

Date: May 30, 2020Society Number: S-0051379

APPLICANT INFORMATION

- 1) Name of Organization: South Peace Emergency Response Team
- 2) Contact Person: Marcel Woodill
- Position: President
- Mailing Address: 16316 - 99 Ave Dawson Creek BC, V1G 1V1
- Phone: 250-719-4800 Fax: _____
- Email: jamzmarcelwoodill@yahoo.ca
- Website: _____

Please list our organization on the PRRD website as a "Local Community Group" ☒ Yes ☐ No (please check one)

3) Executives of Your Organization:

President/Chair

Name: Marcel Woodill Phone: 250 719 4800 Email: jamzmarcelwoodill@yahoo.ca

Vice President/Vice Chair

Name: Regina Saunders Phone: 250 219 8717 Email: g-saunders@live.ca

Treasurer

Name: Regina Saunders Phone: 250 219 8717 Email: g-saunders@live.ca

Secretary

Name: Jaymes George Phone: 250 719 4043 Email: jaymesgeorge@hotmail.com

4) Does your organization have at least one (1) member certified as a Search Manager? If so, please provide name and contact information.

Marcel Woodill 250 719 4800

5) How many volunteers does your group have registered?

32

6) TOTAL volunteer hours accumulated by your group in the previous year:

2,854

7) Please describe the training activities (i.e., type of training, number of members who took part in training) and EMBC tasks (i.e., number of tasks, number of days per task, number of volunteers per task) that your team took part in over the last year. (If needed please attach this as a separate item to your application)

Number of Tasks: 4Days per Task: 1-3 days per taskVolunteers per Task: 10-15 volunteersCommunity Events - Adventure Smart, Car Show, Fusion Festival
DC Music Festival.Training: Ground Search and Rescue, Wilderness First Aid,



8) Please provide a 5 year action plan for your organization.

Year 1: 2021- GSTL, Managers course, First Aid

Year 2: 2022- Upgrade Response Vehicle

Year 3: 2023- Permanent Location Acquisition

Year 4: 2024- Upgrading to digital mapping program

Year 5: 2025- Regionalization and upgraded training.

OPERATIONAL AND MINOR CAPITAL COSTS

9) Please describe the operational and/or minor capitals costs for which you are requesting funding. (If needed please attach this as a separate item to your application)

Fixed: Insurance Trailer: First Aid Training: \$8,840.95

Insurance Truck 1:

Insurance Truck 2:

Insurance ATV/UTV:

Radio Licence: \$376.00

Bank Fees: \$96.50

~~Annual Report Fees~~

Communications: \$1228.75

Insurance (Liability): \$2,073.00

Minor

Vehicle Repairs: \$372.23

10) Total fixed costs requested from the Regional District:	\$ 10,993.87
11) Total variable costs requested from the Regional District:	\$ 9,213.18
12) TOTAL FUNDS requested from the Regional District:	\$ 20,207.05

* Fixed costs are defined as costs that are incurred every year and generally remain constant in total regardless of changes in activity. Examples are rent, insurance, mail box rental, radio licenses.

** Variable costs are defined as costs that vary in total in direct proportion to changes in activity. Examples include new equipment, photocopying and training.

ATTACHMENTS

- Annual financial statements including current bank balance, savings, term deposits and GIC account information.
- Minutes of the most recent Annual General Meeting.
- Detailed annual budget including quotes for any minor capital purchases valued at over \$3,000.
- Annual report detailing how Regional District grant funds were spent in the previous year.

SIGNATURE OF APPLICANT


Signature of Applicant

2019 Budget

SOUTH PEACE EMERGENCY RESPONSE TEAM

INCOME	Actual	Budget	Difference
Operating Income			
PRRD Grant Funding	8,000 8,500	8,000 15,000	(6,500)
BCSARA Funding	37,000	37,000 39,200	(2,200)
Gaming Grants			-
Task Revenue	10,000		10,000
			-
Total Operating Income	55,500	54,200	1,300
Non-Operating Income			
Donations	5,000	5,800	(800)
Interest Revenue	480	500	(20)
			-
			-
			-
Total Non-Operating Income	5,480	6,300	(820)
Total INCOME	60,980	60,500	480

EXPENSES			
Operating Expenses			
Accounting and Legal		500	(500)
Promotional		470	(470)
Insurances		7,000	(7,000)
Lisences and Fees		376	(376)
Operational Equipment		800	(800)
Maintenance and Repairs		5,000	(5,000)
Training		9,000	(9,000)
Office Supplies		300	(300)
Vehicle Fuel		600	(600)
Team Development		2,000	(2,000)
Bank Charges		100	(100)
Volunteer Appreciation		500	(500)
Taxes		400	(400)
Telephone		1,000	(1,000)
Capital Expense		10,000	(10,000)
Utilities			-
Contingency		1,000	(1,000)
Hold over for New Hall		-	-
Hold over for New Truck		-	-
Total Operating Expenses	-	39,046	(39,046)
Non-Recurring Expenses			
			-
			-
Other			-
Total Non-Recurring Expenses	-	-	-

data:

