

Date: January 24, 2024Society Number: S-7099

Applicant Information

1. Name of Organization: North Peace Historical Society
- Contact Person: Heather Sjoblom
- Mailing Address: 9323 100 Street, Fort St. John, BC V1J4N4
- Phone: [REDACTED] Fax: n/a
- Email: fsjnpmuseum@fsjmail.com
- Website: www.fsjmuseum.com

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

2. If applicable, does your organization own any facilities or properties? ☒ Yes ☐ No (please check one)
- Please give the **9-1-1 address** and **legal description** of the property that your organization either leases or owns.
- Fort St. John North Peace Museum, 9323 100th Street, Lot 1, Plan 29390, Section 31, Township 83, Range 18, Meridian W6, Peace River Land District, FORMERLY PART OF LOT C PL 5505
PID: 005-660-661

3. Organization Executives:

President

Name: Bruce Christensen Phone: [REDACTED]Email: [REDACTED]

Vice President

Name: Arlene Boon Phone: [REDACTED]Email: [REDACTED]

Treasurer

Name: Lynne Holland Phone: [REDACTED]Email: [REDACTED]

Secretary

Name: Connie Doucette Phone: [REDACTED]Email: [REDACTED]

4. Purpose of Organization:

The NPHS is dedicated to the collection, preservation, storage, and display of items relating to the history of the North Peace area for the education and enjoyment of present and future generations.

5. Please describe the programs and activities that your organization sponsored in the last year:

Qty per year	Activity/Program	Dates
6	Cemetery Tours	May 26-Aug. 11
12	Presentations/Documentary Nights	Feb. 10, Mar.1, Apr.28...
6	Kids Events (Kids' Nights, Bats, Fish Pond, Halloween)	Mar. 10 – Dec. 8
2	Educational Kits – wild animal tracks/marine dinosaurs	April & November
3	Scavenger Hunts (Family Day, April Fools, Canada Day)	Feb. 18-21 – July 1
5	Free Exhibits at airport, hospital, AYR School	Year-Round



6. Please provide a 5 year action plan for your organization.

Year 1: Continue cataloguing and newspaper scanning. Work on exhibits celebrating ethnic minorities and Indigenous people. Install solar panels. Do extensive outdoor maintenance. Host travelling exhibit BC's Marvelous Mushrooms.

Year 2: Continue database entry for incoming items. Scan newspapers and Schubert negatives. Improve dinosaur exhibit. Work to hire a second full-time staff member. Host travelling exhibit on avalanches.

Year 3: Continue cataloguing and scanning newspapers and negatives. Answer archival inquiries. Work with the Charlie Lake Conservation Society on a special exhibit for the spring/summer.

Year 4: Work to make newspapers searchable online. Increase social media. Develop new school programs and educational events.

Year 5: Continue database entry. Develop new fundraisers. Respond to archival inquiries. Design and implement new school programs.

Project Information

7. Describe the Year 1 project or general operations for which your organization is requesting funding.

The North Peace Historical Society (NPHS), who operates the Fort St. John North Peace Museum, is requesting funding for external maintenance projects including installing a slide gate operator, electrical work, irrigation, gutters, and repairs to some of our historic buildings. We are also requesting funds to cover our PRRD property taxes amounting to approximately \$1865.

8. How essential is the project to the community?

This project will benefit the community of Fort St. John and all the smaller communities of the North Peace by keeping our valuable historic buildings and main museum building (gutters) in good repair. Running power to the museum's cantilever gate and installing a slide gate operator will enable volunteers to continue to easily open and close the gate and keep the museum open on Saturdays and when our manager/curator is away providing residents with more access to history through our exhibits and archives. Adding irrigation to the gardens helps our local plants to thrive and frees up summer staff and volunteers to work on historical projects inside the museum.

Covering our PRRD property taxes allow us to maintain the same level of services to the North Peace Region. \$1865 is equivalent to paying our manager/curator (and only full-time year-round staff member) for almost 75 hours of work (excluding benefits) – about 10.5 days of work.

9. What is the degree of support from the community at large?

The community at large is supportive of the museum's efforts to preserve the history of the North Peace Region. They want good access to the museum and archives. The community at large entrusts the NPHS with the long-term preservation of the artefacts and historic buildings they donate so that they and future generations can enjoy and learn more about the history of the North Peace Region. The restoration work on our historic buildings will create a sense of pride in our rural heritage and foster a spirit of learning, community, and belonging. Electrical work will improve security at the museum at night, resolve some external electrical issues, and enable our aging volunteers to open the heavy parking lot gate to keep the museum open on Saturdays. This would continue to make the museum and archives more accessible to our community. Eavestrough repair will help with better water dispersal, carrying water away from our

foundation and better preserving the artefacts inside long-term from moisture collecting under the building (which could lead to mould). Irrigation would help us maintain our gardens which would attract visitors and free up staff and volunteers from watering to work on other archives and collections projects inside the museum. The community does not want to see a reduction in services (educational initiatives, exhibits, collections management, archival services, etc.) provided by the museum, which may arise due to our inability to pay a significant increase in property taxes.

10. Approximately how many volunteer hours does your membership contribute each year?

Our members contributed 4956.5 hours in 2023 – a new record (and almost 2.75 full-time staff positions)!

11. How do you plan to maintain any future ongoing costs associated with this project?

The North Peace Historical Society's maintenance committee will fix any future issues associated with this project and use money in our repairs and maintenance budget as needed.

12. What is the total cost of insurance(s) your organization pays each year?

\$6653.00 plus \$291 for directors

13. What is the total amount requested from the Regional District? \$21,750

Application Submission & Authorization:

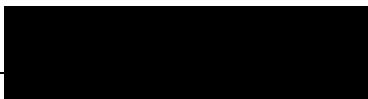
Please submit applications to prrd.dc@prrd.bc.ca on or before **January 31** and include the following:

- *Year-end financial statements (Income statement and/or balance sheet).*
- *Detailed project and operations budget (list 'In-Kind' contributions).*
- *1 quote for labour, equipment or material costs valued at over \$3,000*
- *Annual Report(s), Schedule C*



I confirm that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented. I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act and may be shared with the Board of Directors, Committee(s) and staff of the Regional District.

Signature of Applicant: _____



**Proposed Project Budget: External Maintenance Projects at the Fort St. John North
Peace Museum**

External Electrical Work (Klassen)	
Lights/Power Line to Derrick and Allen House (Estimate #214)	\$1,610.77
Line to Pole Shed and Parking Lot Gate with Junction Box (Estimate #214)	\$1,645.52
Total	\$3,256.29

Cantilever Gate (Main Parking Lot)	
Cantilever Gate installation (North Peace Historical Society paid for this)	\$6,273.75
Electric Slid Gate Opener with accessories (Rite-Way quote MM8609)	\$8,998.00
Total	\$15,271.75

Building/Yard Maintenance	
Historic building maintenance (chinking, painting, etc.)	\$4,815.00
Irrigation Project (labour to be done by volunteers)	\$1,019.32
Gutter Project	\$1,501.50
Contingency for maintenance projects	\$294.89
Total	\$7,630.71

In-Kind Contributions	
Irrigation Project - 3 volunteers at eight hours each	24 hours

PRRD Property Tax	
Property Tax (PRRD and PRRD Improv) (estimated for 2023)	\$1,865
Total	\$1,865

Total Costs	\$ 28,023.75
Minus North Peace Historical Society Contribution (cantilever gate installation)	\$ 6,273.75
PRRD Grant in Aid Request 2024	\$ 21,750.00

Klassen Electric Enterprises Ltd.

Box 82
Altona, BC V0C 2T0

Estimate

Date	Estimate #
2023-12-12	214

Name / Address
FSJ Museum

Project

Description	Qty	Rate	Total
(093806) 3CCT 3K/4K/5K 0.15 EHC included in price	2	83.67	167.34
Material Subtotal			167.34
Labour		16.73	16.73
GST on sales		1,350.00	1,350.00
		5.00%	76.70
PST included in price		Total	\$1,610.77

Klassen Electric Enterprises Ltd.

Box 82
Altona, BC V0C 2T0

Estimate

Date	Estimate #
2024-01-16	217

Name / Address
FSJ Museum

Project

Description	Qty	Rate	Total
12/4 Teck Wire	25	18.31	457.75
2 Conductor #12 Copper 600V	12	7.64	91.68
(277004) PVC Junction Box 6x6x4	1	40.49	40.49
1/2" WP Teck Connector	5	31.27	156.35
1" PVC Conduit	10	2.53	25.30
QO 115 Plug In Breaker 15A	2	18.75	37.50
Material Subtotal			809.07
		8.09	8.09
Labour		750.00	750.00
GST on sales		5.00%	78.36
PST included in price		Total	\$1,645.52



Quotation

Customer:**North Peace Historical Society****FSJ, BC****Attn: Ken Boon****Re:****Quotation Number: MM8609****Quotation Date: 01-12-2024****Phone # 250 262-9014****Fax #**

We are pleased to offer our quotation for fencing based on the following conditions:

Materials:

Supply and install one Lift Master Industrial Slide Gate operator including accessories.

Accessories include:

- Heater Kit
- Reflective Photo Eye
- Sensing Edge
- (1) Wireless Keypad
- (6) Remote Controls

Power & electrical hook ups provided by others.

Site Information:

Overall Height	0	Ft.
Fence Length	0.0	Ft.
Gate Length	0.0	Ft.
Overall Length	0.0	Ft.

Post Spacing	0	Ft.
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All fencing quoted will meet or exceed the specified standards.

Components:

Estimated Project Start:**3 weeks from date of confirmation**

Installed Amount	\$8,560.00
GST	\$428.00

Installed Total	\$8,988.00
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Rite-Way Sales Agent
Michael Morton

Terms:
50% Deposit and balance on
Completion

This quotation is firm for 30 days

Ken Boon

14818 Hwy 29 N

Bear Flat, BC.

V1J-8J2

January 7, 2024

Estimate price for the North Peace Historical Society.

Re: maintenance work on historic out buildings at the North Peace Museum to include:

Police Barracks:

- Repair chinking on exterior where it has pulled away with Weatherall Triple Stretch Chinking (Stone colour).
- Use Big Stretch clear caulking to seal any gaps not suitable for chinking.
- Inject clear preservative in upward facing checks on exterior.
- Fix leaking seals on west door, and other miscellaneous repairs as may be determined at the time.

Paddy Carol cabin:

- Repair chinking on exterior as above.
- Clear caulking as above.
- Inject clear preservative as above.
- Repaint any exterior trim if required.

Allan House:

- Check over and do any of the above where required.
- Replace missing roof shingles.
- Dig topsoil from exterior roof covered enclave area, lay down geotech cloth, and utilize gravel from pile in yard to fill in.

Chapel:

- Check exterior skirting and repair/reseal any damage or holes.
- Scrap off loose paint on ceiling, and primer and paint.

The price includes all labour and materials.

\$2000 - materials.

\$2500 - labour.

\$4500.00 - subtotal

\$315.00 GST (81377 5673 RT0001)

\$4815.00 - Total

compiled by C Paull

[Rain Bird ET63918-100 Drip Irrigation Emitter Tubing, 1/2-in x 100-ft | Canadian Tire](#)



\$49.99 In stock

Emitter Tubing works like a soaker hose — only better! It waters evenly from beginning to end. It won't clog and connects easily to your faucet, garden hose ...

400 feet: \$200.00 plus 12% tax: **\$224.00**

[IPEX HomeRite Products POLY PIPE 1 inches X 100 ft. 100PSI Green Stripe - Home Depot](#)



\$107.00

CSA certified. Suitable for pressure applications up to 100 psi. Use for well water distribution up to 150'. Ideal for pool and ...

300 feet: \$321.00 plus 12% tax: **\$359.32**

Misc. fittings, clamps and valves: **\$100.00 incl. Tax.**

Ditch Witch (for trenching) Peace Country Rentals: \$300./day plus 12% tax : **\$336.00**

Note: Includes servicing smaller 'Mackenzie' Street plot.

\$224.00

\$359.32

\$100.00

\$336.00

\$1,019.32 Total (volunteers do labour)

PETERSON GUTTERS

PO Box 183

ROSE PRAIRIE, BC V0C 2H0

(250) 262-7301

petersongutters@pris.ca

QUOTE FOR: North Peace Historical Society

DATE: January 17th 2024

JOB # N/A

COLOR: Charcoal Grey

ADDRESS: Fort St John, BC

Manufacture & Installation		Amount	Price	Total
3"X 4" STEEL DOWNPIPE	20	LIN. FT	\$ 14.00	\$ 280.00
3"x 4" STEEL ELBOWS	3	NO.	\$ 20.00	\$ 60.00
SMALL DOWNPIPE	10	LIN. FT	\$ 6.25	\$ 62.50
SMALL ELBOWS	2	NO.	\$ 6.25	\$ 12.50
RESEAL CORNERS	4	NO.	\$ 35.00	\$ 140.00
RESEAL JOINTS	1	NO.	\$ 35.00	\$ 35.00
RESEAL ENDCAPS	4	NO.	\$ 10.00	\$ 40.00
FLASHING	320	LIN. FT	\$ 2.50	\$ 800.00
				\$ -
				\$ -
				\$ -
			SUBTOTAL	\$ 1,430.00
			GST @ 5%	\$ 71.50
			<u>TOTAL</u>	<u>\$ 1,501.50</u>

TERMS: NET 30 DAYS. PAST DUE INVOICES
SUBJECT TO A SERVICE CHARGE OF 1.5% PER
MONTH. (19.56% PER ANNUM)

Thank you
GST# 87039 4699 RT0001
Registered under:
Lawson Peterson, Romy Peterson



In accordance with Section 4.10 of the Recreational and Cultural Grants-in-Aid policy, all grant recipients are required to submit an Annual Report by January 31st of each year. This procedure has been implemented in an effort to ensure more accountability to tax payers and other organizations receiving Grant-in-Aid (GIA) funding. By doing so the Peace River Regional District will be following best practices employed by other municipalities and regional districts. This information will also assist the Rural Directors in making fair and equitable decisions on future Grant-in-Aid funding applications for all organizations. The report should include the following details:

- Progress made on all funded projects, activities, initiatives or events;
- Information on how grant funding was spent;
- Summary of capital costs and/or operational costs (include a copy of invoice to support the expense paid for insurance, if applicable); and
- Photos must be provided showing projects, including capital projects, completed with Grants-In-Aid funds.

Grant recipients should note that failure to provide this information could result in the following:

- Organizations being required to repay grant funds; and
- Not being considered for future grant funding.

Organization Name: North Peace Historical Society

Mailing Address: 9323 100 Street

Year GIA funds received: 2023

Project Summary

1. Please list below the reason(s) your organization received GIA funds (this may include capital projects, activities, events or general operating costs).

The North Peace Historical Society received \$14,250 from Area B and \$12,000 from Area C to assist with the replacement of our aging front facade.

2. Describe what was accomplished or completed on your capital projects, activities, and events for which you received GIA funds.

This project commenced in the fall of 2023. The windows were replaced. The front wall of the museum was insulated and new hardie board and hardie plank siding were installed. New soffits and hardie board were installed on the entrance overhang. New lights were installed.

3. Please provide in detail what was not completed and why?

Another coat of paint is needed this spring and we await the invoice from Eternity Timbers.

4. When do you expect to complete all outstanding projects, activities or events?

We expect this project to be complete this spring.



5. If your organization used GIA funds to support operational costs, please list the expenses below.
Not applicable.

6. If GIA funds were used to support insurance expenses, please indicate below what type of insurance (liability, directors insurance, property, building, etc.). **Please attach insurance statement/policy that outlines the type of insurance and a breakdown of the cost.**

Summary of Financial Information

Please complete the following table.

Total GIA Contribution	\$26,250.00
Less Total Operational costs paid for by GIA	
Less Total Capital costs paid for by GIA	\$0.00
Total GIA funds unused	26,250.00

If there is unused GIA funds please explain why and how your organization intends utilize them.

Signatories

We, the undersigned BOARD MEMBERS, certify on behalf of the organization that all of the information stated is correct.

Board Member (Treasurer)

Name (print): Lynne Holland
Position: Treasurer
Phone Number: [REDACTED]
E-mail: [REDACTED]
Date: January 11, 2024
Signature: [REDACTED]

Board Member

Name (print): Bruce Christensen
Position: President
Phone Number: [REDACTED]
E-mail: [REDACTED]
Date: January 11, 2024
Signature: [REDACTED]

THIS REPORT WAS PREPARED BY:

Name (print): Heather Sjoblom
Phone Number: [REDACTED]
Signature: [REDACTED]

E-mail: [REDACTED]
Date: January 10, 2024

Retain a copy of this report for your records.

PRRD Grant In Aid Photos 2023: Front Façade



Date: January 31 2024Society Number: 506099**Applicant Information**1. **Name of Organization:** The Fort St John Association for Community Living**Contact Person:** Jordan Soggle**Mailing Address:** 10251-100 Avenue, Fort St John, BC, V1J 1Y8**Phone:** [REDACTED] **Fax:** **Email:** ceo@fsjacl.com**Website:** FSJACL.com*Please list our organization on the PRRD website as a "Local Community Group" ☒ Yes ☐ No (please check one)*2. **If applicable, does your organization own any facilities or properties?** ☒ Yes ☐ No (please check one)Please give the **9-1-1 address** and legal description of the property that your organization either leases or owns.10251-100 Ave. Fort St. John BC V1J 1Y83. **Organization Executives:****President****Name:** Sarah Conkin **Phone:** [REDACTED] **Email:** president@fsjacl.com**Vice President****Name:** currently vacant **Phone:** **Email:** **Treasurer****Name:** Tara Waddy **Phone:** [REDACTED] **Email:** [REDACTED]**Secretary****Name:** Shannon Luscombe **Phone:** **Email:** 4. **Purpose of Organization:**we support individuals with developmental disabilities/ complex needs achieve full and meaningful lives in our community.
we provide services focused on, supported living, career development, arts, community engagement and harm reduction.5. **Please describe the programs and activities that your organization sponsored in the last year:**

Qty per year	Activity/Program	Dates



PEACE RIVER REGIONAL DISTRICT

6. Please provide a 5 year action plan for your organization.

Year 1: expand youth focused services in the Fort St John Area

Year 2: expand youth focused services into housing and supported independent living

Year 3: expand youth services to evening drop in centre

Year 4: develop a multi-disciplinary team of supports and partners to offer wrap around service access to youth, offering case management.

Year 5: develop peer support training modules to raise up youth leaders and offer support worker training to support youth in human services.

