate of either  
a senior government or a local service agency? ☐ Yes ☒ No

Provide an opportunity for individuals to make direct  
Contributions to the project (e.g., fundraising for the project)? ☒ Yes ☐ No

Or, is your organization:

part of a Provincial or National fund raising campaign? ☐ Yes ☒ No

The information provided in Section 4 is for data collection purposes.

**Followup:**

Please refer to Page 6 of the *Grant-In-Aid - Application Completion Guide* regarding the following:

**1. Acknowledgement**

**2. Reporting**

Budget for Volunteer Centre Development on SGI's

Website enhancement	\$ 750.00
Travel	\$ 500.00
Program development	\$3,000.00
Meeting Space	\$ 400.00
Initial Governance workshop	<u>\$ 350.00</u>
	<u>\$5,000.00</u>



**SGI Community Resource Center**  
**Profit & Loss**  
**January through December 2018**

Jan - Dec 18

Ordinary Income/Expense	
Income	
Beacon Services Operating Fee	2,000.00
Career Services	3,000.00
Community Justice Program	9,703.75
Contract for Svc	
Total Contract for Svc	1,699.80
Grants and Donations	
Community Works Funds	2,307.08
Corporate Donation	4,000.00
Donation - General	10.00
Rural Dividend Grant	34,787.17
Total Grants and Donations	41,104.25
Interest Income	80.63
Meeting Room Revenue	735.00
Total Membership Dues	232.00
Miscellaneous Income	700.27
Office Revenue	42.40
Total Online Tickets	704.06
Total Room Rental	1,556.00
Service Fees	300.00
Total Svc Cda Grant Summer Student	5,354.50
Total Income	67,212.66
Gross Profit	67,212.66
Expense	
*Payroll Expenses	21,016.14
Advertising and Promotion	336.41
Bank Service Charges	98.52
Total Contract for Services	12,728.44
Equip, Cap and Supplies - RDF	1,081.54
Insurance Expense - D & O	700.00
Marktg/Promo/Mat - RDF	1,450.42
Meals and Entertainment	79.82
Meeting Expenses	176.71
Membership and Subscriptions	125.00
Miscellaneous Expense	31.96
Office Expenses	1,377.87
Other costs - RDF	2,310.47
Payroll Expenses	
CPP Expense	527.56
EI Expense	318.11
Vacation Pay Expense	148.20
Wage Expense	3,705.00
WCB Expense	99.96
Total Payroll Expenses	4,798.83
Professional Fees	2,000.00
Reconciliation Discrepancies	1.14
Renovations	3,459.94
Rent	1,240.65
Society Fees	55.00
Telephone Expense	10.90
Training - RDF	2,580.00
Travel and Meetings - RDF	1,060.00
Travel Expense	115.45
Venue Rental Expense	56.00
Total Expense	56,891.21
Net Ordinary Income	10,321.45
Net Income	10,321.45

# SGI Community Resource Center

## Balance Sheet

As of 31 December 2018

31 Dec 18

### ASSETS

#### Current Assets

##### Chequing/Savings

ISCU 4,417.25

Premium Savings 13,720.57

Total Chequing/Savings 18,137.82

##### Accounts Receivable

Accounts Receivable 420.00

Total Accounts Receivable 420.00

Total Current Assets 18,557.82

**TOTAL ASSETS** 18,557.82

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

##### Accounts Payable

20000 · Accounts Payable 661.96

Total Accounts Payable 661.96

##### Other Current Liabilities

GST/HST Payable -1,447.95

Payroll Liabilities 1,550.30

##### Payroll Liability

CPP Payable -383.06

EI Payable -150.84

Federal Payroll Tax Payable -422.14

Total Payroll Liability -956.04

Worker's Comp Premiums - Admin 162.54

20001 · Accrued Payables 2,000.00

20002 · Accrued Wages 1,615.60

Total Other Current Liabilities 2,924.45

Total Current Liabilities 3,586.41

Total Liabilities 3,586.41

#### Equity

32000 · Unrestricted Net Assets 5,149.96

Net Income 9,821.45

Total Equity 14,971.41

**TOTAL LIABILITIES & EQUITY** 18,557.82



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## GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER, ACCOUNTING SERVICES  
FINANCE & TECHNOLOGY DEPARTMENT

DATE: 28/01/19  
(dd/mm/yy)

SUBJECT: REQUEST FOR GRANT IN AID

Electoral Area: JdF

Organization for which the Grant in Aid is requested:

Goose Food Bank

Amount Approved: \$ 1,000.00

Tax Code:

P0

Account Assignment:

B/A

G/L

Cost Centre

1001

544000

100082 – JDF \_\_\_\_\_  
100083 – SSI \_\_\_\_\_  
100085 – SGI \_\_\_\_\_

Requested by:

Mike Hicks  
Director's Signature

Mike Hicks  
Print Name

FINANCE ONLY

Request received and acted upon by:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date Received (dd/mm/yy) \_\_\_\_\_

## CRD GRANT-IN-AID APPLICATION FORM

### ***Application Submitted By***

Name and Address of Applicant: Sooke Food Bank  
PO Box 983 Sooke BC  
V9Z 1H9

Contact(s): Kim Kaldal 250 642 7666 \_\_\_\_\_  
(name) (phone) (fax)  
kmetzart@gmail.com  
Email address