**Ridge Wilderness Adventures**

1717 Salton Rd.
 Abbotsford BC V2S7P2
 604-477-4663
 info@ridgewilderness.com
 www.ridgewilderness.com
 GST/HST Registration No.:
 823259015RT001

**INVOICE****BILL TO**

South Peace Emergency
 Response Team

INVOICE # 4109**DATE** 05-26-2020**DUE DATE** 04-23-2021**TERMS** Due on receipt

DESCRIPTION	QTY	RATE	AMOUNT	TAX
First Aid SAR Specific Wilderness First Aid Course - Minimum 8 participants - Dawson Creek April 23-April 25 2021	8	329.95	2,639.60	GST
Travel expenses Travel expenses for both weekends (includes flights, accommodations etc.)	1	1,536.00	1,536.00	GST
First Aid Advanced Wilderness First Aid Upgrade Course - Minimum 8 participants - Dawson Creek May 1-2 2021	8	259.95	2,079.60	GST

Deposit Information:

Ridge Wilderness Adventures Ltd. (RWA) requires a deposit of 50%,
 per person, of the price of the trip/lesson (hereinafter collectively
 referred to as Trip) in order to secure your booking and reserve your
 date. The deposit is

refundable upon written confirmation of the cancellation at least 14
 days prior to the Trip. The balance of the payment is due on the day of
 the Trip. 10% of the total is non-refundable

SUBTOTAL	6,255.20
GST @ 5%	312.76
TOTAL	6,567.96
BALANCE DUE	\$6,567.96

TAX SUMMARY

RATE	TAX	NET
GST @ 5%	312.76	6,255.20



South Peace Search and Rescue

Balance Sheet As at 12/30/2019

ASSET

Current Assets

Cash to be deposited	0.00	
Cash Draws	0.00	
Petty Cash	0.00	
LVCU Chequing #47701801	34,560.72	
LVCU Gaming #47701801	45.00	
LVCU HISA #47701801	64,567.70	
LVCU Shares #47701801	55.06	
Chequing Bank Account	0.00	
Foreign Currency Bank	0.00	
Total Cash		99,228.48
Visa Receivable	0.00	
MasterCard Receivable	0.00	
American Express Receivable	0.00	
Other Credit Card Receivable	0.00	
Total Credit Card Receivables		0.00
Investments		0.00
Accounts Receivable	5.09	
Allowance for Doubtful Accounts	0.00	
Payroll Advances	0.00	
Total Receivable		5.09
Purchase Prepayments		0.00
Prepaid Expenses		0.00
Total Current Assets		99,233.57

Inventory Assets

Inventory A		0.00
Inventory B		0.00
Inventory C		0.00
Total Inventory Assets		0.00

Capital Assets

Leasehold Improvements		0.00
Equipment	22,976.11	
Accum. Amort. - Equipment	-2,523.67	
Net - Furniture & Equipment		20,452.44
Vehicle	149,202.46	
Accum. Amort. -Vehicle	-38,936.36	
Net - Vehicle		110,266.10
Building	0.00	
Accum. Amort. -Building	0.00	
Net - Building		0.00
Land		0.00
Total Capital Assets		130,718.54

Other Non-Current Assets

Computer Software		0.00
Goodwill		0.00
Incorporation Cost		0.00
Total Other Non-Current Assets		0.00

TOTAL ASSET **229,952.11**

LIABILITY

Current Liabilities

Accounts Payable		112.00
Import Duty Clearing		0.00
Bank Loan - Current Portion		0.00
Bank Advances		0.00
Visa Payable	0.00	