Project Information

7. Describe the Year 1 project or general operations for which your organization is requesting funding.

year one will prioritize the hiring and training of staff, the fundraising campaign, and renovations to a space purchased in the centre of Fort St. John. Following this we plan to expand our existing youth carving program and have a youth centre to allow the youth of our region access to community, safety, recreation, and support.

8. How essential is the project to the community?

individuals between the ages of 12-18 is one of the largest demographics in our region. There currently is no youth centre in the region and minimal public youth focused programming that does not have a financial barrier.

9. What is the degree of support from the community at large?

The desire for this service in our community is overwhelming. As we see a rise in crime, suicides, and youth mental health crisis our community needs a place to provide positive engagement to our youth.

10. Approximately how many volunteer hours does your membership contribute each year?

200 hours each year. We are expanding our volunteer services through the year of 2024-2025 with a coordinator position.

11. How do you plan to maintain any future ongoing costs associated with this project?

we have a healthy fundraising department that brings in \$200,000.00 per year that goes towards our other programs. we plan to establish a annual gala that we estimate will bring in \$130,000.00 per year towards the youth centre. We also are applying for funding from the municipality of Fort St. John, Department of Justice, social and economic development, and many other grant programs focused on crime reduction, and mental health.

12. What is the total cost of insurance(s) your organization pays each year? \$34000.00

13. What is the total amount requested from the Regional District? \$300,000.00

Application Submission & Authorization:

Please submit applications to prrd.dc@prrd.bc.ca on or before **January 31** and include the following:

- Year-end financial statements (Income statement and/or balance sheet).
- Detailed project and operations budget (list 'In-Kind' contributions).
- 1 quote for labour, equipment or material costs valued at over \$10,000
- Annual Report(s), Schedule C



I confirm that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented. I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act and may be shared with the Board of Directors, Committee(s) and staff of the Regional District.

Signature of Applicant: _____

Amended by the Regional

May 28, 2020

RD/20/05/24 (28)

2024-01-31

Subject: Letter of Support for a Situation Table

The *Fort St John Association for Community Living (FSJACL)* is pleased to provide a letter outlining our intention to develop a youth Program Centre in Fort St. John.

Many existing and emerging public safety challenges require ongoing, multi-sector collaboration by the education, police, social service providers, and health agencies to preserve and promote community safety. Culture and access to recreation are key elements to support the positive development of youth. We firmly believe a youth drop-in centre will enable ourselves and other service providers to proactively offer community to vulnerable youth and their families, who may be at imminent risk of harm or victimization and rapidly connect them to services before they experience a negative or traumatic event (e.g. overdose, eviction, etc.). The benefits of a youth centre include:

- Improved collaboration among service providers.
- Reduced demand for emergency and police services.
- Reduced risk of criminal offending and victimization; and
- A safe space for youth to engage in community and culture away from school.
- Increase ease of access for youth to engage in accessing resources of support and growth.

FSJACL is aware that with the support of the Regional District, the successful implementation and maintenance of a Youth Centre will require participation and collaboration from local government, human services agencies, and crown corporations. With Fort St. John being a northern community, it presents additional challenges with access to supports, group recreation, and specialized resources, the youth centre will help our community work collaboratively and efficiently to meet the needs of our youth. FSJACL has seen a rise in need for such a space within our community with the rise of youth engaging in criminal offences, as well as youth who are victimized within our community. The youth Centre will help us as a community adapt and adjust our services to better serve the needs of our growing population.

FSJACL is committed to these priorities and will make concerted efforts to ensure the success of the youth centre. We already have identified the ideal location and are taking steps to acquire the building and plan the commencement of renovations. FSJACL has also identified who will manage the development of the programs for the youth centre and has engaged in partnerships with other service providers to assist with mental health/ and cultural supports. FSJACL also hold a strong relationship with our cities recreation department and plans to utilize fundraising dollars from the youth centres fundraisers to help youth access community programs. As well as offer drop-in activities on weekends so youth have a positive place of connection that is safe.

We hope to partner with the PRRD in the development of this much needed resource to ensure the positive development of our youth.

Sincerely,

Jordan Soggie

CEO

Fort St. John Association for Community Living

Thunder Bird Youth Centre

Expense	total
youth program manager	\$80,324.00
Materials + tax	18,432.00
FSJACL Support Staff Salaries	92,451.30
Office Supplies	\$1,500
Quarterly art show/ promotionals	\$2,800
Elder honaria	\$4,000
Fundraising contractor	\$5,000
youth concert fund	\$5,000.00
Total:	209507.3

Potential top up	25000
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FSIACL new main building

type	# of stations	rent	additional rent (utils)		
unit 1 notary	4		\$1,083	\$473	\$1,556
unit 2 travel	4		\$1,271	\$671.56	\$1,942
unit 3 book keeper	1		\$660	\$0.00	\$660
unit 4	13		\$5,700	\$0.01	\$5,700
total	22				\$9,858

purchase breakdown

down payment	\$116,000.00
property tax transfer	\$33,660.00
renovation	\$181,500.00
	<u>\$331,160.00</u>

purchase price \$580,000.00

20% down

5.5% interest rate 20 years

gross income

unit 1 youth centre	\$18,672
unit 2 youth centre	\$23,304
unit 3	7920
unit 4 office	<u>\$68,400.00</u>
	\$118,296

Renovations

remove modulars/carpet	immediate	\$3,000.00
remove drop ceiling	immediate	\$3,000.00
bathroom renovation	immediate	\$60,000
office kitchen	delay	\$15,000.00
accessible sliding doors	immediate	\$22,000.00
build new interior walls	immediate	\$6,000.00
replace lighting LED	immediate	\$11,000.00
new flooring	immediate	\$21,000.00
paint walls	immediate	\$22,000.00
new interior doors	immediate	\$10,000.00
new signage	immediate	\$6,000.00
exterior mural	immediate	\$2,500.00
		<u>\$181,500.00</u>

annual expenses

cleaning	\$13,000
management	\$1,000
chattels	\$1,500
yard/snow	\$2,500
Insurance	\$7,000
P.Tax	\$15,000
telephone	\$5,000
M/I reserve funds	\$20,000
Water/Sewer	\$600
Garbage	\$1,400
Plumbing	\$500
electrical	\$500
Hydro	\$900
GAS	\$10,000
mortgage payment	<u>\$38,402</u>
	\$118,202

youth centre breakdown	timeline	est. cost
remove walls/carpet	immediate	\$3,000.00
remove drop ceiling	immediate	\$3,000.00
bathroom addition	immediate	\$110,000
accessible sliding doors	immediate	\$22,000.00
build new interior walls	immediate	\$11,000.00
replace lighting LED	immediate	\$11,000.00
new flooring	immediate	\$21,000.00
paint walls	immediate	\$22,000.00
new interior doors	immediate	\$7,000.00
new signage	immediate	\$6,000.00
exterior mural	immediate	\$2,500.00
security system/cameras	immediate	\$22,000.00
fenced smoke pit	immediate	\$3,300.00
billiard space	immediate	\$7,700.00
Arcade equipment/ VR	immediate	\$30,000.00
		<u>\$281,500.00</u>

FSJACL PROGRAM BUILDING

current operating cost

expenses

cleaning	\$12,000
management	\$5,000
chattels	\$2,000
yard/snow	\$2,000
insurance	\$15,000
P.Tax	\$15,000
telephone	\$2,000
M/I	\$10,000
Water/Sewer	\$4,000
Garbage	\$2,400
Plumbing	\$4,000
electrical	\$2,000
Hydro	\$8,000
total expenses	\$83,400

renovations

asbestos remediation
remove/rebuild interior walls
remove/replace doors
flooring
bathrooms
kitchen
paint
ceiling
lights LED
window coverings
façade
sensory room

\$60,000.00 fundraising
\$33,000.00
\$60,000.00
\$42,000.00
\$55,000.00 fundraising
\$70,000.00 fundraising
\$30,000.00
40,000.00
\$7,000.00
\$5,400.00
\$156,000.00 fundraising
\$15,000.00 fundraising
\$573,400.00

\$356,000 from fundraising

Financial Statements of

**FORT ST. JOHN ASSOCIATION
FOR COMMUNITY LIVING**

Year ended March 31, 2022

FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Table of Contents

	Page
Independent Auditors' Report	
Statement of Financial Position	1
Statement of Operations	2
Statement of Changes in Fund Balances	3
Statement of Cash Flows	4
Notes to Financial Statements	5 - 16



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INDEPENDENT AUDITORS' REPORT

To the Members of Fort St. John Association for Community Living

Opinion

We have audited the financial statements of Fort St. John Association for Community Living (the Association), which comprise:

- the statement of financial position as at March 31, 2022
- the statement of operations for the year then ended
- the statement of changes in fund balances for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at March 31, 2022, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the 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.



In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.



Page 3

- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants

Prince George, Canada

July 26, 2022

FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Statement of Financial Position

As at March 31, 2022, with comparative information for 2021

	Unrestricted fund	Tangible capital asset fund	Internally restricted fund	Externally restricted fund	2022 Total	2021 Total
Assets						
Current assets:						
Cash and cash equivalents	695,036	-	-	-	695,036	655,692
Restricted cash	-	-	-	-	-	1,507,262
Accounts receivable (note 2)	80,356	-	1,879,691	50,359	1,930,050	1,507,262
Prepaid expenses	14,947	-	-	-	80,356	117,826
	790,339	-	1,879,691	-	14,947	10,488
				50,359	2,720,389	2,291,068
Tangible capital assets (note 3)	-	1,494,412	-	-	1,494,412	1,529,569
	790,339	1,494,412	1,879,691	50,359	4,214,801	3,821,037

Liabilities and Fund Balances

Current liabilities:						
Accounts payable and accrued liabilities (note 4)	569,120	-	-	-	569,120	481,879
Deferred revenue (note 5)	-	-	-	-	-	86,250
Scheduled cash repayments for long-term debt (note 6)	-	5,071	-	-	5,071	4,999
	569,120	5,071	-	-	574,191	575,128
Long-term debt (note 6)	-	10,812	-	-	10,812	15,882
Fund balances, beginning of year						
Unrestricted fund	221,219	-	-	-	221,219	213,677
Tangible capital assets fund	-	1,478,529	-	-	1,478,529	1,509,088
Internally restricted fund (note 7)	-	-	1,879,691	-	1,879,691	1,459,913
Externally restricted fund (note 8)	-	-	-	50,359	50,359	47,349
	221,219	1,478,529	1,879,691	50,359	3,629,798	3,230,027
	790,339	1,494,412	1,879,691	50,359	4,214,801	3,821,037

Commitments (note 10)

See accompanying notes

On behalf of the Board:

Director

Director

FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Statement of Operations

Year ended March 31, 2022, with comparative information for 2021

	Unrestricted fund	Tangible capital asset fund	Internally restricted fund	Externally restricted fund	2022 Total	2021 Total
Revenues:						
BC Housing	\$ 21,667	\$ -	\$ -	\$ -	21,667	21,294
Clients - food and other	9,121	-	-	-	9,121	10,974
Clients - rent	173,334	-	-	-	173,334	156,643
Community Living B.C.	5,114,432	-	-	-	5,114,432	4,434,165
Donations	78,459	-	-	-	78,459	13,355
Gaming	-	-	-	400	400	-
Grimestoppers	94,209	-	-	-	94,209	5,957
Interest	213	-	-	3	216	275
Modernization and improvement	10	-	-	-	10	2,500
Recovery of expenses	53,261	-	-	2,953	56,214	282,691
	5,544,706	-	-	3,356	5,548,062	4,927,854
Expenditures, Schedule 1	5,008,331	135,341	-	4,619	5,148,291	4,338,303
Excess (deficiency) of revenues over expenditures	536,375	(135,341)	-	(1,263)	399,771	589,551

See accompanying notes to financial statements.

FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Statement of Changes in Fund Balances

Year ended March 31, 2022, with comparative information for 2021

	Unrestricted fund	Tangible capital asset fund	Internally restricted fund	Externally restricted fund	2022	2021
Fund balances, beginning of year	\$ 213,677	\$ 1,509,088	\$ 1,459,913	\$ 47,349	\$ 3,230,027	\$ 2,640,476
Excess (deficiency) of revenues over expenditures	536,375	(135,341)	-	(1,263)	399,771	589,551
Interfund transfer - internally restricted (note 6)	(419,778)	-	419,778	-	-	-
Interfund transfer - externally restricted (note 7)	(4,273)	-	-	4,273	-	-
Interfund transfer - tangible capital assets (note 8)	(104,782)	104,782	-	-	-	-
Fund balances, end of year	\$ 221,219	\$ 1,478,529	\$ 1,879,691	\$ 50,359	\$ 3,629,798	\$ 3,230,027

See accompanying notes to financial statements.

FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Statement of Cash Flows

Year ended March 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operations:		
Excess of revenues over expenditures	\$ 399,771	\$ 589,551
Item not involving cash:		
Amortization	135,341	126,988
	535,112	716,539
Change in non-cash operating working capital:		
Accounts receivable	37,270	(78,486)
Prepaid expenses	(4,459)	1,117
Accounts payable and accrued liabilities	87,241	(42,824)
Deferred revenue	(88,250)	88,250
	566,914	684,596
Financing:		
Repayment of long-term debt	(4,998)	(4,930)
Investing:		
Acquisition of tangible capital assets	(99,784)	(59,927)
Increase in cash and cash equivalents	462,132	619,739
Cash and cash equivalents, beginning of year	2,162,954	1,543,215
Cash and cash equivalents, end of year	\$ 2,625,086	\$ 2,162,954
Cash and cash equivalents consists of:		
Cash	\$ 449,043	\$ 655,692
Restricted cash	2,176,043	1,507,262
	\$ 2,625,086	\$ 2,162,954

See accompanying notes to financial statements.

FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Notes to Financial Statements

Year ended March 31, 2022

Nature of operations:

Fort St. John Association for Community Living (the "Association") is a not-for-profit organization incorporated under the Societies Act (British Columbia) and is a registered charity under the Income Tax Act. The purpose of the Association is to support individuals with developmental disabilities or complex needs to achieve full and meaningful lives in the Association's community.

1. Significant accounting policies:

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The Association's significant accounting policies are as follows:

(a) Fund accounting:

In order to ensure observance of limitations and restrictions placed on the use of resources available to the Association, the accounts are maintained on a restricted fund accounting basis. Accordingly, resources are classified for accounting and reporting purposes into funds. These funds are held in accordance with the objectives specified by the contributors or in accordance with the directives issued by the Board of Directors. The four major groupings of funds are unrestricted, tangible capital asset, internally restricted and externally restricted funds. Each of these funds is further sub-divided.

The unrestricted fund is used to account for all unrestricted revenue and expenditures of the Association.

The tangible capital asset fund is used to account for all tangible capital assets of the Association and to present the flow of funds related to their acquisition and disposal, unexpended capital resources and debt commitments.

The internally restricted funds have three components: contingency, building development and vehicle contingency. The contingency fund was established to cover the cost of future events. The building development fund was established to allow for replacement and repairs of the buildings owned by the Association. The vehicle contingency fund was established to allow for replacement and repairs of the vehicles owned by the Association.

The externally restricted funds relate to resources that are regulated in their use by outside agencies.

FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Notes to Financial Statements (continued)

Year ended March 31, 2022

1. Significant accounting policies (continued):

(a) Fund accounting (continued):

The two components of the externally restricted fund are the BC Housing Replacement Reserve Fund and the BC Gaming Fund. Under the terms of the agreement with BC Housing Management Commission ("BC Housing") the replacement reserve account is to be credited with an annual transfer. These funds, along with the accumulated interest, are held in a separate bank account. Expenditures from the replacement reserve fund must meet requirements set out by BC Housing; otherwise, prior approval for the expenditure must be obtained from BC Housing. BC Gaming funds are to be used for specific programs and are externally restricted.

(b) Restricted cash:

Restricted cash consists of funds restricted for the BC Housing Replacement Reserve Fund, BC Gaming Fund, and the Internally Restricted Fund.

(c) Tangible capital assets:

Tangible capital assets are stated at cost, less accumulated amortization. Amortization is provided using the straight-line method with the following annual rates:

Asset	Rate
Automotive	6.67 years
Buildings	10-50 years
Furniture and fixtures	10 years

Tangible capital assets are written down when conditions indicate that they no longer contribute to the Association's ability to provide services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value.

FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Notes to Financial Statements (continued)

Year ended March 31, 2022

1. Significant accounting policies (continued):

(d) Revenue recognition:

The Association follows the restricted fund method of accounting for contributions which include donations and government grants. Unrestricted contributions are recognized as revenue of the unrestricted fund 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 of the appropriate fund.

(e) Donations:

Donated materials and services are recorded in the financial statements at fair market value when fair market value can be reasonably estimated and when the Association would otherwise have purchased these items.

Volunteers contribute their time every year to assist the Association in carrying out its service delivery activities. Volunteer hours are not recognized in the financial statements due to the difficulty of determining the fair value.

(f) Use of estimates:

The preparation of the 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 reported amounts of revenue and expenses during the year. Items subject to such estimates and assumptions include the carrying amounts of tangible capital assets, accounts payable and accrued liabilities, accounts receivable, and sick leave replacement pay. Actual results could differ from those estimates.

(g) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Equity instruments that are quoted in an active market are subsequently measured at fair value. All other financial instruments are subsequently recorded at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Association has not elected to carry any such financial instruments at fair value.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Notes to Financial Statements (continued)

Year ended March 31, 2022

1. Significant accounting policies (continued):

(g) Financial instruments (continued):

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Association determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Association expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

(h) Government assistance:

Government assistance related to current expenses is included in the determination of excess revenue over expenses for the period as revenue when the related expenditures are incurred. A liability to repay government assistance, if any, is recorded in the period in which the condition arises that causes the assistance to become payable.

During the year ended March 31, 2022, the Association has included in Community Living BC revenue of nil (2021 - \$19,340) for assistance related to personal protective equipment and additional IT support due to the COVID-19 pandemic.

