



Final Financial Report (Attachment B)  
**Community Initiatives and Affected Areas Program**  
 Administered by:  
**REGIONAL DISTRICT OF CENTRAL KOOTENAY**  
 Box 590, 202 Lakeside Drive, Nelson BC V1L5R4  
 Attention: Judy Madelung, Grants Coordinator [jmadelung@rdck.bc.ca](mailto:jmadelung@rdck.bc.ca)



**Name of Organization**

Enter Organization's  
Legal Name

**Name of Project**

Enter Name of Project  
as defined in proposal

Name of Contact for Organization	Email Address for Organization	Phone No. for Organization

Funding Period	Approval Date	Period*	Report Due Date	Deadline to Submit Report
2019	May 16, 2019	May 17/19-Jun 30/20	June 30/20	December 31, 2020
2018	May 17, 2018	May 18/18-Jun 30/19	June 30/19	December 31, 2019
2017	May 18, 2017	May 19/17-Jun 30/18	June 30/18	Due Immediately
2016 and earlier				Due Immediately

**Project Completed as of** \_\_\_\_\_

**Report Requirements**

Organizations in receipt of CIP/AAP funding are required to submit a final financial report for each project supported with CIP/AAP funding.

**The report must be completed in its entirety and include:**

- **GST declaration** - **Financial statement information** - **Project outcome details** - **Copies of invoices that show how funding was spent**

Project expenditures supported by CIP/AAP funding need to have incurred during the noted project period\*.

**Final Financial Report Due - Jun 30th**

All organizations in receipt of CIP/AAP funding are required to, voluntarily and without reminders, submit a Project Financial Report by June 30 of the year following receipt of funding using the template provided by the RDCK. Incomplete projects as of June 30 are advised to obtain an authorized extension or authorized change of scope by October 31 in order to remain in good standing.

**A proponent with an outstanding or incomplete Project Financial Report as of December 31st is not eligible for future CIP/AAP funding until the outstanding or incomplete Project Financial Report is submitted to and approved by the RDCK.**

**GST Rebate Declaration**

The GST Rebate applicable to this project is:      **0%**      **50%**      **100%**      Organization does not apply for GST Rebate

Project Revenue		Project Expenditures	
CIP/AAP Funding Supported From RDCK Electoral Area		Project Expenditures funded by CIP/AAP Funding	
Area -	\$		\$
Area -	\$		\$
Area -	\$		\$
Area -	\$		\$
Area -	\$		\$
Area -	\$		\$
Additional CIP/AAP Revenue Information (page 2)	\$	Additional Expense Information (page 2)	\$
<b>TOTAL CIP/AAP Funding</b>	<b>\$</b>	<b>TOTAL Expenditures in support of CIP/AAP Funding</b>	<b>\$</b>
Additional Revenue from Other Sources (Total from page 2)	\$	Additional Project Expenses (Total from page 2)	\$
<b>TOTAL PROJECT Funding</b> (Includes page 2)	<b>\$</b>	<b>TOTAL PROJECT Expenses</b> (Includes page 2)	<b>\$</b>
<b>UNUSED CIP/AAP Funds</b> (Cheque must be made payable to Regional District of Central Kootenay)			<b>\$</b>

Project Outcome		
<i>(Please describe the level of success this project attained with respect to the goal(s) set out in the original project proposal)</i>		
Comments		
Date Signed	Authorized Signature	Name of Individual Submitting Report

Additional Financial Statement Information (Page 2)			
Additional Project Revenue		Additional Project Expenditures	
CIP/AAP Funding from (continued)		Project Expenditures (continued)	
Area -	\$		\$
Area -	\$		\$
Area -	\$		\$
Area -	\$		\$
Area -	\$		\$
Area -	\$		\$
<b>TOTAL Additional CIP/AAP Funding (page 2)</b>	<b>\$</b>	<b>TOTAL Additional Expenditures in support of CIP/AAP Funding (page 2)</b>	<b>\$</b>
Revenue from Other Sources	\$	Other Expenditures	\$
Revenue from Other Sources	\$	Other Expenditures	\$
Revenue from Other Sources	\$	Other Expenditures	\$
<b>TOTAL Additional Revenue Sources (page 2)</b>	<b>\$</b>	<b>TOTAL Additional Project Expenditures (page 2)</b>	<b>\$</b>

**Extension and Change of Scope Requests**

Project Extension or Change of Scope requests must be submitted in writing to the RDCK by Oct 31st outlining the circumstances resulting in the need for a project extension or scope change as well as a description of anticipated outcomes, progress update, contributing factors and anticipated completion date.

*A proponent with an outstanding or incomplete Project Financial Report as of December 31st is not eligible for future CIP/AAP funding until the outstanding or incomplete Project Financial Report is submitted to and approved by the RDCK.*