Contact(s): \_\_\_\_\_  
(name) (phone) (fax)  
\_\_\_\_\_  
Email address

### ***Application Summary***

Project or purpose for which you require assistance:

We require financial assistance keeping our van running up to Port Renfrew once a month

Amount of grant requested \$ 1000

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is:

- **NOT** being made on behalf of an industrial, commercial, or business undertaking
- **NOT** available for the personal benefit of any individual, proprietor, member or shareholder

\_\_\_\_\_  
(signature of authorized signatory)

\_\_\_\_\_  
President  
(title)

Kim Kaldal  
(print name)

## Applicant Profile

1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?

We provide a mobile food bank that goes to Port Renfrew once a month  
We service 35 families , no other food bank services them but us .

2. Describe the geographic area that receives services or benefits from your organization.

Port Renfrew / Shirley / Jordon River / Otter Point / East Sooke / Beecher Bay /  
Metchosin / and Sooke

3. Is your organization voluntary and non-profit? ☐ NO ☒ YES

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

None

Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

We serve 670 households , we have 40 volunteers  
The Sooke Food Bank has been operating for 35 years

## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose ( \_\_\_\_\_ )

2. Please describe the proposal for which you are requesting assistance. Attach additional information if required.

We are looking to help off set the costs involved with taking food up to rural communities that have no public transportation

3. Please describe how this proposal will benefit the community.

The extra money we get to help fund our van , the more we can spend on food .With our van , we do not miss a client , we can take more and better donations of perishable food and we have reliable transportation to make our trips .

## Funding and Financial Information

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
  - o project budget,
  - o grants / funding from other sources,
  - o funding contributed by applicant through fund raising activities or other sources of revenue and,
  - o financial statement that itemizes total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.
2. Have you applied for a grant / funding from another source(s)? ☐ NO ☒ YES  
 If yes, complete the following chart. If no, please explain \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
District of Sooke	6100	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Food Banks BC	3300	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Food Banks Canada	1000	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?  
☐ NO ☒ YES..... If yes, please complete the following chart.

Year	\$ Amount	Purpose for which assistance was used
2015	1000	Bins for food storage /fridge and freezer thermometers

4. Does your organization:

Offer direct financial assistance to individuals or families?

☐ Yes ☒ No

Provide services that fall within the mandate of either  
a senior government or a local service agency?

☐ Yes ☒ No

Provide an opportunity for individuals to make direct  
Contributions to the project (e.g., fundraising for the project)?

☒ Yes ☐ No

Or, is your organization:

part of a Provincial or National fund raising campaign?

☒ Yes ☐ No

The information provided in Section 4 is for data collection purposes.

**Followup:**

Please refer to Page 6 of the *Grant-In-Aid - Application Completion Guide* regarding the following:

**1. Acknowledgement**

**2. Reporting**



**SOOKE FOOD BANK SOCIETY**  
**Balance Sheet As at 11/30/2017**

**ASSET**

**CURRENT ASSETS**

Pacific Coast Chequing	15,526.99
Pacific Coast Saving	100,000.00
Pacific Coast Gaming	6.11
Equipment	10,458.87
Computer	852.07
Vehicle	69,631.00
<b>Total Bank Accounts</b>	<b>196,475.04</b>

**TOTAL ASSET** **196,475.04**

**LIABILITY**

**TOTAL LIABILITY** **0.00**

**EQUITY**

<b>Current Earnings</b>	
Retained Earnings	5,916.78
Current Earnings	190,558.26
<b>Total Earnings</b>	<b>196,475.04</b>

**TOTAL EQUITY** **196,475.04**

**LIABILITIES AND EQUITY** **196,475.04**

**SOOKE FOOD BANK SOCIETY**  
**Income Statement 12/01/2016 to 11/30/2017**

**REVENUE**

<b>Income</b>	
Donations	88,710.11
BC Gaming Grant	45,000.00
District of Sooke	26,300.00
Food Banks of BC	68,566.00
Food Banks of Canada	0.00
Bequeathment	131,292.64
Hawthorne Grant	5,000.00
Interest	25.21
<b>Total Income</b>	<u>364,893.96</u>

**TOTAL REVENUE** 364,893.96

**EXPENSE**

<b>Food Expenses</b>	
Food	136,078.44
Milk	9,713.65
Eggs	3,600.00
<b>Total Food Expenses</b>	<u>149,392.09</u>

<b>General Expenses</b>	
Advertising	1,689.35
Dues	187.55
Postage	392.14
Post Office Box	170.10
Office	2,254.83
Storage	1,260.00
Supplies	4,479.60
Rent	1,500.00
Telephone	1,347.68
Computer Web Work	1,260.00
Training	3,200.00
Travel	2,731.62
Signage/Advertising	0.00
R & M	2,821.98
Insurance	685.00
Vehicle Fuel	109.76
Vehicle Ins	854.00
<b>Total General Expenses</b>	<u>24,943.61</u>

**TOTAL EXPENSE** 174,335.70

**NET INCOME** 190,558.26