2. Accounts receivable:

	2022	2021
Accounts receivable	\$ 10,472	\$ 3,144
Sales tax	5,769	4,060
Community Living B.C.	29,884	102,025
Municipal Pension Plan	18,775	5,878
Workers compensation	15,456	2,519
	<u>\$ 80,356</u>	<u>\$ 117,626</u>

FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Notes to Financial Statements (continued)

Year ended March 31, 2022

3. Tangible capital assets:

			2022	2021
	Cost	Accumulated amortization	Net book value	Net book value
Land	\$ 286,932	\$ -	\$ 286,932	\$ 286,932
Automotive	509,600	296,467	213,133	204,087
Buildings	1,610,159	746,245	863,914	929,685
Furniture and fixtures	675,022	544,589	130,433	109,265
	\$ 3,081,713	\$ 1,587,301	\$ 1,494,412	\$ 1,529,969

4. Accounts payable and accrued liabilities:

	2022	2021
Accounts payable	\$ 57,613	\$ 46,179
Accrued liabilities	126,795	103,388
Community Living B.C. payable	116,526	55,409
Government remittances	-	276
Vacation, banked time and time in lieu	268,186	276,627
	\$ 569,120	\$ 481,879

5. Deferred revenue:

	2022	2021
COVID-19 Work Experience Opportunities grants	\$ -	\$ 50,000
Supported Employment COVID-19 Recovery Fund Operating grant	-	38,250
	\$ -	\$ 88,250

FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Notes to Financial Statements (continued)

Year ended March 31, 2022

6. Long-term debt:

	2022	2021
British Columbia Housing Management Commission mortgage, blended monthly payments of \$458 including interest at 1.43%, secured by land and buildings. Due October 2025.	\$ 15,883	\$ 20,881
Less: current portion of long-term debt	5,071	4,999
	\$ 10,812	\$ 15,882

Principal repayments required on long-term debt for the next four years are as follows:

2023	\$ 5,071
2024	5,144
2025	5,218
2026	450
	\$ 15,883

FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Notes to Financial Statements (continued)

Year ended March 31, 2022

7. Internally restricted funds:

	Contingency Fund	Building Development Fund	Vehicle Contingency Fund	2022	2021
Balance, beginning of year	\$ 29,691	\$ 1,200,000	\$ 230,222	\$ 1,459,913	\$ 789,913
Add: Transfer from unrestricted fund	-	400,000	80,940	480,940	730,000
Less: Transfer to unrestricted fund	-	-	(61,162)	(61,162)	(60,000)
	-	400,000	128,838	419,778	670,000
Balance, end of year	\$ 29,691	\$ 1,600,000	\$ 250,000	\$ 1,879,691	\$ 1,459,913

Funds have been internally restricted by the Association's Board of Directors to cover the cost of future events. The use of these funds is to be approved by the Association's Board of Directors.

FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Notes to Financial Statements (continued)

Year ended March 31, 2022

8. Externally restricted:

	2022	2021
BC Housing Replacement Reserve Fund:		
Balance, beginning of year	\$ 36,639	\$ 32,363
Allocation from unrestricted fund	4,273	4,273
Interest earned	3	3
Balance, end of year	40,915	36,639
BC Gaming Fund:		
Balance, beginning of year	10,710	7,102
Add: BC Gaming receipts	3,353	-
Less: expenses	(4,619)	(1,190)
Allocation from unrestricted fund	-	4,798
Balance, end of year	9,444	10,710
	\$ 50,359	\$ 47,349

Under the terms of the agreement with BC Housing, the replacement reserve account is to be credited with an annual transfer. These funds, along with the accumulated interest, are held in a separate bank account. Expenditures from the reserve must meet requirements set out by BC Housing, otherwise prior approval for the expenditures must be obtained from BC Housing.

Funding from BC Gaming, along with the accumulated interest, is held in a separate bank account. Expenditures from this fund must meet requirements set out by BC Gaming.

FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Notes to Financial Statements (continued)

Year ended March 31, 2022

9. Interfund transfers:

The following transfers were made to the tangible capital asset fund during the year:

	2022	2021
Acquisition of tangible capital assets - unrestricted fund	\$ 99,784	\$ 59,927
Long-term debt repayment related to tangible capital assets - unrestricted fund	4,998	4,930
	\$ 104,782	\$ 64,857

10. Commitments:

- (a) The Association has operating lease commitments for rental of office space in the amount of \$2,000 per month, expiring in September 2022.

The Association has operating lease commitments for rental of office equipment in the amount of \$233 per month, expiring in September 2026.

- (b) The Association has an operating line of credit with the North Peace Savings and Credit Union, authorized to \$250,000. Interest is charged on outstanding balances at prime plus 2.90%. It is secured by a general security agreement. At March 31, 2022 this facility remained unused.

FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Notes to Financial Statements (continued)

Year ended March 31, 2022

11. Municipal Pension Plan:

The Association and its employees contribute to the Municipal Pension Plan ("the Plan"), a jointly trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2019, the plan has about 213,000 active members and approximately 106,000 retired members. Active members include approximately 41,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as of December 31, 2018 indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The Association paid \$203,503 (2021 - \$195,897) for employer contributions to the Plan in the year.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the Plan.

12. Income taxes:

The Association is incorporated under the Societies Act (British Columbia) and is a non-profit organization pursuant to Section 149 (1)(l) of the Income Tax Act. It is a registered Canadian charity for Canadian Income Tax purposes.

FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Notes to Financial Statements (continued)

Year ended March 31, 2022

13. Economic dependence:

The Association receives a significant portion of its revenue pursuant to funding agreements with Community Living B.C., a Crown agency of the Province of British Columbia. Any disruption in this revenue source would have an impact on the ongoing operations of the Association.

14. Contingency:

Under the terms of the agreements with Community Living B.C., any contracted service hours that are undelivered for the year may result in the repayment of funding to Community Living B.C. The amount of the liability, if any, of the Association may not be determinable. As at March 31, 2022, the Association has estimated that an amount of \$116,526 (2021 - \$55,409) (note 4) is payable to CLBC.

15. Financial risks:

(a) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The majority of the receivables are from government bodies. Credit risk is considered to be nominal.

(b) Liquidity risk:

Liquidity risk is the risk that the Association will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Association manages its liquidity risk by monitoring its operating requirements. The Association prepares budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations.

(c) Interest rate risk:

The Association is exposed to interest rate risk through its interest rate on their mortgage. The Association manages this risk by negotiating fixed rate mortgages with their lenders.

Overall there has been no change to risk exposure since 2021.

FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Notes to Financial Statements (continued)

Year ended March 31, 2022

16. Employee remuneration:

For the fiscal year ending March 31, 2022, the Association paid total remuneration including taxable benefits of \$206,497 to two employees (2021 - \$78,351 to one employee) who received total annual remuneration of \$75,000 or greater.

FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Schedule 1 - Expenditures

Year ended March 31, 2022, with comparative information for 2021

	Unrestricted fund	Tangible capital asset fund	Internally restricted fund	Externally restricted fund	2022 Total	2021 Total
Amortization	\$ -	\$ 135,341	\$ -	\$ -	\$ 135,341	\$ 126,988
Community Access	3,962	-	-	-	3,962	1,408
Food	68,311	-	-	-	68,311	60,933
Fundraising	10,329	-	-	4,619	14,948	22,220
Health and comfort	14,737	-	-	-	14,737	31,547
Insurance	24,881	-	-	-	24,881	22,756
Interest on long-term debt	266	-	-	-	266	335
Janitorial	41,330	-	-	-	41,330	25,475
Membership fees	11,281	-	-	-	11,281	8,792
Office supplies	70,708	-	-	-	70,708	55,262
Professional fees	39,657	-	-	-	39,657	52,905
Program materials	45,720	-	-	-	45,720	54,090
Promotion	10,015	-	-	-	10,015	20,793
Property taxes	6,131	-	-	-	6,131	3,101
Rent	12,000	-	-	-	12,000	5
Repairs and maintenance	39,557	-	-	-	39,557	76,101
Salaries and benefits	3,885,319	-	-	-	3,885,319	3,179,473
Subcontractors	511,254	-	-	-	511,254	439,573
Telephone	30,084	-	-	-	30,084	28,937
Training and education	82,457	-	-	-	82,457	48,284
Transportation	47,864	-	-	-	47,864	34,564
Travel	4,724	-	-	-	4,724	2,270
Utilities	47,744	-	-	-	47,744	42,491
	\$ 5,008,331	\$ 135,341	\$ -	\$ 4,619	\$ 5,148,291	\$ 4,338,303

FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Schedule 2 - BC Housing (unaudited)

Year ended March 31, 2022, with comparative information for 2021

	2022	2021
	Total	Total
Revenues:		
BC Housing	15,847	15,474
Clients - food and other	2,160	4,305
Clients - rent	27,821	9,220
Community Living B.C.	461,012	60,304
Interest	3	3
Modernization and improvement	-	2,500
Recovery of expenses	14,036	5,228
	520,879	97,034
Expenditures:		
Amortization	8,631	8,494
Community Access	1,560	44
Food	8,404	881
Health and comfort	265	17
Insurance	2,682	2,599
Interest on long-term debt	266	335
Janitorial	3,860	83
Office supplies	2,209	264
Program materials	36,827	2,245
Promotion	362	63
Property taxes	3,260	3,101
Repairs and maintenance	5,639	24,833
Salaries and benefits	258,556	26,708
Telephone	2,635	1,621
Training and education	4,117	4,250
Transportation	1,937	2,135
Utilities	5,504	5,208
	346,714	82,881
Excess of revenues over expenditures	\$ 174,165	\$ 14,153

FORT ST. JOHN ASSOCIATION FOR
COMMUNITY LIVING



FSJACL ANNUAL REPORT

NOVEMBER 15, 2023

2022

-

2023

Table of contents

Intro to FSJACL

President's Message

CEO Message

CARF

Leadership

Demographics & Supports

Person Centered Services

Community Connections

Outreach

Supported Employment

Housing Services

Administration

Finance Report

Donors & Sponsors

FOR ST. JOHN ASSOCIATION FOR
COMMUNITY LIVING





The Fort St. John Association for Community Living is committed to building and nurturing relationships with Indigenous peoples. We would like to gratefully acknowledge that we live, work and play on Treaty 8 territory on the traditional lands of the Dane-zaa peoples of the Doig River First Nation, Blueberry River First Nation, and Halfway River First Nation, and we thank them for the hospitality.

To uphold the spirit of reconciliation, our Association is removing the language "residential" from our programming and staff titles. We recognize this word may be triggering to survivors, individuals and families impacted by the history of residential schools in Canada. Our houses shall now be referred to as "Housing Programs," and will be overseen by the Program Manager.

The Mission and Vision of the FSJACL

For over 60 years the Fort St. John Association for Community Living has provided services in the area within and surrounding the community of Fort St. John, BC. Our mission is to support individuals with developmental disabilities and complex needs achieve full and meaningful lives within the community.

By providing resources and services to individuals and families, we hope one day to see the following vision fully realized:

Individuals with diverse abilities are recognized and included as a vital and contributing part of the community. We are all connected. Everyone belongs.



Board Of Director
President

Sarah Conkin



Reflecting on this past year highlights once again the commitment of our staff to those we serve, and the continued generosity of our community.

Under the guidance of Trina Sperling as Interim Executive Director, the Association experienced its best ever results from our CARF audit.

We also welcomed Jordan Soggie into a CEO role this September and supported the creation of an internal Director of Services position.

We don't take lightly the confidence that family members and caregivers show as they entrust their loved ones into our programs, services, and homes. The privilege and responsibility of supporting individuals as they navigate the challenges of being contributing members of our community, while reinforcing their self worth and sense of belonging—it's why we're all here!

The role of the Board is to ensure our organization is fulfilling its mission and vision while remaining fiscally responsible. This is primarily done through governing policy as well as oversight and accountability through monthly, quarterly, and annual reports.

As a board we recognize the importance of continuing to grow our capacity to lead.

To help facilitate this process we have completed a third-party board assessment and are setting in place a development plan to reach our identified goals.

The Board is very much looking forward to working with our new CEO in the coming year!

Sarah Conkin, President FSJACL

PORT ST. JOHN ASSOCIATION FOR
COMMUNITY LIVING



2022-2023 Board of Directors



Sarah Conkin
President



Byron Stewart
Vice President



Tara Waddy
Treasurer



Shannon Luscombe
Secretary



Shannon Stange
Director



Darrell Blades
Director



Kelly Clark
Director



Tania Bell
Director



John Lambert
Honorary Director

Guidance and direction of the fort st john association for community living is set by a volunteer board of directors.



A message from our CEO

Jordan Soggie

Dear Community Partners,

I am honored and delighted to address you as the Chief Executive Officer of the Fort St. John Association for Community Living (FSJACL). Having recently joined in the last quarter of the year, I am inspired by the work that has been accomplished by this team and this community. This past year has been a testament to the resilience, and unwavering spirit of FSJACL. Through the changes, we are emerging stronger and more united. I have been privileged to witness the passion and commitment of our staff, whose tireless efforts push to expand our programs, enhance our services, to create opportunities.

The essence of FSJACL lies in our shared belief in innovation that breeds inclusivity. Through innovative initiatives, educational programs, and collaborative partnerships, we endeavor to break down barriers and foster understanding within our community.

I must also say it was not only the association that humbled me, but the rallying of this community. I must extend my deepest gratitude to our supporters, partners, Board of Directors and volunteers. Your unwavering belief in our mission empowers us to make the impact that we do, in the lives of those we serve. Your generosity allows us to fill the gaps and impact more lives.

As we look to the future, I am filled with optimism and excitement. Together, we will continue to build upon the foundation of this organization while staying true to its roots.

Thank you for your trust, your dedication, and your partnership. I want to invite you to join us, share your resources, your time, your knowledge, or join our team. Together, we will build opportunities where everyone belongs.

Many Thanks,



CARF Accreditation

Commission of Accreditation of Rehabilitation Facilities (CARF) Accreditation is a Community Living British Columbia (CLBC) funding requirement to ensure that service providers, like our Association, maintain a quality level of service to supported individuals. Accreditation policy for CLBC funded organizations is set by the provincial government, with the purpose of keeping organizations accountable to the public for the government funding they receive.

In May of 2023, the Fort St. John Association was awarded another three-year CARF accreditation.

CARF accreditation requires a significant effort, strong teamwork, and a commitment at all levels of our organization to providing quality services and enhancing the lives of people. Our organization deserves to be proud of this achievement, and our 2023 CARF survey was the best we have had to date, with only one recommendation for the Agency.





Jordan
CEO

"I am humbled to work with amazing people, with the purpose to serve. We get to build opportunities where everyone belongs."



Trina
Director of Services

"I value the people I work with and truly enjoy being able to assist with person centered supports."



Tanya
Program Manager

"I value empowering the people we support to live good quality lives, by supporting supervisors and staff to always look for opportunities for the people supported."



Marilyn
Finance Manager

"While I have many responsibilities, what I value most about my job are the people I work with. They show how much I'm appreciated."



Sheri
Inclusion & Employment
Manager

"I value our relationships with inclusive employers, donors, and volunteers, who give individuals meaningful and valued access to be part of the community and workforce."



Krystal
Administration Manager

"I appreciate being able to go to work knowing that my efforts and skills improve the lives of others."



Evelyn

Inclusion Supervisor

"I value the opportunity to be a part of a team of amazing people who all share the same goal in creating a more inclusive community."



Mike

116th/ DJ's Supervisor

"I value the FSJACL for our sense of community that we bring forward, wanting to all coincide and belong together to create a caring, healthy, and productive unity."



Sarah

Home Share Coordinator

"It's encouraging to see Supported Individuals and their support groups face and conquer challenges and build resilient, fulfilling lives for themselves."



Kenda

4 Plex Supervisor

"I enjoy looking for creative ways to support people in the most unobtrusive way possible, which makes a difference in the community and the lives of individuals in service."



Cheryl

A-Street Supervisor

"I value my team and the smiles on the individuals' faces as my team supports them in their daily lives."



Julia

Administrative Assistant

"What I value most in my work is knowing that our team is helping better the quality of life for the worthy people we support."

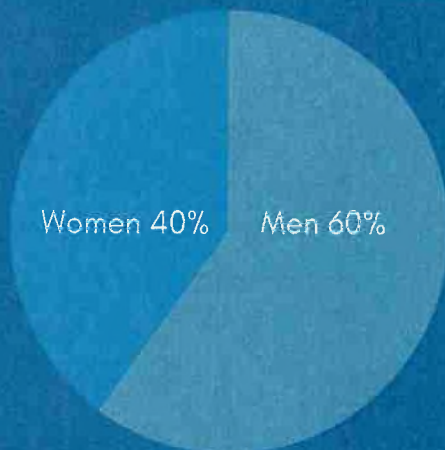




Demographics and supports

Who do we support?

GENDER



Other Genders - 0% (No data on other genders was collected during the 2022-2023 fiscal year)

AGE

66-85

4%

41-65

18%

18-40

78%

Epilepsy

10%

Other

14%

Down Syndrome

8%

Autism

23%

Dual Diagnosis

2%

FASD

5%

Individuals with concurrent disabilities were included in each applicable category.

Developmental Disability

28%

Cerebral Palsy

10%

How many Intakes did we have in 22/23?



Community Connections **5**



Careers **4**



Housing **3**

■ How many Individuals and Families do we serve?



The Fort St. John Association offers a range of supports for individuals with developmental disabilities and complex needs. These supports take place in a variety of forms, all aiming to ensure that supported individuals are included in – not secluded from – the community, while having numerous opportunities to live meaningful lives. Our services are outlined in greater detail later in this report, but include housing services, community inclusion activities, life skill development, employment, and outreach supports.



Person Centered Services

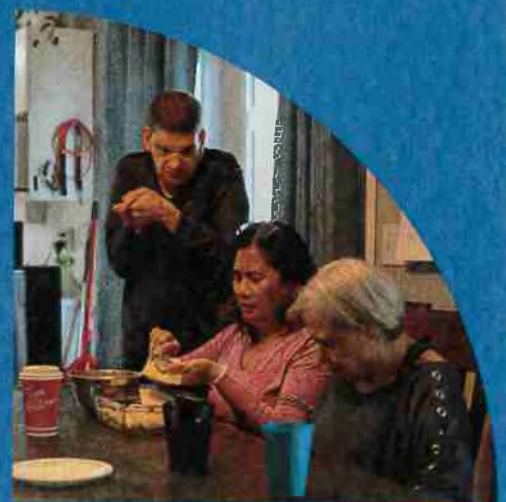
A Person-Centered Plan is a comprehensive and individualized plan that ensures the services provided to an individual reflect their needs, preferences, and aspirations. This plan is created for and by the person supported. It includes dreams, abilities, goals, and struggles, along with a history of their life.

Upon completion of their intake and Counsel of Quality Leadership interview, a Person-Centered Plan will be developed for all individuals receiving services from the FSJACL.