Printed On: 05/30/2020

South Peace Search and Rescue

Balance Sheet As at 12/30/2019

MasterCard Payable	0.00	
American Express Payable	0.00	
Other Credit Card Payable	0.00	
Total Credit Card Payables		0.00
Corporate Taxes payable		0.00
Vacation payable		0.00
EI Payable	0.00	
CPP Payable	0.00	
Federal Income Tax Payable	0.00	
Total Receiver General		0.00
WCB Payable		0.00
User-Defined Expense 1 Payable		0.00
User-Defined Expense 2 Payable		0.00
User-Defined Expense 3 Payable		0.00
User-Defined Expense 4 Payable		0.00
User-Defined Expense 5 Payable		0.00
Deduction 1 Payable		0.00
Deduction 2 Payable		0.00
Deduction 3 Payable		0.00
Deduction 4 Payable		0.00
Deduction 5 Payable		0.00
PST Payable		0.00
GST Charged on Sales	0.00	
GST Charged on Sales - Rate 2	0.00	
GST Paid on Purchases	-1,129.70	
GST Payroll Deductions	0.00	
GST Adjustments	0.00	
ITC Adjustments	0.00	
GST Owing (Refund)		-1,129.70
Prepaid Sales/Deposits		5,812.00
Total Current Liabilities		4,794.30
Long Term Liabilities		
Bank Loans		0.00
Mortgage Payable		0.00
Loans from Owners		0.00
Total Long Term Liabilities		0.00
TOTAL LIABILITY		4,794.30
EQUITY		
Owners Equity		
Owners Contribution		0.00
Owners Withdrawals		0.00
Retained Earnings - Previous Year		189,645.13
Current Earnings		35,512.68
Total Owners Equity		225,157.81
TOTAL EQUITY		225,157.81
LIABILITIES AND EQUITY		229,952.11

South Peace Search and Rescue

Income Statement 01/01/2019 to 12/31/2019

REVENUE

Sales	
PRRD Grant Funding	8,914.20
BC SARA Funding (Rev)	37,847.09
Donations	5,789.16
EMBC Reimbursement	0.00
Gaming Grants	0.00
Task Revenue	13,505.76
Net Sales	<u>66,056.21</u>
Other Revenue	
Interest Revenue	493.73
Total Other Revenue	<u>493.73</u>
TOTAL REVENUE	<u>66,549.94</u>

EXPENSE

General & Administrative Expe...	
Accounting & Legal	0.00
Advertising & Promotions	472.50
Member Reimbursement	2,574.83
Volunteer Appreciation	685.21
Business Fees & Licenses	0.00
Courier & Postage	0.00
GST Expense	0.00
PST Expense	0.00
Training Expense	9,039.45
Operational Equipment	972.03
Insurance	7,219.62
Interest & Bank Charges	96.50
Office Supplies	748.94
License and fees	376.00
Vehicle Repair/Maint. Expenses	6,407.77
Vehicle Fuel Expenses	629.37
Miscellaneous Expenses	0.00
Rent	0.00
Telephone and Communications	1,825.04
Utilities	0.00
Total General & Admin. Expen...	<u>31,047.26</u>
TOTAL EXPENSE	<u>31,047.26</u>
NET INCOME	<u><u>35,502.68</u></u>

**South Peace Emergency Response Team
Annual General Meeting**

**January 16th 2020
JT Safety Training**

In Attendance:

Marcel Woodill, Jaymes Frank, Regina Saunders, Christina LaPlaca, Jenna Shaw, Brandy Studley, De Jensen, Aden Fulford, Sharon Hope, Jeff Harper, Jordy Hecker

1. Call To Order:

Marcel calls meeting to order as of 1910, Jaymes Seconds.

2. Assess that quorum has been met:

Quorum of 12 members, quorum met.

3. Review of 2019:

Total of 4 active incidents, 31 exercises, 24 events with 32 active members. Total time of 2737hrs and 52mins of annual time. Training calendar for 2020 has been up including the training schedule for the GSAR class of 2020. Monthly training regiment will continue with the first three Thursdays of the month including a one weekend training exercise.

Total operating revenue for 2019 was 66,956.21. Attached to these minutes will be a copy of our full annual financial report. A new reimbursement form will be

developed for team reimbursement. This is to eliminate "receipt chasing" and allows for better accountability.

4. Update what the board has accomplished:

- Our society has updated our bylaws. Which will be made for our February board meeting.
- Team policies have been updated
- We bought a new trailer to be utilized as a toy hauler and mobile command center, a trailer committee has been made.
- 5 members were sent to the SARVAC conference in Rocky Mountain House
- We sent two of our board members to the provincial SAR conference
- Talks have taken place with the village of Pouce Coupe to establish a new home for SPERT.
- A group of committees have been created to help assist the inner workings of the team. Committees include; Truck, Trailer, Equipment and Training committees.

5. Confirm voting members:

6. Nominations:

- Director at Large, 1 nomination for James Cromier
- Secretary, 1 nomination for Jaymes Frank
- Treasurer, 1 nomination for Gina Saunders

7. Vote:

- James voted as Director at Large by acclamation.

- Jaymes Frank is voted as Secretary by acclamation.

- Gina Saunders is voted as Treasurer by acclamation.

- Aden Fuford will be taken a temporary leave of absence as Vice President. Gina Saunders will assume as Acting Vice President as well as the Treasurer.

8. Adjournment:

Meeting adjourned for 2000, Jaymes seconds.