Our Process in creating a Person-Centered Plan follows the framework below:

1. We involve the individual to the best of the individual's ability in the planning process. People involved in the planning process and who have contributed to the plan will be noted in the plan.
2. We recognize that individuals in service will require different levels of support to develop and update their Person-Centered Plans. Their family, support network, professionals, and other service providers may be involved as appropriate and provide support, assistance, and leadership as needed.
3. While creating the plan, we remain sensitive to different needs and possible literacy and language barriers.
4. The Person-Centered Plan is a "working plan" and as such, must be updated as factors in the individual's life change. The individual can request a change to their plan at any time. All changes and new goals will be noted on the Notes section of the plan.
5. The Person-Centered Plan includes the following components:

Personal Profile
Strengths & Assets
Current Lifestyle
Likes & Dislikes
Dreams for the Future
Barriers & Opportunities
Goals



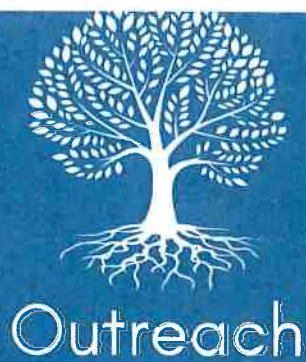


Community Connections

Community Connections offers a wide range of group of activities such as community access, life skills, therapeutic art, agriculture, relationship building, budgeting, housekeeping, and independent living skills. Monthly planning meetings and suggestion sheets are used to organize classes and activities, based on the preferences of individuals. We use individuals' Person-Centered Plans and risk assessments to offer teaching and supports tailored to individual's personal needs.

What helps us to be equipped to support individuals through Community Connections is endless learning opportunities such as Relias training modules, Open Future Learning, live workshops, Applied Suicide Intervention Skills Training (ASIST), and Crisis Presentation Intervention Training, among others. The program uses staff-centered supervision which supplies learning opportunities for staff and helps them set goals, ensuring that staff have what they need to be successful in the program. The supervisor and manager remain available for questions and assistance where needed.

In 2022/2023, we focused on survival to get through and come out of COVID, staffing crises, and encouraging increased participation in group activities, as this dropped during the pandemic. It was a tremendous success being able to send activity calendars monthly again, instead of weekly, showcasing increased stability in program staffing levels and retention.



Our Community Connections and DJ's Outreach Program supports individuals living independently or with family. This is person-centered and based on their goals and preferences.

This can vary from learning skills to live alone or to attend medical or bank appointments, supports with mental health and addictions and more. Our Outreach Program assists individuals in living as independently as possible, while ensuring opportunities to participate in community activities of their choosing. We promote independence by providing life-skills training through person-centered plans developed by the person served with assistance from the Outreach Worker, by increasing inclusion in the neighborhood and community, enhancing and supporting quality of life of persons being served, helping with personal care and nutrition, and by advocating to community resources and crisis management in partnership with addictions and mental health teams.

We ensure Outreach support staff are available one-on-one to the individual to provide services as per person-centered needs and wants. We offer support in areas where we can do so and help find support through local resources as otherwise needed.

Outreach can be used in individuals' homes, the community, or Association facilities depending on the individuals' wishes and needs.

Outreach workers receive the same training and resources as the Community Connections program. In addition, our Outreach staff have received training in trauma and addictions through the Canadian Mental Health Association, as well as our In-house training plans based on client needs.

In 2022/2023, we focused on offering training to staff on mental health and addictions, to better provide services. We were able to help two individuals get into their own rental units for their first time ever. We have provided individuals with local resources to help deal and cope with difficult situations and we have helped individuals who struggle to maintain connections with mental health services do so.



Supported Employment

The Fort St. John Association for Community Living's Supported Employment Program assists individuals seeking employment within our community. We network with businesses in the community, provide on the job support, and provide the community with job ready individuals to fill the job market shortage. Individuals must have approval from Community Living British Columbia (CLBC) prior to being accepted into the program.

We create, develop, and implement innovative services to assist individuals with their employability skills to fulfill their desire to live independent and dignified lives. This process involves the assessment of what the individual's strengths are, and what barriers or challenges they face. An employment plan is then created. In some situations, we also assist individuals to create and implement services that would benefit our community, while providing an opportunity for paid employment.

We use Person-centred plans, Employment Plans, and individual risk assessments to offer teaching and supports based on an individual's personal needs at work. We support them in designing employment to match their abilities, setting up interview like meetings, and coach and teach the skills needed for individuals to keep their job.

The role of the job coach is to get the individual started in their employment, review the Careers documentation, create the required documentation such as employment plans and employee screening forms, create job and employee overviews, and ensure that all other required documentation is completed. The job coach will then "fade" once the individual can work independently. If the individual is not able to work alone, a support staff may be assigned to work with the person one-on-one.

In 22/23, the Supported Employment program succeeded in implementing proper training for new job coaches, and fully trained the full-time staff person.



Housing Services

Housing Services include staffed housing programs and our HomeShare host family program. These services support individuals in all daily living activities such as:

Medical appointments/medication management

Employment

Personal Care

Laundry and cleaning

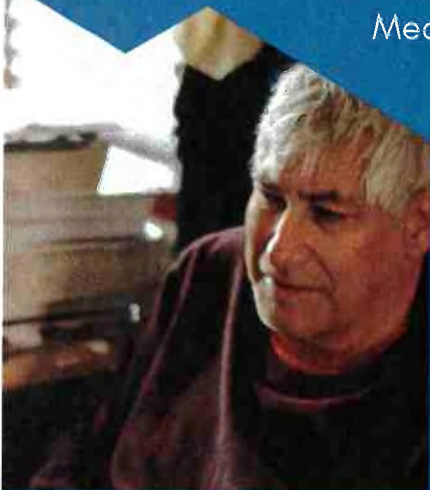
Home maintenance and yard work

Grocery shopping and meal prep

Community inclusion

Finance management

Teaching life skills to supported people



We were able to support 38 individuals through our Housing services this past year.

This past year, nine of our housing service goals have been achieved.

As we look forward at our coming year, our goals are as follows:

- Better utilization of the Counsel of Quality Leadership interview for each person supported, to have more meaningful Person-Centered Plans.
- Train our staff on goal setting, to better assist the people we support and ensure that the goals set are truly what the individual wants or needs.
- Trying different ways to recruit more HomeShare providers and develop more housing opportunities for the people supported.
- Having enough support staff to adequately fulfill service hours so they are being better utilized to support the people we serve.



Administration

The Fort St. John Association for Community Living's Administration department is responsible for the daily office functions of the Agency, and for ensuring policies and procedures meet CARF standard. This department oversees the Agency's use of technology, record management practices, Human Resource functions, marketing, and special projects.

The Administration department started a restructuring process at the beginning of 2023, to accommodate growth within the Agency. Prior to the restructuring, the department consisted of a Human Resources and Administration Manager and two support staff. The department now includes an Administration Manager, an HR Committee, and a growing team of support staff.

In 22/23 the Administration department began streamlining systems and procedures. This will continue to be the department's focus over the next year.

Human Resource Statistics

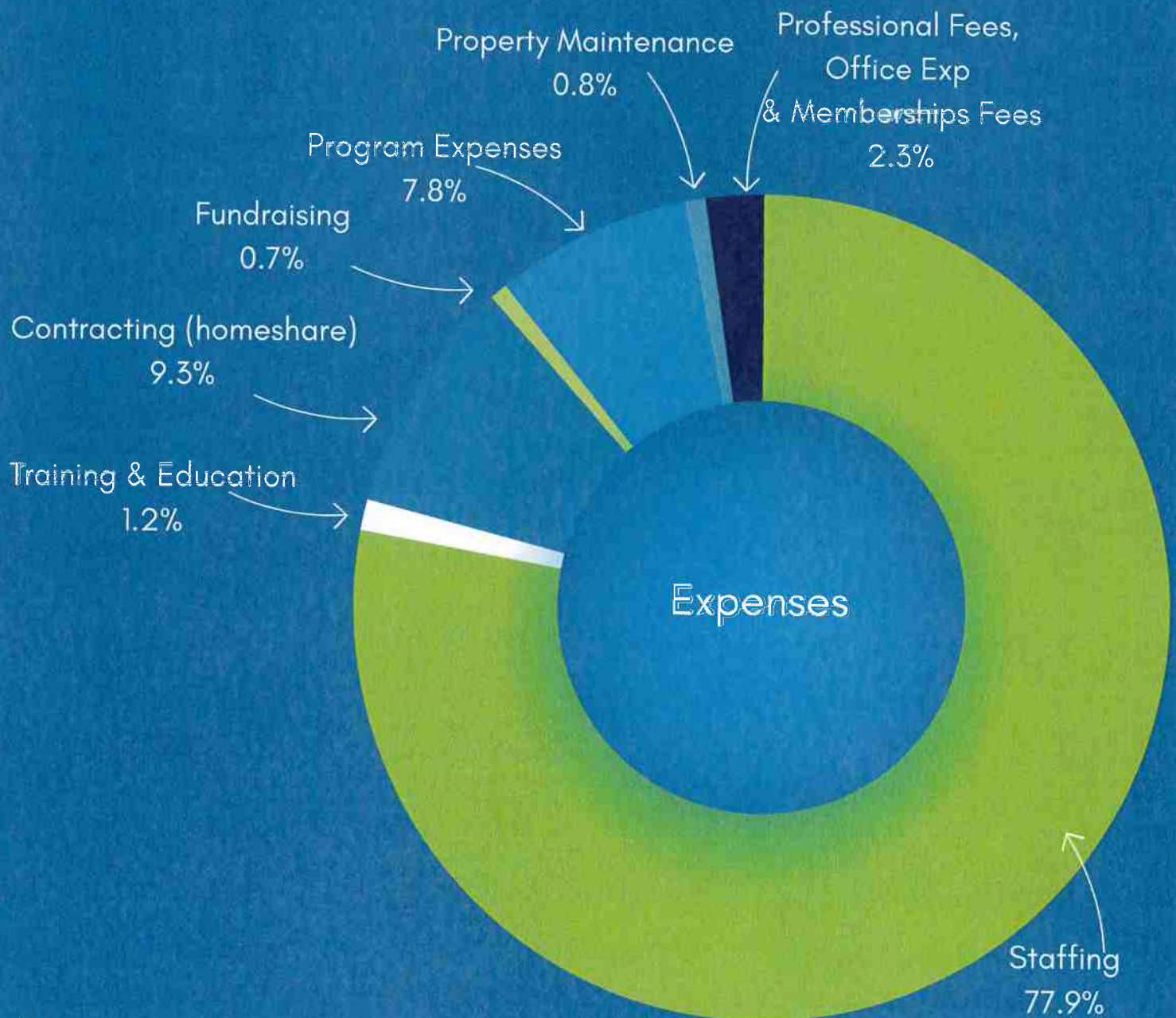
Retention rate: 76%

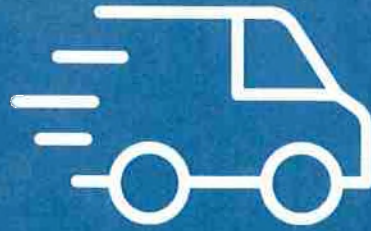
Promotion rate: 5.7%

Average length of service: 1.9 years

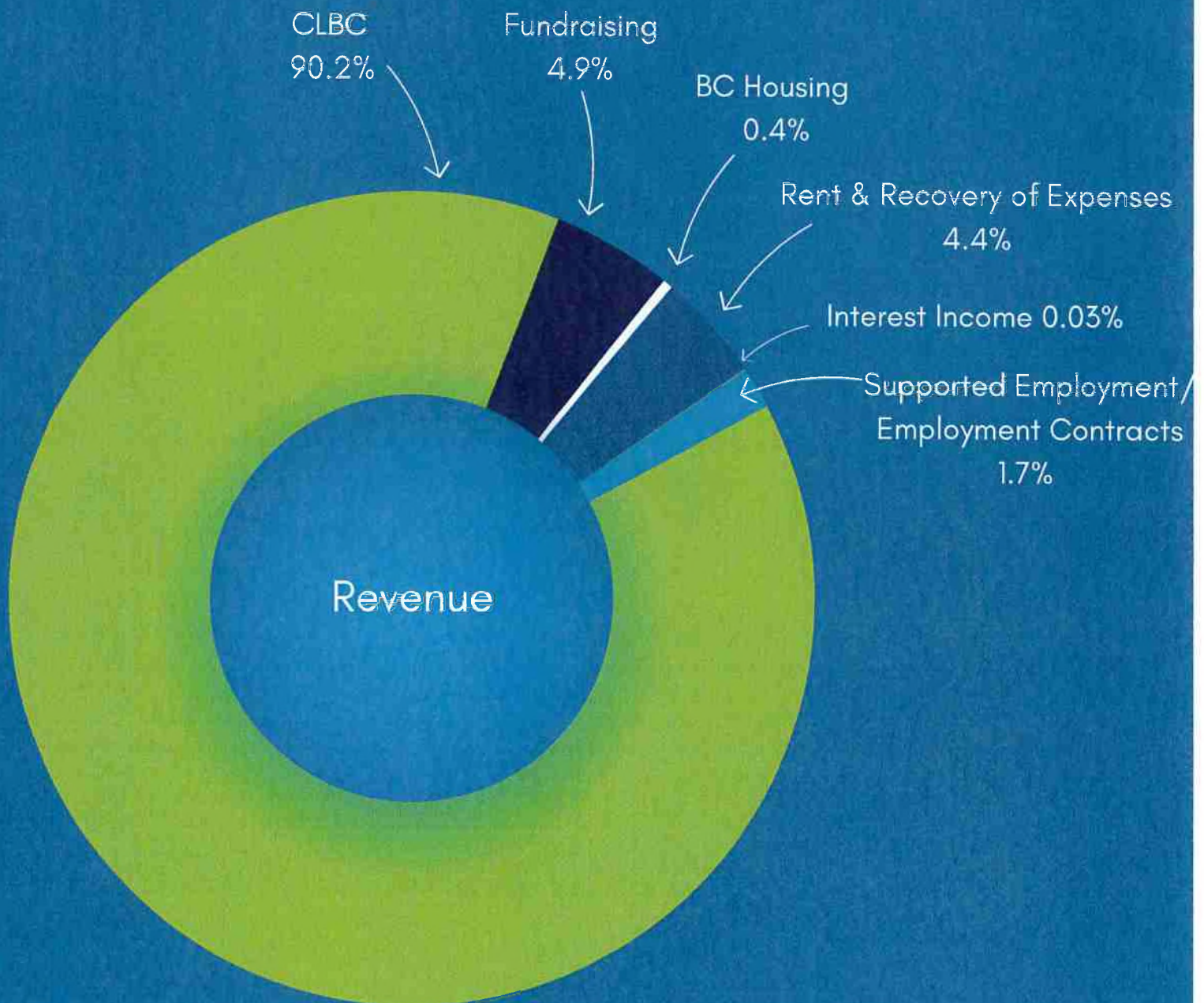
Finance Report

The main purpose of our Finance department is to ensure that all revenue and expenses are handled appropriately and orderly. Our finance department ensures that due diligence is done to protect the finances and uphold our ethical obligations and standards. With the expectations of growth of our association we are adding in capacity to our finance team to ensure our responsibilities are addressed.





Last year the association received a total of \$147 000.00 through fundraising. This was an enormous accomplishment that allowed the Association to purchase an accessible van for our individuals to have greater access to the community.



Our Dear Sponsors

We cannot thank you enough for all of your generosity.

We truly could not accomplish our work without you.

Thank you from the bottom of our hearts.

Platinum:

DGS Astro Paving

Carters Jewellery AAA Safety Bold Promotions

Canadian Tire Driving Force FSJ CO-OP

MNP North Peace Savings Credit Union Surerus Pipeline

Ric And Darlene Hamre

Gold:

Arctech Welding Beccalicious Callison Zuenert

Complete Crawler Coneco Phillips Canada

Edith Lowen Hamres Funeral Chapel Home Hardware

Homesteader Health Lido RimTek It Services

Rogers Trucking Trojan Safety

Silver:

Brauns Flooring Browns Social House D & D Soft Covers D&D Insulators

Epscon Ernies Sports Experts FSJ Honda G Baumeister LTD

Jiffy Lube Petite Petal Company Pimms Production

Red Barn Eatery Somethyme Catering Walts Automotive

Arctic Spas

Bronze:

Alpine Glass Atomic Inspection Services Ltd Bonnie Gouldie Gators Gym

The Historic Red Barn Bar & Grill Hub International Insurance Indigo Designs

Peace Vale Meats R.D Bacon Trucking Rosebrook Flooring

Standard Tattoo Dairy Queen The Hair Bin Tenacious Detail

Safeway House of Zen Lakepoint Golf Links Golf Course

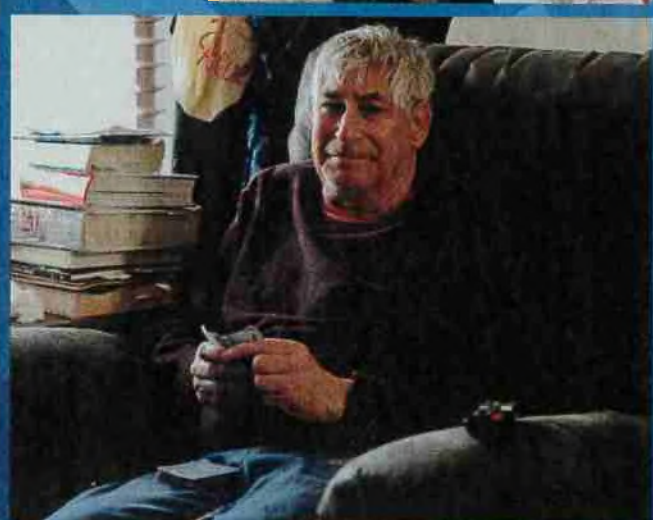
Taylor Gold Course Chad Cushway Apollo Avenue

Latitude 56 Butchers Block Dunvegan Gardens

SJA Promo Kosick Aggregates Zoo Foods

Peace of the North Mc Suds Cass's Kitchen

Artisan Farmhouse





FORT ST. JOHN ASSOCIATION FOR
COMMUNITY LIVING



10251 100 Avenue
Fort St. John, BC
V1J1Y8



1-250-787-9262



info@fsjacl.com

Data for this report was compiled through our annual survey process. In addition to the feedback and data collected through our surveys, the Association welcomes feedback throughout the year. Feedback or concerns from stakeholders and the public can be emailed to our office. If you are an individual or family receiving services, please bring your feedback or concerns to the appropriate supervisor or manager, as per our Conflict Resolution Policy.

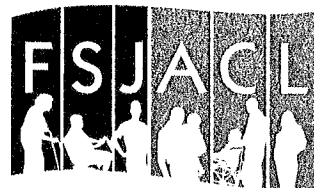


BRITISH COLUMBIA
ARTS COUNCIL

Supported by the Province of British Columbia



PROJECT
THUNDERBIRD



Fort St. John Association
For Community Living

NEW PATH CARVING PROGRAM

LEARN HOW TO CARVE!

Apply now, only 6 seats available

Ages 16-24 years old

Thursdays 3:30-5:30pm

Opening Ceremony Oct 20

To register, email
info@fsjacl.com





Date: January 28, 2024

Society Number: S0014739

Applicant Information

1. Name of Organization: North Peace Fall Fair

Contact Person: Connie West

Mailing Address: PO Box 6634, Fort St John, PO Main, BC, V1J 4J1

Phone: [REDACTED] Fax: [REDACTED]

Email: secretary@northpeacefallfair.com

Website: http://www.northpeacefallfair.ca

Please list our organization on the PRRD website as a "Local Community Group" ☒ Yes ☐ No (please check one)2. If applicable, does your organization own any facilities or properties? ☐ Yes ☒ No (please check one)

Please give the 9-1-1 address and legal description of the property that your organization either leases or owns.

15177 Rose Prairie Road

3. Organization Executives:

President

Name: N/A Phone: [REDACTED] Email: [REDACTED]

Vice President

Name: Bonnie Carlson Phone: [REDACTED] Email: vicepresident@northpeacefallfair.com

Treasurer

Name: Linda Thornton Phone: [REDACTED] Email: treasurer@northpeacefallfair.com

Secretary

Name: Connie West Phone: [REDACTED] Email: secretary@northpeacefallfair.com

4. Purpose of Organization:

To stage an annual agricultural fair, to educate the public in all aspects of the agricultural industry, to support and encourage 4H, and to bring together rural and urban people for wholesome entertainment.

5. Please describe the programs and activities that your organization sponsored in the last year:

Qty per year	Activity/Program	Dates
1	North Peace Fall Fair	August 18th-20th 2023



6. Please provide a 5 year action plan for your organization.

Year 1: Repairs and maintenance to surrounding facilities as per PRRD feasibility study

Year 2: Repairs and maintenance to surrounding facilities as per PRRD feasibility study

Year 3: Repairs and maintenance to surrounding facilities as per PRRD feasibility study

Year 4: Repairs and maintenance to surrounding facilities as per PRRD feasibility study

Year 5: Repairs and maintenance to surrounding facilities as per PRRD feasibility study

Project Information

7. Describe the Year 1 project or general operations for which your organization is requesting funding.

Funding to enable us to hold the fair. Tent rental in lieu of buildings not meeting present code. Stage rental to replace condemned stage. Water delivery as well supply has been deemed not potable.

8. How essential is the project to the community?

Could not operate the fair without.

9. What is the degree of support from the community at large?

We have over 5000 people who enjoy the fair each August.

10. Approximately how many volunteer hours does your membership contribute each year?

approx 3000 hours

11. How do you plan to maintain any future ongoing costs associated with this project?

Donations of time and equipment from volunteers and sponsors. And ongoing support from grants like this one.

12. What is the total cost of insurance(s) your organization pays each year? \$3692

13. What is the total amount requested from the Regional District? \$13620.08

Application Submission & Authorization:

Please submit applications to prrd.dc@prrd.bc.ca on or before **January 31** and include the following:

- Year-end financial statements (Income statement and/or balance sheet).
- Detailed project and operations budget (list 'In-Kind' contributions).
- 1 quote for labour, equipment or material costs valued at over \$10,000
- Annual Report(s), Schedule C



I confirm that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented. I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act and may be shared with the Board of Directors, Committee(s) and staff of the Regional District.

Signature of Applicant: Connie West

Amended by the Regional Board

May 28, 2020

08/06/2020 17:01

North Peace Fall Fair Society

Comparative Income Statement

1

	Actual 10/01/2021 to 09/30/2022	Actual 10/01/2022 to 09/30/2023	Percent
REVENUE			
Fair Income Revenue			
Income - Booth Rentals	3,000.00	2,980.00	0.67
Income - Sponsorships	35,213.32	40,097.00	-12.18
Income - In Kind	0.00	6,173.31	-100.00
Income - Entry Fees	7,326.00	9,381.00	-21.91
Income - Gate Receipts Camping	6,400.00	7,040.00	-9.09
Income - Gate Receipts Weekend Pass	12,010.00	13,440.00	-10.64
Income - Gate Receipts Day Pass	33,160.00	35,455.00	-6.47
Income - Auctions	74.00	0.00	0.00
Income - Returned Prize Money	2,758.00	-133.00	-2,173.68
Net Direct Fair Income	99,941.32	114,433.31	-12.66
Other Income Revenue			
Income - Memberships	101.00	98.10	2.96
Income - Advertising	2,940.00	-75.00	-4,020.00
Income - Donations	21,771.52	17,684.00	23.11
Income - Interest	158.23	842.19	-81.21
Income - Grants and Aids	73,326.00	30,320.00	141.84
Ground Rentals (Not Fair Related)	700.00	-239.00	-392.89
Income - Miscellaneous	2,004.00	300.00	568.00
Total Other Revenue	101,000.75	48,930.29	106.42
TOTAL REVENUE	200,942.07	163,363.60	23.00
EXPENSE			
Costs of Fair Operations			
Awards	44,572.27	32,577.17	36.82
In Kind, Awards/Expenses	0.00	5,780.21	-100.00
Judges Expenses	910.00	1,880.00	-51.60
Ribbons	3,021.26	5,405.46	-44.11
Fair Book Expenses	6,703.65	0.00	0.00
Entertainment Expenses	5,500.00	5,525.21	-0.46
Wristbands and Entry Tags	0.00	757.89	-100.00
Miscellaneous Fair Weekend Expenses	14,203.75	13,689.76	3.75
Total Cost of Fair Operations	74,910.93	65,615.70	14.17
General & Administrative Exp...			
Accounting & Legal	1,890.00	5,985.00	-68.42
Advertising & Promotions	12,715.39	-3,493.60	-463.96
Bursaries	0.00	500.00	-100.00
Grants and Aids Projects	12,845.05	20,597.06	-37.64
Insurance - Liability	3,072.00	3,592.00	-14.48
Interest & Bank Charges	178.54	119.65	49.22
Office Supplies	30.45	631.32	-95.18
Fair Memberships	280.00	440.00	-36.36
Miscellaneous Expenses	1,409.07	6,446.79	-78.14
Repair & Maintenance - Buildings	2,331.30	279.78	733.26
Repairs & Maintenance - Grounds	5,990.79	14,510.82	-58.72
Travel & Entertainment	3,182.09	78.30	3,963.97
Utilities	415.87	982.18	-57.66
Total General & Admin. Expe...	44,340.55	50,669.30	-12.49
TOTAL EXPENSE	119,251.48	116,285.00	2.55
NET INCOME	81,690.59	47,078.60	73.52

Printed On: 11/23/2023

1

North Peace Fall Fair Society
Trial Balance As at 09/30/2023

2

Account Nu...	Account Description	Debits	Credits
1020	Cash/Cheques to be deposited	4,987.10	-
1050	Cash for divions distrubtion	264.00	-
1055	NP Savings & Credit Union Checking	129,163.97	-
1060	NP Savings & Credit Union Savings	75,552.56	-
1067	NP Savings & Credit Union Shares	42.64	-
1201	Year End Receivables	-	1,328.00
1820	Office Furniture & Equipment	84,452.19	-
1825	Accum. Amort. -Furn. & Equip.	-	55,933.73
1840	Equipment	8,426.70	-
2100	Accounts Payable	-	26,039.10
2315	GST/HST Paid on Purchases	2,233.16	-
3010	Members Equity - Capital Fund	-	24,511.52
3011	Tranfers-Captial Fund	3,568.06	-
3015	Members Equity - General Fund	-	86,899.79
3016	Tranfers-General Fund	-	3,568.06
3560	Retained Earnings - Previous Year	-	63,331.58
4020	Income - Booth Rentals	-	2,980.00
4030	Income - Sponsorships	-	40,097.00
4035	Income- In Kind	-	6,173.31
4040	Income - Entry Fees	-	9,381.00
4100	Income - Gate Receipts Camping	-	7,040.00
4110	Income - Gate Receipts Weekend Pass	-	13,440.00
4120	Income - Gate Receipts Day Pass	-	35,455.00
4240	Income - Returned Prize Money	133.00	-
4410	Income - Memberships	-	98.10
4420	Income - Advertising	75.00	-
4430	Income - Donations	-	17,684.00
4440	Income - Interest	-	842.19
4450	Income - Grants and Aids	-	30,320.00
4455	Ground Rentals (Not Fair Related)	239.00	-
4460	Income - Miscellaneous	-	300.00
5020	Awards	32,577.17	-
5025	In Kind. Awards/Expesnes	5,780.21	-
5030	Judges Expenses	1,880.00	-
5100	Ribbons	5,405.46	-
5130	Entertainment Expenses	5,525.21	-
5150	Wristbands and Entry Tags	757.89	-
5200	Miscellaneous Fair Weekend Expenses	13,689.76	-
5610	Accounting & Legal	5,985.00	-
5615	Advertising & Promotions	-	3,493.60
5625	Bursaries	500.00	-
5660	Grants and Aids Projects	20,597.06	-
5685	Insurance - Liability	3,592.00	-
5690	Interest & Bank Charges	119.65	-
5700	Office Supplies	631.32	-
5730	Fair Memberships	440.00	-
5740	Miscellaneous Expenses	6,446.79	-
5765	Repair & Maintenance - Buildings	279.78	-
5770	Repairs & Maintenance - Grounds	14,510.82	-
5784	Travel & Entertainment	78.30	-
5790	Utilities	982.18	-
		428,915.98	428,915.98

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2

3

North Peace Fall Fair Society
Income Statement 10/01/2022 to 09/30/2023

REVENUE**Fair Income Revenue**

Income - Booth Rentals	2,980.00
Income - Sponsorships	40,097.00
Income- In Kind	6,173.31
Income - Entry Fees	9,381.00
Income - Gate Receipts Camping	7,040.00
Income - Gate Receipts Weekend Pass	13,440.00
Income - Gate Receipts Day Pass	35,455.00
Income - Returned Prize Money	-133.00

Net Direct Fair Income 114,433.31

Other Income Revenue

Income - Memberships	98.10
Income - Advertising	-75.00
Income - Donations	17,684.00
Income - Interest	842.19
Income - Grants and Aids	30,320.00
Ground Rentals (Not Fair Related)	-239.00
Income - Miscellaneous	300.00

Total Other Revenue 48,930.29

TOTAL REVENUE 163,363.60

EXPENSE**Costs of Fair Operations**

Awards	32,577.17
In Kind. Awards/Expenses	5,780.21
Judges Expenses	1,880.00
Ribbons	5,405.46
Entertainment Expenses	5,525.21
Wristbands and Entry Tags	757.89
Miscellaneous Fair Weekend Expenses	13,689.76

Total Cost of Fair Operations 65,615.70

General & Administrative Exp...

Accounting & Legal	5,985.00
Advertising & Promotions	-3,493.60
Bursaries	500.00
Grants and Aids Projects	20,597.06
Insurance - Liability	3,592.00
Interest & Bank Charges	119.65
Office Supplies	631.32
Fair Memberships	440.00
Miscellaneous Expenses	6,446.79
Repair & Maintenance - Buildings	279.78
Repairs & Maintenance - Grounds	14,510.82
Travel & Entertainment	78.30
Utilities	982.18

Total General & Admin. Expe... 50,669.30

TOTAL EXPENSE 116,285.00

NET INCOME 47,078.60

Printed On: 11/23/2023

3

North Peace Fall Fair Society
Income Statement 10/01/2022 to 09/30/2023

4**REVENUE****Fair Income Revenue**

Income - Booth Rentals	2,980.00
Income - Sponsorships	
Not Assigned to Departments	-1,000.00
Beef Cattle	1,700.00
Dairy & Poultry Produce	0.00
Dairy Cattle	300.00
Entertainment	700.00
Flowers & Foliage	1,450.00
Fruits & Vegetables	45.00
Grain & Forage	1,500.00
Gymkhana	0.00
Handicrafts & Artwork	2,500.00
Heavy Horse	5,800.00
Home Baking	2,270.00
Home Canning	130.00
Horseshoes	0.00
Junior Exhibits	2,765.00
Light Horse	13,195.00
Log Sawing	0.00
Pets & Rabbits	0.00
Photography	500.00
Poultry	132.00
Sheep, Goats, Hogs	500.00
Stock Dogs	2,350.00
Tractor Pull	5,260.00
	<hr/>
	40,097.00

Income- In Kind	
Not Assigned to Departments	2,338.31
Adult Day Passes	0.00
Adult Weekend Passes	0.00
Beef Cattle	0.00
Camping	0.00
Dairy & Poultry Produce	0.00
Dairy Cattle	0.00
Entertainment	0.00
Flowers & Foliage	105.00
Fruits & Vegetables	0.00
Grain & Forage	0.00
Gymkhana	0.00
Handicrafts & Artwork	1,200.00
Heavy Horse	1,700.00
Home Baking	200.00
Home Canning	500.00
Horseshoes	0.00
Junior Exhibits	60.00
Light Horse	0.00
Log Sawing	0.00
Pets & Rabbits	0.00
Photography	0.00
Poultry	70.00
Seniors/Kids Day Passes	0.00
Seniors/Kids Weekend	0.00
Sheep, Goats, Hogs	0.00
Stock Dogs	0.00
Tractor Pull	0.00
	<hr/>
	6,173.31

Income - Entry Fees	
Not Assigned to Departments	0.00
Beef Cattle	440.00

Printed On: 11/23/2023

4

North Peace Fall Fair Society
Income Statement 10/01/2022 to 09/30/2023

5

Dairy &Poultry Produce	0.00
Dairy Cattle	0.00
Entertainment	0.00
Flowers & Foliage	0.00
Fruits & Vegetables	0.00
Grain & Forage	0.00
Gymkhana	0.00
Handicrafts & Artwork	0.00
Heavy Horse	0.00
Home Baking	100.00
Home Canning	0.00
Horseshoes	-190.00
Junior Exhibits	0.00
Light Horse	8,940.00
Log Sawing	0.00
Pets & Rabbits	8.00
Photography	0.00
Poultry	0.00
Sheep, Goats, Hogs	83.00
Stock Dogs	0.00
Tractor Pull	0.00
	<hr/>
	9,381.00
Income - Gate Receipts Camping	
Not Assigned to Departments	7,040.00
Adult Day Passes	0.00
Adult Weekend Passes	0.00
Camping	0.00
Seniors/Kids Day Passes	0.00
Seniors/Kids Weekend	0.00
	<hr/>
	7,040.00
Income - Gate Receipts Weekend Pass	
Not Assigned to Departments	0.00
Adult Day Passes	0.00
Adult Weekend Passes	9,640.00
Camping	0.00
Seniors/Kids Day Passes	0.00
Seniors/Kids Weekend	3,800.00
	<hr/>
	13,440.00
Income - Gate Receipts Day Pass	
Not Assigned to Departments	0.00
Adult Day Passes	27,180.00
Adult Weekend Passes	0.00
Camping	0.00
Seniors/Kids Day Passes	8,275.00
Seniors/Kids Weekend	0.00
	<hr/>
	35,455.00
Income - Returned Prize Money	
Not Assigned to Departments	0.00
Beef Cattle	0.00
Dairy &Poultry Produce	0.00
Dairy Cattle	0.00
Entertainment	0.00
Flowers & Foliage	0.00
Fruits & Vegetables	103.00
Grain & Forage	0.00
Gymkhana	0.00
Handicrafts & Artwork	0.00
Heavy Horse	0.00
Home Baking	0.00
Home Canning	0.00

Printed On: 11/23/2023

5

North Peace Fall Fair Society
Income Statement 10/01/2022 to 09/30/2023

6

Horseshoes	0.00
Junior Exhibits	0.00
Light Horse	-220.00
Log Sawing	-16.00
Pets & Rabbits	0.00
Photography	0.00
Poultry	0.00
Sheep, Goats, Hogs	0.00
Stock Dogs	0.00
Tractor Pull	0.00
	<hr/>
	-133.00

Net Direct Fair Income 114,433.31

Other Income Revenue

Income - Memberships	98.10
Income - Advertising	-75.00
Income - Donations	17,684.00
Income - Interest	842.19
Income - Grants and Aids	30,320.00
Ground Rentals (Not Fair Related)	-239.00
Income - Miscellaneous	300.00
	<hr/>

Total Other Revenue 48,930.29

TOTAL REVENUE 163,363.60

EXPENSE**Costs of Fair Operations**

Awards	
Not Assigned to Departments	111.89
Beef Cattle	1,298.35
Dairy & Poultry Produce	0.00
Dairy Cattle	555.00
Entertainment	320.00
Flowers & Foliage	1,395.52
Fruits & Vegetables	881.00
Grain & Forage	112.50
Gymkhana	0.00
Handicrafts & Artwork	1,473.00
Heavy Horse	4,750.00
Home Baking	627.00
Home Canning	933.10
Horseshoes	170.00
Junior Exhibits	2,128.65
Light Horse	13,145.94
Log Sawing	128.00
Pets & Rabbits	95.00
Photography	0.00
Poultry	66.00
Sheep, Goats, Hogs	542.44
Stock Dogs	900.00
Tractor Pull	2,943.78
	<hr/>
	32,577.17

In Kind. Awards/Expenses	
Not Assigned to Departments	2,408.31
Adult Day Passes	0.00
Adult Weekend Passes	0.00
Beef Cattle	0.00
Camping	0.00
Dairy & Poultry Produce	0.00
Dairy Cattle	0.00

Printed On: 11/23/2023

6

North Peace Fall Fair Society
Income Statement 10/01/2022 to 09/30/2023

7

Entertainment	0.00
Flowers & Foliage	0.00
Fruits & Vegetables	0.00
Grain & Forage	0.00
Gymkhana	0.00
Handicrafts & Artwork	1,200.00
Heavy Horse	1,700.00
Home Baking	200.00
Home Canning	211.90
Horseshoes	0.00
Junior Exhibits	60.00
Light Horse	0.00
Log Sawing	0.00
Pets & Rabbits	0.00
Photography	0.00
Poultry	0.00
Seniors/Kids Day Passes	0.00
Seniors/Kids Weekend	0.00
Sheep, Goats, Hogs	0.00
Stock Dogs	0.00
Tractor Pull	0.00
	<hr/>
	5,780.21
Judges Expenses	
Not Assigned to Departments	110.00
Beef Cattle	600.00
Dairy & Poultry Produce	0.00
Dairy Cattle	0.00
Entertainment	0.00
Flowers & Foliage	0.00
Fruits & Vegetables	100.00
Grain & Forage	0.00
Gymkhana	0.00
Handicrafts & Artwork	0.00
Heavy Horse	0.00
Home Baking	0.00
Home Canning	0.00
Horseshoes	0.00
Junior Exhibits	0.00
Light Horse	1,000.00
Log Sawing	0.00
Pets & Rabbits	50.00
Photography	0.00
Poultry	20.00
Sheep, Goats, Hogs	0.00
Stock Dogs	0.00
Tractor Pull	0.00
	<hr/>
	1,880.00
Ribbons	5,405.46
Entertainment Expenses	5,525.21
Wristbands and Entry Tags	757.89
Miscellaneous Fair Weekend Expenses	13,689.76
	<hr/>
Total Cost of Fair Operations	65,615.70
General & Administrative Exp...	
Accounting & Legal	5,985.00
Advertising & Promotions	-3,493.60
Bursaries	500.00
Grants and Aids Projects	20,597.06
Insurance - Liability	3,592.00
Interest & Bank Charges	119.65
Office Supplies	631.32
Fair Memberships	440.00

Printed On: 11/23/2023

7

8

North Peace Fall Fair Society
Income Statement 10/01/2022 to 09/30/2023

Miscellaneous Expenses	6,446.79
Repair & Maintenance - Buildings	279.78
Repairs & Maintenance - Grounds	14,510.82
Travel & Entertainment	78.30
Utilities	982.18
Total General & Admin. Expe...	<u>50,669.30</u>
TOTAL EXPENSE	<u>116,285.00</u>
NET INCOME	<u><u>47,078.60</u></u>

Printed On: 11/23/2023

8

Charlie Lake Community Club
12717 Charlie Lake Hall Ave
Charlie Lake, BC VOC 1H0

Attn: PRRD

Re: GIA Application

Enclosed is our GIA application for the funding to ensure that we can continue with upgrades and enhancements to the hall and surrounding area to ensure it is the center of our community. With Volunteers and grant support we are hoping to continue the upgrades to the Community gardens, sewer system and the parking lot.

Thank you,

Carla Salmond

C/O SHERYL SHALLOW

Date: January 29, 2024Society Number: S-6596**Applicant Information**

1. **Name of Organization:** Charlie Lake Community Club
- Contact Person:** Carla Salmond / Sheryl Shallow
- Mailing Address:** 12717 Charlie Lake Hall Ave, Charlie Lake BC V0C1H0
- Phone:** [REDACTED] **Fax:**
- Email:** [REDACTED]
- Website:**

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

2. **If applicable, does your organization own any facilities or properties?** ☒ Yes ☐ No (please check one)
- Please give the 9-1-1 address and legal description of the property that your organization either leases or owns.

3. Organization Executives:**President**

Name: Mike Tomkins Phone: [REDACTED] Email: [REDACTED]

Vice President

Name: Jon Feldman Phone: [REDACTED] Email: [REDACTED]

Treasurer

Name: Sheryl Shallow Phone: [REDACTED] Email: [REDACTED]

Secretary

Name: Phone: Email:

4. Purpose of Organization:

Community Hall for community meetings, gatherings, dances, funeral services, family gathers such as weddings and celebrations, emergency evacuation center for Charlie Lake School

5. Please describe the programs and activities that your organization sponsored in the last year:

Qty per year	Activity/Program	Dates
	Community Gardens	Spring/summer/Fall
	Charlie Lake School Evac Center	September to June
	Piper Energy Evac	anytime
	Northriver Midstream Evac	anytime
	Spring and Fall family Dances	April/October



6. Please provide a 5 year action plan for your organization.

Year 1: Water collection system for Garden, Sewer pump upgrade, Sewer Tank inspection and upgrade, Parking lot repairs/paving

Year 2: New flooring throughout hall, Stage Replacement,

Year 3: Sound System, projector and screen, Conference room upgrade, WI-Fi in hall

Year 4: Game fencing (around Garden area), Power upgrade, Solar Panel/inverter, community Garden upgrades

Year 5: Complete kitchen renovation with new industrial appliances and sinks.

Project Information

7. Describe the Year 1 project or general operations for which your organization is requesting funding.

Water collection tank is for the community gardens. with the new gutters being installed in the spring we are wanting to catch the water to use on the gardens, the sewer system and pump are aged and in need of inspection and repairs.

8. How essential is the project to the community?

The parking lot was damaged when the Charlie Lake Post office had to relocate because of a fire. They were at the hall for almost 2 years and there was extensive damage do to heavy vehicles and the large volume of traffic.

9. What is the degree of support from the community at large?

We have a growing number of volunteers that help with hosting more family friendly community events and have a number of volunteers who have started a community garden. The community has donated lots of time, material and equipment to this new project. The Charlie Lake school is also partnering with us to get the children involved.

10. Approximately how many volunteer hours does your membership contribute each year?

More than 1,013 , there was so much time spend creating the garden area, as well as looking after all of the rentals/functions held.

11. How do you plan to maintain any future ongoing costs associated with this project?

Hall rentals and donations of money and services

12. What is the total cost of insurance(s) your organization pays each year? \$5700

13. What is the total amount requested from the Regional District? \$264815.50

Application Submission & Authorization:

Please submit applications to prrd.dc@prrd.bc.ca on or before **January 31** and include the following:

- *Year-end financial statements (Income statement and/or balance sheet).*
- *Detailed project and operations budget (list 'In-Kind' contributions).*
- *1 quote for labour, equipment or material costs valued at over \$3,000*
- *Annual Report(s), Schedule C*



I confirm that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented. I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act and may be shared with the Board of Directors, Committee(s) and staff of the Regional District.

Signature of Applicant: Sheryl Shallow and Carla Salmond

Amended by the Regional Board

May 28, 2020

RD/20/05/24 (28)



In accordance with Section 4.10 of the Recreational and Cultural Grants-in-Aid policy, all grant recipients are required to submit an Annual Report by January 31st of each year. This procedure has been implemented in an effort to ensure more accountability to tax payers and other organizations receiving Grant-in-Aid (GIA) funding. By doing so the Peace River Regional District will be following best practices employed by other municipalities and regional districts. This information will also assist the Rural Directors in making fair and equitable decisions on future Grant-in-Aid funding applications for all organizations. The report should include the following details:

- Progress made on all funded projects, activities, initiatives or events;
- Information on how grant funding was spent;
- Summary of capital costs and/or operational costs (include a copy of invoice to support the expense paid for insurance, if applicable); and
- Photos must be provided showing projects, including capital projects, completed with Grants-In-Aid funds.

Grant recipients should note that failure to provide this information could result in the following:

- Organizations being required to repay grant funds; and
- Not being considered for future grant funding.

Organization Name: Charlie Lake Community Club

Mailing Address: 12717 Charlie Lake Hall Ave, Charlie Lake BC V0C 1H0

Year GIA funds received: 2023

Project Summary

1. Please list below the reason(s) your organization received GIA funds (this may include capital projects, activities, events or general operating costs).
Capital Project
2. Describe what was accomplished or completed on your capital projects, activities, and events for which you received GIA funds.
Exterior Upgrade/repairs, Roof Repair, Paint Exterior, Build Accessible Bathroom, redo mens and ladies washroom areas, HVAC upgrades, bar floor
3. Please provide in detail what was not completed and why?
The work is continuing with the contractors and there was some delay with the weather for the exterior siding and we are getting ready to pick out the flooring for the bar.
4. When do you expect to complete all outstanding projects, activities or events?
This is expected to be completed by June 2024



5. If your organization used GIA funds to support operational costs, please list the expenses below.
N/A

6. If GIA funds were used to support insurance expenses, please indicate below what type of insurance (liability, directors insurance, property, building, etc.). **Please attach insurance statement/policy that outlines the type of insurance and a breakdown of the cost.**

Summary of Financial Information

Please complete the following table.

Total GIA Contribution	155,318.00	15,773
Less Total Operational costs paid for by GIA	0.00	
Less Total Capital costs paid for by GIA	12475.46	15,773
Total GIA funds unused	14284.54	0

If there is unused GIA funds please explain why and how your organization intends utilize them.

Contractors are working on the hall to complete the repairs and renovations. If everything goes on schedule the remaining \$142,842.54 will be used by June 2024.

Signatories

We, the undersigned BOARD MEMBERS, certify on behalf of the organization that all of the information stated is correct.

Board Member (Treasurer)

Name (print): Sheryl Shallow
Position: Treasurer
Phone Number: [REDACTED]
E-mail: [REDACTED]
Date: Jan 30/2024

Signature: [REDACTED]

Board Member

Name (print): Mike Tompkins
Position: President
Phone Number: [REDACTED]
E-mail: [REDACTED]
Date: _____

Signature: [REDACTED]

THIS REPORT WAS PREPARED BY:

Name (print): Carla Salmond
Phone Number: [REDACTED]
Signature: [REDACTED]

E-mail: [REDACTED]
Date: Jan 31, 2024

Retain a copy of this report for your records.

Charlie Lake Community Hall

Balance Sheet As at 12/31/23

ASSET

Current Assets

Term Deposit	20,147.73	
Chequing Bank Account	145,186.24	
Share Account	63.15	
Total Cash		165,397.12
Accounts Receivable	1,325.00	
Total Receivable		1,325.00
Total Current Assets		166,722.12

Capital Assets

Paving	98,820.44	
Fence	86,373.00	
Kitchen & Bar Appliances	3,632.65	
Office Furniture & Equipment	111,946.09	
Net - Furniture & Equipment		111,946.09
Building	463,477.30	
Net - Building		463,477.30
Land		-40,100.00
Total Capital Assets		724,149.48

TOTAL ASSET 890,871.60

LIABILITY

Current Liabilities

HST Paid on Purchases	-271.88	
HST Owing (Refund)		-271.88
Total Current Liabilities		-271.88

TOTAL LIABILITY -271.88

EQUITY

Owners Equity

Retained Earnings	882,932.31	
Current Earnings	8,211.17	
Total Owners Equity		891,143.48

TOTAL EQUITY 891,143.48

LIABILITIES AND EQUITY

890,871.60

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Charlie Lake Community Hall

Income Statement 01/01/23 to 12/31/23

REVENUE

Sales Revenue

Hall Rental Revenue	24,930.50
Grants & Aids Funding	20,773.00
Grants - Community Garden	10,000.00
Operating Revenue from Fundraising	8,459.35
Net Sales	<u>64,162.85</u>

TOTAL REVENUE	<u>64,162.85</u>
----------------------	------------------

EXPENSE

General & Administrative Expenses

Accounting & Legal	1,576.25
Business Fees & Licenses	291.50
Janitorial Services	2,274.91
Water Expense	1,726.80
Garbage Bin Expense	792.19
Fundraiser Expenses	2,168.87
Community Garden Expenses	9,276.79
Liability Insurance	5,815.00
Interest & Bank Charges	92.75
Utilities	8,782.80
Alarm Monitoring Expense	315.00
Hall Supplies	952.69
Repair & Maintenance	21,478.85
Telephone	407.28
Total General & Admin. Expenses	<u>55,951.68</u>

TOTAL EXPENSE	<u>55,951.68</u>
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NET INCOME	<u><u>8,211.17</u></u>
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Generated On: 01/28/24



TERUS – Fort St. John
A Division of Colas Western Canada Inc.
P.O. Box 6820 - 9503-79th Ave
Fort St John, BC V1J 4J3
Tel: (250) 787-7283
Fax: (250) 787-7281

A COLAS COMPANY

January 18, 2024

WL Construction
6494 Airport Road
Fort St. John, BC
V1J 4H8

Attention: Jonathan Feldmann

Grant Quote:
Charlie Lake Community Hall
Parking Lot Redevelopment

Asphalt Overlay:

- Placement, compaction, and supply of hot mix asphalt at a depth of 75mm.

Estimated Total: \$259,615.50
\$305.43/m2

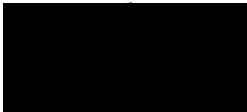
CONDITIONS

- This quote is for budget purposes only.
- Upon written acceptance of this quote a price quote will be issued and signed prior to job kickoff.

Pricing is subject to **All Applicable Taxes.**
Should you have any questions, please feel free to call.

Yours truly,

Terus Construction
A Division of Colas Western Canada Inc.



Chezzerrai Reid
Project Coordinator

Authorized Acceptance by:
WL Construction
Jonathan Feldmann

Date: _____

Date: January 31, 2024Society Number: 0046479

Applicant Information

1. **Name of Organization:** Whiskey Jack Nordic Ski Club
- Contact Person:** Eliza Stanford
- Mailing Address:** [REDACTED]
- Phone:** [REDACTED] **Fax:** N/A
- Email:** Whiskeyjacknsc@gmail.com
- Website:** <https://whiskeyjacknordic.ca/>

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

2. **If applicable, does your organization own any facilities or properties?** ☒ Yes ☐ No (please check one)
- Please give the **9-1-1 address** and **legal description** of the property that your organization either leases or owns.

Beaton Provincial Park: 12687 258 Road, Charlie Lake, BC V1J 8K2. 2-storey wood construction day lodge.

3. **Organization Executives:****President**

Name: Eliza Stanford Phone: _____ Email: _____

Vice President

Name: Vacant Phone: _____ Email: _____

Treasurer

Name: Bruce Kosugi Phone: _____ Email: _____

Secretary

Name: Laurie Petrucci Phone: _____ Email: _____

4. **Purpose of Organization:**5. **Please describe the programs and activities that your organization sponsored in the last year:**

Qty per year	Activity/Program	Dates
10 weeks of lessons	Children's Skill Development Program (6 coaches)	January - March 2023
1	Loppet (ski race)	February 2023
12	Weekly Trail Grooming	December 2022 - March 2023
12	Board of Directors monthly meetings	January - December 2023
2	Work Bees	September/October 2023
12	Day lodge volunteering	December 2022 - March 2023



6. Please provide a 5 year action plan for your organization.

Year 1:	<u>Recruit volunteers, increase programming such as adult lessons, promote membership, acquire new snowmobile to replace old one</u>
Year 2:	<u>Recruit, train and retain volunteers (ongoing), support training for coaches and instructors (ongoing), promote membership (ongoing)</u>
Year 3:	<u>Build second outhouse; recruit volunteers (ongoing)</u>
Year 4:	<u>Trail maintenance including grading and culvert installation in new sections; recruit volunteers (ongoing)</u>
Year 5:	<u>Complete outstanding trail maintenance projects; recruit volunteers (ongoing)</u>

Project Information

7. Describe the Year 1 project or general operations for which your organization is requesting funding.

The Whiskey Jack Nordic Ski Club recently opened their brand new day lodge to the community. The club is seeking funding to assist with the annual insurance and hydro costs of keeping this community space open for all. Generally membership fees will pay for all our operating expenses but membership numbers are not guaranteed, despite keeping membership fees low. For example, 50 fewer members is a loss of \$4-5,000 of revenue, which is our current situation for 2023/24.

8. How essential is the project to the community?

Located in Beaton Provincial Park, the recently built day lodge serves everyone, regardless of membership, using the trails, whether it be for nordic skiing, fat biking, snow shoeing, or hiking. All community members in the Peace region, along with visitors, benefit from access to a welcoming, warm space after their winter activity. For some the day lodge is their sole destination on a winter weekend afternoon.

9. What is the degree of support from the community at large?

After only one season, the new day lodge is a community fixture for those who frequent the park. The community at large is a huge supporter of having this space available to all park users. Beaton Park has become the main destination of choice for residents wanting a rewarding trail experience as there are so few publicly accessible trails in the area and region. The lodge is rented out to various entities including the corporate community and School District 60 for ski outings and also sees many private rentals because it is such a unique and beautiful space in a classic boreal forest setting.

10. Approximately how many volunteer hours does your membership contribute each year?

~1,700 hours

11. How do you plan to maintain any future ongoing costs associated with this project?

Currently, the club relies heavily on membership fees to cover annual costs; however insurance costs for the day lodge use a large percentage of these funds that could be used elsewhere to enhance our programming. In future years, greater membership numbers may help cover these costs, otherwise an increase in membership rates may be warranted although the decision to raise rates also comes at a cost of the loss of membership numbers. Membership numbers are not consistent every year but insurance costs are an ever increasing confirmed expense. Additional expenses include Hydro for continual heating of the basement during winter months.

12. What is the total cost of insurance(s) your organization pays each year? \$4,700.00

13. What is the total amount requested from the Regional District? \$4,000.00

Application Submission & Authorization:

Please submit applications to prrd.dc@prrd.bc.ca on or before **January 31** and include the following:

- Year-end financial statements (Income statement and/or balance sheet).
- Detailed project and operations budget (list 'In-Kind' contributions).
- 1 quote for labour, equipment or material costs valued at over \$3,000
- Annual Report(s), Schedule C



I confirm that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented. I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act and may be shared with the Board of Directors, Committee(s) and staff of the Regional District.

Signature of Applicant: Eliza Stanford, January 20, 2024

Amended by the Regional Board

May 28, 2020

RD/20/05/24 (28)

Whiskey Jack Nordic Ski Club
2023-4 Operating Budget vs Actuals

INCOME	Actual 2020 - 21	Actual 2021-22	Actual 2022-23		Budget 2023-4
4020 Memberships	15,620.20	12,414.00	15,272.10		18,000.00
4102 Grants - Provincial Funding (operating funds)	6,939.36	3,607.64	9,481.00		2,500.00
4251 Ski Lessons SDP	1,664.47	1,890.00	1,650.00		2,500.00
4140 Drop Box	2,674.45	1,573.45	2,691.65		2,000.00
4250 Rentals (Adult Ski Equipment)	1,286.30	1,050.00	3,165.00		2,000.00
4246 Rentals (SDP Seasonal Equipment)	1,860.00	1,810.00	980.00		1,900.00
4141 Day Lodge Users donations			1,475.00		500.00
4035 Event/Loppet Revenue			1,895.88		500.00
4255 Lessons (Adult)	160.00	25.00			250.00
4130 Fundraising	155.60	316.80	737.55		200.00
4240 Sales (Equipment - non asset)	1,500.00				-
4248 Rentals (Kids Ski Equipment - non SDP)	250.00				-
Refunds-Allowances	3.50				-
Services	-				-
4101 Grants - Federal Funding			5,000.00		
4103 Grants - Municipal Funding					4,000.00
4106 Grants - Corporate					
GST rebate			2,531.05		
Total Income	32,113.88	22,686.89	44,879.23	-	34,350.00

EXPENSES

5755 Trail Maintenance Expense	1,953.79	4,287.42	4,439.31		4,000.00
5761 Repair and maintenance - grooming equipment	2,884.17	3,743.26	213.49		4,000.00
5770 Hydro/Utility Expenses	207.40	851.80	1,899.94		3,700.00
5687 Insurance - Buildings	1,385.00	1,483.00	8,653.00		3,500.00
5788 SDP - Coaching Fees	2,800.00	2,290.83	3,924.03		2,500.00
5786 SDP - Children's Programming	379.28	742.39	1,577.42		2,250.00
5756 Trailhead/Parks Operating Expenses	1,438.26	1,394.17	336.00		2,000.00
5630 Accounting & Legal	1,134.00	1,319.50	1,860.20		1,700.00
5760 Fuel for skidoos	527.27	1,091.09	757.34		1,200.00
5740 Miscellaneous Expenses	151.10	696.83	1,360.92		1,000.00
5785 Trail Development	1,170.34				1,000.00
5791 Event/Loppet Expenses		64.00	1,623.91		920.00
5792 Skis (rental) maintenance and repair		675.54	373.61		700.00
5626 Taxes and Licenses	525.00		-		600.00
5720 Web Hosting	278.91	14.69			300.00
5686 Insurance - Equipment	171.00	140.00	207.00		180.00
5908 Office/General Administrative Expenses	23.63	99.66			150.00
5690 Bank Fees	198.55	114.00	115.50		120.00
5910 Health and Hygiene (Covid)	1,043.96				100.00
5625 Business Fees & Licenses	40.00		54.69		40.00
5780 Membership Dues for CCBC	4,262.00				-
5794 Programs - Non-SDP lessons					
Repair and Maintenance (Building)			2,568.65		2,500.00
Repair and Maintenance (General)			44.73		1,500.00
Tea Supplies			50.80		
Volunteer appreciation			4,808.07		
4247 SDP ski rental deposit					
Total Expenses	20,573.66	19,008.18	34,868.61	-	33,960.00

OTHER EXPENSES

Reconciliation Discrepancies	63.30				-
Total Other Expenses	63.30				-

Income less Expenses	\$11,476.92	\$3,678.71	\$10,010.62		\$390.00
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Whiskey Jack Nordic Ski Club

Balance Sheet

As of March 31, 2023

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1060 Credit Union Chequing Bank Account	46,558.61
1065 Credit Union Gaming Account	44.25
1066 Credit Union Membership Shares	63.15
1320 Prepaid Expenses old (BC Hydro)	0.00
Capital contributions revenue	-19,271.88
Investments GIC	125,000.00
Investments High Interest Savings	25,000.00
Unamortized Assets	0.60
Total Cash and Cash Equivalent	\$177,394.73
1067 BC PARK KEY DEPOSIT	0.00
Uncategorized Asset	0.90
Total Current Assets	\$177,395.63
Non-current Assets	
1810 Equipment - Motorized	73,045.78
1821 Ski Equipment	25,419.09
1840 Equipment - Non Motorized	19,224.70
1860 Buildings (Mtce shop)	144,927.05
5660 Amortization Expense	35,395.22
5800 Project - Mtce Shop (Storage Building)	1,467.45
5830 Project - Day Lodge	740,099.32
5835 Project - Accessible Outhouse	0.00
5840 Project - Grooming Equipment	0.00
5845 Project - Kiosk (BC Parks)	0.00
5846 Project - Timing Hut	294.28
5847 Projects - Outlander Quad	30,715.33
Total Non Current Assets	\$1,070,588.22
Total Assets	\$1,247,983.85
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable	0.00
Total Accounts Payable (A/P)	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
3570 Capital Contributions	0.00
Equity (Conversion)	0.00
Retained Earnings	985,715.57
Profit for the year	262,268.28
Total Equity	\$1,247,983.85
Total Liabilities and Equity	\$1,247,983.85

Whiskey Jack Nordic Ski Club

Profit and Loss

April 2022 - March 2023

	TOTAL
INCOME	
4020 Memberships	15,272.10
4101 Grants - Federal Funding	5,000.00
4102 Grants - Provincial Funding	9,481.00
4103 Grants - Municipal Funding	400.00
4105 Grants (institutional, corporate) - Project Based	201,578.31
4110 Donations - Corporate	41,148.00
4120 Donations - Individual	
Donations - Drop Box / Trail fees	2,691.65
Donations - special events	100.00
Donations - Tea	304.55
Donations - waxing	333.00
Total 4120 Donations - Individual	3,429.20
4130 Fundraising campaign	2,901.25
4240 Sales (Equipment - non asset)	0.00
4245 Rental (facility)	675.00
4248 Rental (SD60 facility and ski)	800.00
Total 4245 Rental (facility)	1,475.00
4246 Rentals (SDP Seasonal Equipment)	980.00
4250 Rentals (Adult Ski Equipment)	3,165.00
4251 Ski Lessons SDP	1,650.00
4256 Event/Loppet Fee Revenue	1,895.88
5627 GST rebate	2,531.05
Total Income	\$290,906.79
GROSS PROFIT	\$290,906.79
EXPENSES	
5625 Business Fees & Licenses	54.69
5626 Taxes and Licenses	0.00
5630 Accounting & Legal	1,860.20
5651 Volunteer Appreciation	4,808.07
5686 Insurance - Equipment	207.00
5687 Insurance - Buildings	8,653.00
5690 Bank Fees	115.50
5701 Tea supplies	50.80
5740 Miscellaneous Expenses	1,360.92
5755 Trail Maintenance Expense	4,439.31
5756 Trailhead/Parks Operating Expenses	336.00
5757 Repair and maintenance - building expense	2,568.65
5758 Repair and maintenance (general)	44.73
5759 Repair and maintenance - grooming equipment	213.49
5760 Fuel for skidoos/SxS	757.34
5770 Hydro/Utility Expenses	1,899.94

Whiskey Jack Nordic Ski Club

Profit and Loss

April 2022 - March 2023

	TOTAL
5786 Programs - SDP - Children's Lessons	
5787 SDP - Seasonal Costs	1,845.82
5788 SDP - Coaching Fees	3,924.03
Total 5786 Programs - SDP - Children's Lessons	5,769.85
5791 Event/Loppet Expenses	1,623.91
5792 Skis (rental) maintenance and repair	373.61
5908 Office/General Administrative Expenses	0.00
Total Expenses	\$35,137.01
OTHER INCOME	
4235 Sale of equipment (asset)	5,500.00
4247 SDP ski rental deposit	1,000.00
Total Other Income	\$6,500.00
OTHER EXPENSES	
5784 Memberships - other	0.00
Miscellaneous	0.00
Reconciliation Discrepancies	1.50
Total Other Expenses	\$1.50
PROFIT	\$262,268.28



Date: 31 January 2024

Society Number: 829331446 RR 0001

Applicant Information

1. **Name of Organization:** Tse'k'wa Heritage Society
- Contact Person:** Alyssa Currie, Executive Director
- Mailing Address:** 10233 100 Ave, Fort St John, BC V1J 1Y8
- Phone:** [REDACTED] **Fax:** N/A
- Email:** TsekwaHeritage@gmail.com
- Website:** www.Tsekwa.ca

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

2. **If applicable, does your organization own any facilities or properties?** ☒ Yes ☐ No (please check one)
- Please give the **9-1-1 address** and **legal description** of the property that your organization either leases or owns.
- 12629 Butte Lane (Lot A, Plan 22254) Charlie Lake, BC PID 004-351-762

3. **Organization Executives:****President**

Name: Garry Oker (DRFN) Phone: [REDACTED] Email: [REDACTED]

Vice President

Name: Laura Webb (WMFN) Phone: [REDACTED] Email: [REDACTED]

Treasurer

Name: [REDACTED] Phone: [REDACTED] Email: [REDACTED]

Secretary

Name: Valerie Askoty Phone: [REDACTED] Email: [REDACTED]

4. **Purpose of Organization:**

Tse'k'wa Heritage Society are the stewards of the Tse'k'wa National Historic Site in Charlie Lake, BC. Tse'k'wa Heritage Society has a mission to "gather preserve, and celebrate Dane-zaa language, culture, and heritage."

5. **Please describe the programs and activities that your organization sponsored in the last year:**

Qty per year	Activity/Program	Dates
15+	Public tours, by request (ex. Charlie Lake Elementry, BC Timber Sales)	Ongoing
unknown	Self guided outdoor tours	Sept 2023 - ongoing
3	Outreach booths (ex. Taylor Tea Dance, Doig Day, West Mo Days)	May- Sept 2023
1	Geophysical survey and special preview day for stakeholders	May 2023
1	National Indigenous Peoples Day	21 June 2023
1	Family Literacy Week w FSJ Literacy Society	24 January 2024



6. Please provide a 5 year action plan for your organization.

Year 1:	<u>Outdoor experiences ready for self guided tours, UNBC Archaeology Field School, develop new business plan and building feasibility plan</u>
Year 2:	<u>Expanding capacity for public events, tourism, and educational programming; SFU Archaeology research season</u>
Year 3:	<u>Expanding market-readiness for non-local tourism; UNBC Archaeology Field School;</u>
Year 4:	<u>Expanding interpretive strategy and exhibit development</u>
Year 5:	<u>Ensuring long term sustainability through internally generated revenue and grant sources</u>

Project Information

7. Describe the Year 1 project or general operations for which your organization is requesting funding.

We are requesting funding to cover facility insurance, including for our newly constructed geodome.

8. How essential is the project to the community?

Tse'k'wa provides an opportunity to learn about the First Peoples of the peace river area and work towards reconciliation. It is the only National Historic Site in northeastern BC.

9. What is the degree of support from the community at large?

Tse'k'wa is gaining greater recognition at a local, provincial, and federal level. We have raised more than \$2 million for infrastructure development and are expanding operational funding requests.

10. Approximately how many volunteer hours does your membership contribute each year?

Tse'k'wa does not currently track volunteer hours. We hope to begin a formal volunteer roster when we open for guided tours.

11. How do you plan to maintain any future ongoing costs associated with this project?

Operational funding is provided by three partner First Nations (DRFN, PRFN, WMFN). Our 2023 fundraising event with Alpha Bull raised \$45,500. We are developing a new business plan this year aimed at sustainable operational funding

12. What is the total cost of insurance(s) your organization pays each year? \$12,123

13. What is the total amount requested from the Regional District? \$11,727

Application Submission & Authorization:

Please submit applications to prrd.dc@prrd.bc.ca on or before **January 31** and include the following:

- *Year-end financial statements (Income statement and/or balance sheet).*
- *Detailed project and operations budget (list 'In-Kind' contributions).*
- *1 quote for labour, equipment or material costs valued at over \$10,000*
- *Annual Report(s), Schedule C*



I confirm that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented. I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act and may be shared with the Board of Directors, Committee(s) and staff of the Regional District.

Signature of Applicant: _____

Amended by the Regional Board
May 28, 2020
RD/20/05/24 (28)



Tse K'Wa Heritage Society

March 31, 2023

Rick Bisson, CPA, CA
T: 780.831.1700
E: rick.bisson@mnp.ca



Wherever business takes you

[MNP.ca](https://mnp.ca)



August 3, 2023

Tse K'Wa Heritage Society
10233 100 Avenue
Fort St. John, BC V1J 1Y8

PRIVATE AND CONFIDENTIAL

Dear Mrs. Ballard:

Re: **Fiscal Year-End March 31, 2023**

We have prepared and are enclosing the following charity tax returns of Tse K'Wa Heritage Society (the "Society") for the year ending March 31, 2023.

CHARITY TAX RETURNS

Our work was based on information provided by you. We have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of such information.

Federal

1. As requested, we have filed the "TAX COPY" of the Form T3010 Registered Charity Information Return for Tse K'Wa Heritage Society for the year ending March 31, 2023 with the Canada Revenue Agency on your behalf. The enclosed "CLIENT COPY" should be retained for your records.

Upon receipt of the Notice of Assessment, please forward a copy to us, and notify us immediately if the Canada Revenue Agency's assessment differs from the return that we prepared. You may object to a Notice of Assessment within 90 days from the date of mailing of the Notice of Assessment. If you fail to respond within the prescribed time limit, you may lose your right to object.



Wherever business takes you

MNP.ca

OTHER ENCLOSURES

1. One digital copy of the year-end journal entries and one digital copy of the closing trial balance for your records.
2. Our invoice for services rendered.

All records and documents should be retained in safekeeping for a minimum of seven years in the event that the Canada Revenue Agency demands them for audit purposes. This seven-year period is by Statute and, even after this time, the Canada Revenue Agency's permission to destroy records should be obtained.

We thank you for appointing our Firm as your accountants. Please contact us at any time if you have questions on accounting, finance, tax or other general business concerns. We would also be pleased to discuss our suite of services with your friends and business associates. We appreciate your business and any referrals you may make to our Firm.

If you have any questions or comments, or if we can be of additional assistance, please feel free to call us at (781) 831-1700.

Sincerely,



Rick Bisson, CPA, CA
Assurance Services

encls.

Tse K'Wa Heritage Society

Year End: March 31, 2023

Adjusting Journal Entries

Date: 01/04/2022 To 31/03/2023

TB1

Preparer CDT 22/06/2023	Detailed MF 13/07/2023	Supervisory RBB 21/07/2023
Peer	Tax	

Number	Date	Name	Account No	Reference	Debit	Credit
BK01	31/03/2023	Accum. Amort. - Furn. & Equip.	1825	P. 1		979.20
BK01	31/03/2023	Accum. Amort. - Building	1865	P. 1		20,410.37
BK01	31/03/2023	Accum. Amort. - Land Improvements	1875	P. 1		5,226.03
BK01	31/03/2023	Amortization Expense	4500	P. 1	26,615.60	
		To record current year amortization				
BK02	31/03/2023	Health Benefit Premiums	2162	BB		1,018.88
BK02	31/03/2023	WCB Payable	2230	BB		703.65
BK02	31/03/2023	WCB Expense	4054	BB	703.65	
BK02	31/03/2023	Wages & Salaries	5410	BB	1,018.88	
		To reallocate WCB expense				
BK03	31/03/2023	GIC - Credit Card Security	1070	A	256.22	
BK03	31/03/2023	Interest Revenue	4440	A		256.22
		To adjust GIC to agree to the Scotiabank statement				
BK04	31/03/2023	Building	1860	40. 2	471,392.84	
BK04	31/03/2023	Land Improvements	1870	40. 2	130,650.70	
BK04	31/03/2023	Purchases	5200	40. 2		78,000.43
BK04	31/03/2023	Consultants	5635	40. 2		167,166.15
BK04	31/03/2023	Purchases	5675	40. 2		18,504.35
BK04	31/03/2023	Repair & Maintenance	5765	40. 2		338,372.61
		To reallocate capital expenditures				
					630,637.89	630,637.89
Net Income (Loss)			17,885.68			

Tse K'Wa Heritage Society

Year End: March 31, 2023

Trial balance

TB

Preparer CDT 22/06/2023	Detailed MF 13/07/2023	Supervisory RBB 21/07/2023
Peer	Tax	

Account	Prelim	Adj's	Reclass	Rep	Rep 03/22	%Chg
1002 Savings #01457 18 Tse K'wa	0.00	0.00	0.00	0.00	100,044.62	-100
1003 Chequings #0059315	0.00	0.00	0.00	0.00	722,154.45	-100
1005 GIC Credit Card Security	0.00	0.00	0.00	0.00	20,044.19	-100
1060 Savings #0145718 Tse K'wa	102,163.59	0.00	0.00	102,163.59	0.00	0
1067 Chequing #0059315 Tse' K'wa	213,572.05	0.00	0.00	213,572.05	0.00	0
1070 GIC - Credit Card Security	20,062.14	256.22	0.00	20,318.36	0.00	0
1101 Cash [resources]	335,797.78	256.22	0.00	336,054.00	842,243.26	-60
1100 Accounts Receivable	5,686.40	0.00	0.00	5,686.40	0.00	0
1103.001 Accounts receivable 1	5,686.40	0.00	0.00	5,686.40	0.00	0
1220 Land	0.00	0.00	0.00	0.00	195,000.00	-100
1880 Land	195,000.00	0.00	0.00	195,000.00	0.00	0
1205.011 Land	195,000.00	0.00	0.00	195,000.00	195,000.00	0
1210 Building	0.00	0.00	0.00	0.00	304,000.00	-100
1860 Building	304,000.00	471,392.84	0.00	775,392.84	0.00	0
1205.021 Buildings	304,000.00	471,392.84	0.00	775,392.84	304,000.00	155
1215 Accum. Amort. - Building	0.00	0.00	0.00	0.00	-29,436.93	-100
1865 Accum. Amort. - Building	-29,436.93	-20,410.37	0.00	-49,847.30	0.00	0
1205.022 Buildings - accum amort	-29,436.93	-20,410.37	0.00	-49,847.30	-29,436.93	69
1200 Accounts Receivable	0.00	0.00	0.00	0.00	8,500.00	-100
1820 Office Furniture & Equipment	8,500.00	0.00	0.00	8,500.00	0.00	0
1205.081 Office equipment	8,500.00	0.00	0.00	8,500.00	8,500.00	0
1205 Accum. Amort. - Office Equipment	0.00	0.00	0.00	0.00	-3,604.00	-100
1825 Accum. Amort. - Furn. & Equip.	-3,604.00	-979.20	0.00	-4,583.20	0.00	0
1205.082 Office equipment - accum amort	-3,604.00	-979.20	0.00	-4,583.20	-3,604.00	27
1870 Land Improvements	0.00	130,650.70	0.00	130,650.70	0.00	0
1205.091 Leasehold improvements	0.00	130,650.70	0.00	130,650.70	0.00	0
1875 Accum. Amort. - Land Improvement	0.00	-5,226.03	0.00	-5,226.03	0.00	0
1205.092 Leasehold improvements -	0.00	-5,226.03	0.00	-5,226.03	0.00	0
1301 Accounts Payable	0.00	0.00	0.00	0.00	-106,524.67	-100
1302 Vacation Payable	0.00	0.00	0.00	0.00	-1,804.80	-100
1303 Vacation Pay Accured	0.00	0.00	0.00	0.00	-1,929.18	-100
1304 WCB Payable	0.00	0.00	0.00	0.00	241.44	-100
1305 ITC Adjustments	0.00	0.00	0.00	0.00	25.00	-100
1306 Prepaid/Sale Deposits Collected	0.00	0.00	0.00	0.00	-25.00	-100
1307 GST/HST Paid on Purchases	0.00	0.00	0.00	0.00	8,463.30	-100
1308 EI payable	0.00	0.00	0.00	0.00	-32.23	-100

03/08/2023

10:31 AM

Tse K'Wa Heritage Society

Year End: March 31, 2023

Trial balance

TB-1

Preparer CDT 22/06/2023	Detailed MF 13/07/2023	Supervisory RBB 21/07/2023
Peer	Tax	

Account	Prelim	Adj's	Reclass	Rep	Rep 03/22	%Chg
1309 CPP Payable	0.00	0.00	0.00	0.00	-77.98	-100
1310 Federal Income Tax Payable	0.00	0.00	0.00	0.00	297.50	-100
2100 Accounts Payable	-171,958.89	0.00	0.00	-171,958.89	0.00	0
2162 Health Benefit Premiums	1,018.88	-1,018.88	0.00	0.00	0.00	0
2170 Vacation payable	-1,804.80	0.00	0.00	-1,804.80	0.00	0
2171 Vacation Pay Accrued	-4,764.45	0.00	0.00	-4,764.45	0.00	0
2180 EI Payable	-32.23	0.00	0.00	-32.23	0.00	0
2185 CPP Payable	-77.98	0.00	0.00	-77.98	0.00	0
2190 Federal Income Tax Payable	297.50	0.00	0.00	297.50	0.00	0
2230 WCB Payable	703.65	-703.65	0.00	0.00	0.00	0
2315 GST/HST Paid on Purchases	51,041.14	0.00	0.00	51,041.14	0.00	0
2330 ITC Adjustments	25.00	0.00	0.00	25.00	0.00	0
2335 GST/HST Owing (Refund)	-31,106.31	0.00	0.00	-31,106.31	0.00	0
2460 Prepaid Sales/Deposits	-25.00	0.00	0.00	-25.00	0.00	0
1302 Accounts payable and accruals	-156,683.49	-1,722.53	0.00	-158,406.02	-101,366.62	56
1650 Retained Earnings- Previous Year	0.00	0.00	0.00	0.00	-846,074.80	-100
3560 Retained Earnings - Previous Year	-1,215,335.71	0.00	0.00	-1,215,335.71	0.00	0
1925.001 User defined 1 [Statement of Financial Position]	-1,215,335.71	0.00	0.00	-1,215,335.71	-846,074.80	44
2010 Miscellaneous Revenue	0.00	0.00	0.00	0.00	-1,600.00	-100
4460 Miscellaneous Revenue	-81,648.60	0.00	-3,351.40	-85,000.00	0.00	0
2302 Other revenue	-81,648.60	0.00	-3,351.40	-85,000.00	-1,600.00	5213
2001 Donations	0.00	0.00	0.00	0.00	-73,659.60	-100
2004 First Peoples Cultural Foundation	0.00	0.00	0.00	0.00	-76,167.40	-100
2006 FPHLCC - IHAG Grant	0.00	0.00	0.00	0.00	-400.00	-100
2007 PNPP Grant	0.00	0.00	0.00	0.00	-56,250.00	-100
2008 NDIT - Cultural Infrastructure	0.00	0.00	0.00	0.00	-225,000.00	-100
2009 Canadian Heritage	0.00	0.00	0.00	0.00	-5,000.00	-100
2011 CERIP Project	0.00	0.00	0.00	0.00	-313,618.00	-100
4100 Donations	-99,757.47	0.00	0.00	-99,757.47	0.00	0
4110 Vancouver Foundation Revenue	-50,000.00	0.00	0.00	-50,000.00	0.00	0
4130 Community Contributions	-18,000.00	0.00	0.00	-18,000.00	0.00	0
4143 CHSG Grant	-20,000.00	0.00	0.00	-20,000.00	0.00	0
4144 SOPG Grant	-20,000.00	0.00	0.00	-20,000.00	0.00	0
4145 BK Grant - FPHLCC	-20,000.00	0.00	0.00	-20,000.00	0.00	0
4146 Law Matters Grant	-2,500.00	0.00	0.00	-2,500.00	0.00	0
4147 FPHLCC - HIP Grant	-162,241.95	0.00	0.00	-162,241.95	0.00	0
4148 FPHLCC - RG Grant	-37,500.00	0.00	0.00	-37,500.00	0.00	0
4165 NENAS Funding	-15,000.00	0.00	0.00	-15,000.00	0.00	0
4175 FPHLCC - PNPP Grant	-7,500.00	0.00	0.00	-7,500.00	0.00	0
4190 PRRD - RR&C Grant	-20,251.00	0.00	0.00	-20,251.00	0.00	0
2311 Other revenue	-472,750.42	0.00	0.00	-472,750.42	-750,095.00	-37

Tse K'Wa Heritage Society

Year End: March 31, 2023

Trial balance

TB-2

Preparer CDT 22/06/2023	Detailed MF 13/07/2023	Supervisory RBB 21/07/2023
Peer	Tax	

Account	Prelim	Adj's	Reclass	Rep	Rep 03/22	%Chg
4440 Interest Revenue	-288.66	-256.22	-1,908.26	-2,453.14	0.00	0
2334 Interest income	-288.66	-256.22	-1,908.26	-2,453.14	0.00	0
4007 Administration	0.00	0.00	0.00	0.00	10,480.07	-100
5605 Administration	991.22	0.00	0.00	991.22	0.00	0
4602 Administrative	991.22	0.00	0.00	991.22	10,480.07	-91
4500 Amortization Expense	0.00	26,615.60	0.00	26,615.60	12,664.13	110
4603 Amortization	0.00	26,615.60	0.00	26,615.60	12,664.13	110
4030 Interest & Bank Charges	0.00	0.00	0.00	0.00	328.02	-100
5690 Interest & Bank Charges	-1,624.05	0.00	1,908.26	284.21	0.00	0
4613 Bank charges and interest	-1,624.05	0.00	1,908.26	284.21	328.02	-13
4020 Honorariums	0.00	0.00	0.00	0.00	10,100.00	-100
5670 Honorariums	31,650.00	0.00	0.00	31,650.00	0.00	0
4631 Honouraria[um]	31,650.00	0.00	0.00	31,650.00	10,100.00	213
4025 Insurance	0.00	0.00	0.00	0.00	7,640.00	-100
5685 Insurance	8,734.00	0.00	0.00	8,734.00	0.00	0
4634 Insurance	8,734.00	0.00	0.00	8,734.00	7,640.00	14
4040 Meeting Costs	0.00	0.00	0.00	0.00	9,742.59	-100
5695 Meeting Costs	-698.22	0.00	698.22	0.00	0.00	0
4641 Meeting	-698.22	0.00	698.22	0.00	9,742.59	-100
4005 Transfer Costs	0.00	0.00	0.00	0.00	3,322.05	-100
4012 Business fees and licenses	0.00	0.00	0.00	0.00	955.96	-100
4018 Courier & Postage	0.00	0.00	0.00	0.00	182.25	-100
4035 Office Supplies	0.00	0.00	0.00	0.00	8,665.00	-100
4048 Purchases	0.00	0.00	0.00	0.00	32,461.13	-100
5200 Purchases	98,856.94	-78,000.43	0.00	20,856.51	0.00	0
5615 Advertising & Promotions	17,571.89	0.00	0.00	17,571.89	0.00	0
5625 Business Fees & Licenses	1,628.12	0.00	0.00	1,628.12	0.00	0
5675 Purchases	39,531.22	-18,504.35	0.00	21,026.87	0.00	0
4647 Office supplies [and] [expenses]	157,588.17	-96,504.78	0.00	61,083.39	45,586.39	34
4010 Accounting & Legal	0.00	0.00	0.00	0.00	7,470.43	-100
5610 Accounting & Legal	7,726.10	0.00	0.00	7,726.10	0.00	0
4654 Professional fees	7,726.10	0.00	0.00	7,726.10	7,470.43	3
4050 Property Taxes	0.00	0.00	0.00	0.00	2,387.01	-100
5720 Property Taxes	2,173.04	0.00	0.00	2,173.04	0.00	0
4657 Property tax	2,173.04	0.00	0.00	2,173.04	2,387.01	-9

Tse K'Wa Heritage Society

Year End: March 31, 2023

Trial balance

TB-3

Preparer CDT 22/06/2023	Detailed MF 13/07/2023	Supervisory RBB 21/07/2023
Peer	Tax	

Account	Prelim	Adj's	Reclass	Rep	Rep 03/22	%Chg
4060 Miscellaneous Expenses	0.00	0.00	0.00	0.00	1,116.34	-100
4070 Repair & Maintenance	0.00	0.00	0.00	0.00	102,593.74	-100
5740 Miscellaneous Expenses	5,572.98	0.00	0.00	5,572.98	0.00	0
5765 Repair & Maintenance	369,971.52	-338,372.61	-698.22	30,900.69	0.00	0
4661 Repairs and maintenance	375,544.50	-338,372.61	-698.22	36,473.67	103,710.08	-65
4051 Wages and salaries	0.00	0.00	0.00	0.00	47,071.25	-100
4052 EI Expense	0.00	0.00	0.00	0.00	665.30	-100
4053 CPP expense	0.00	0.00	0.00	0.00	1,558.69	-100
4054 WCB Expense	0.00	703.65	0.00	703.65	22.27	3060
5410 Wages & Salaries	81,170.58	1,018.88	3,351.40	85,540.86	0.00	0
5411 Wages - Field School Cult. Co-ord.	1,887.31	0.00	0.00	1,887.31	0.00	0
5414 Wages - Healing Garden Careta ...	1,634.95	0.00	0.00	1,634.95	0.00	0
5415 Project Coordinator	3,201.28	0.00	0.00	3,201.28	0.00	0
4665 Salaries and benefits	87,894.12	1,722.53	3,351.40	92,968.05	49,317.51	89
5770 Student Fees - N. Lights College	3,854.40	0.00	0.00	3,854.40	0.00	0
5772 Student Fees - UNBC	19,912.68	0.00	0.00	19,912.68	0.00	0
4669 Student expenses	23,767.08	0.00	0.00	23,767.08	0.00	0
4082 Telephone	0.00	0.00	0.00	0.00	3,606.30	-100
5780 Telephone	3,365.87	0.00	0.00	3,365.87	0.00	0
4672 Telephone	3,365.87	0.00	0.00	3,365.87	3,606.30	-7
4080 Travel	0.00	0.00	0.00	0.00	599.73	-100
5784 Travel	1,842.38	0.00	0.00	1,842.38	0.00	0
5789 Travel & Ent:Non-Reimbursable	157.12	0.00	0.00	157.12	0.00	0
4678 Travel	1,999.50	0.00	0.00	1,999.50	599.73	233
4090 Utilities	0.00	0.00	0.00	0.00	4,233.04	-100
5790 Utilities	5,907.54	0.00	0.00	5,907.54	0.00	0
4682 Utilities	5,907.54	0.00	0.00	5,907.54	4,233.04	40
4015 Consultants	0.00	0.00	0.00	0.00	114,568.79	-100
5635 Consultants	405,744.76	-167,166.15	0.00	238,578.61	0.00	0
4692 Subcontracts	405,744.76	-167,166.15	0.00	238,578.61	114,568.79	108
	0.00	0.00	0.00	0.00	0.00	0
Net Income (Loss)	-556,075.95			17,885.68	369,260.91	-95

Tsekwa Heritage Society Budget				
			2023-2024	Notes
Income				
	Operating Grants			
		Doig River First Nation	\$18,000.00	Current contribution for portion of ED position expenses
		Prophet River First Nation	\$18,000.00	Current contribution for portion of ED position expenses
		West Moberly First Nation	\$18,000.00	Current contribution for portion of ED position expenses
		PRRD Grant-in-Aid	\$8,838.00	Approved for facility insurance
	Total Operating Grants		\$62,838.00	
	Sponsorships (Operational Only)			
		Alpha Bull	\$45,500.00	Raised at Alpha Bull in 2023
		Pacific Cambrian Energy	\$3,000.00	Healing gardens maintenance
		Todd Energy	\$3,000.00	Travel learning kit
	Total Sponsorships		\$51,500.00	
	Sales & Service			
		Fees for service	\$1,000.00	Tours, event fees
	Total Sales & Service		\$1,000.00	
Total Income			\$115,338.00	
Expenses				
	Advertising and promotion		\$300.00	Signage on site, promoting events and positions
	Interest/Bank Charges		\$200.00	
	Office Supplies & Expenses			
		Office & Computer Equipment	\$1,500.00	
		Couriers and Postage	\$250.00	
		Office Supplies	\$1,200.00	
		Telephone, Internet, & Security	\$4,800.00	
	Facility Expenses			
		Maintenance and Repairs	\$7,000.00	Snow removal, yard maintenance, window cleaning, carpet upkeep, gutters, and general repairs
		Utilities (Hydro, Garbage, Gas)	\$4,300.00	
		Facility Insurance	\$8,338.00	
		Property Tax	\$2,500.00	
		Renovations	\$0.00	Grant funded - not operational
	Professional & Consulting Fees			
		Accounting/Bookeeping	\$6,000.00	Monthly bookkeeping and yearend review
		Computer Services	\$400.00	Repairs, microsoft office suite
		Grant Writing & Project Management	\$2,400.00	Primarily grant funded
		Legal	\$1,700.00	Annual financial audit
		Insurance	\$950.00	Directors Liability Insurance. Estimate.
		Education / Archeology	\$0.00	Grant funded
	Professional Development			
		Workshops & Courses	\$2,000.00	
		Mileage and Travel	\$3,500.00	Includes board meetings and ED travel to communities
		Memberships & Subscriptions	\$400.00	Includes NBCT, ITBC, ITAC, SOTP, NTHS, FSJ CoC
	Event & Project Expenses			
		Board meetings	\$1,000.00	
		Internal events	\$5,000.00	Tsekwa-hosted events only
		Alpha Bull event	\$10,900.00	Event expenses for VIP reception and promotion
		External events	\$1,000.00	Non-Tsekwa events to be billed to customer (see income)
	Cultural Honorariums		\$6,800.00	
	Compensation			
		Executive Director	\$95,400.00	Salary, CPP, EI, Benefits, etc. 6% raise approved by BoD starting June 2023
		Project Manager	\$25,000.00	Salary, CPP, EI, etc.
		WCB Premiums	\$2,700.00	Estimate based on 2022 expenses
Total Expenses			\$195,538.00	
Income or Loss			-\$80,200.00	Operational reserves

Tse'K'Wa Heritage Society

Income Statement 04/01/2022 to 03/31/2023

REVENUE

Sales Revenue

Donations	99,757.47
Vancouver Foundation Revenue	50,000.00
Community Contributions	18,000.00
CHSG Grant	20,000.00
SOPG Grant	20,000.00
BK Grant - FPHLCC	20,000.00
Law Matters Grant	2,500.00
FPHLCC - HIP Grant	162,241.95
FPHLCC - RG Grant	37,500.00
NENAS Funding	15,000.00
FPHLCC - PNPP Grant	7,500.00
PRRD - RR&C Grant	20,251.00

Net Sales	<u>472,750.42</u>
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Other Revenue

Interest Revenue	288.66
Miscellaneous Revenue	81,648.60

Total Other Revenue	<u>81,937.26</u>
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TOTAL REVENUE	<u>554,687.68</u>
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EXPENSE

Cost of Goods Sold

Purchases	98,856.94
Net Purchases	<u>98,856.94</u>

Total Cost of Goods Sold	<u>98,856.94</u>
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Payroll Expenses

Wages & Salaries	81,170.58
Wages - Field School Cult. Co-ord.	1,887.31
Wages - Healing Garden Careta...	1,634.95
Project Coordinator	3,201.28

Total Payroll Expense	<u>87,894.12</u>
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General & Administrative Expe...

Administration	991.22
Accounting & Legal	7,726.10
Advertising & Promotions	17,571.89
Business Fees & Licenses	1,628.12
Consultants	405,744.76
Honorariums	31,650.00
Purchases	39,531.22
Insurance	8,734.00
Interest & Bank Charges	-1,624.05
Meeting Costs	-698.22
Property Taxes	2,173.04
Miscellaneous Expenses	5,572.98
Repair & Maintenance	369,971.52
Student Fees - N. Lights College	3,854.40
Student Fees - UNBC	19,912.68
Telephone	3,365.87
Travel	1,842.38
Travel & Ent:Non-Reimbursable	157.12
Utilities	5,907.54

Total General & Admin. Expen...	<u>924,012.57</u>
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TOTAL EXPENSE	<u>1,110,763.63</u>
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NET INCOME	<u><u>-556,075.95</u></u>
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Tse'K'Wa Heritage Society
Income Statement 04/01/2022 to 03/31/2023

Tse'K'Wa Heritage Society

Balance Sheet As at 03/31/2023

ASSET

Current Assets

Savings #0145718 Tse K'wa	102,163.59	
Chequing #0059315 Tse' K'wa	213,572.05	
GIC - Credit Card Security	20,062.14	
Total Cash		335,797.78
Accounts Receivable	5,686.40	
Total Receivable		5,686.40
Total Current Assets		341,484.18

Capital Assets

Office Furniture & Equipment	8,500.00	
Accum. Amort. -Furn. & Equip.	-3,604.00	
Net - Furniture & Equipment		4,896.00
Building	304,000.00	
Accum. Amort. -Building	-29,436.93	
Net - Building		274,563.07
Land		195,000.00
Total Capital Assets		474,459.07

TOTAL ASSET **815,943.25**

LIABILITY

Current Liabilities

Accounts Payable		171,958.89
Health Benefit Premiums		-1,018.88
Vacation payable		1,804.80
Vacation Pay Accrued		4,764.45
EI Payable	32.23	
CPP Payable	77.98	
Federal Income Tax Payable	-297.50	
Total Receiver General		-187.29
WCB Payable		-703.65
GST/HST Paid on Purchases	-51,041.14	
ITC Adjustments	-25.00	
GST/HST Owing (Refund)	31,106.31	
Prepaid Sales/Deposits	25.00	
Subtotal - Taxes Payable		-19,934.83
Total Current Liabilities		156,683.49

TOTAL LIABILITY **156,683.49**

EQUITY

Retained Earnings

Retained Earnings - Previous Year	1,215,335.71	
Current Earnings	-556,075.95	
Total Retained Earnings	659,259.76	

TOTAL EQUITY **659,259.76**

LIABILITIES AND EQUITY **815,943.25**