

Schedule of recurring grants - FCSS

	2013 requested	2012 change	2012 requested	2011 change	2010 change	2009 change	2008 change	2007 change	2006 change
Fort Vermilion FCSS Operating	153,990	117,227 0.00%	158,040	117,227 0.00%	117,227 2.00%	114,929 0.87%	113,933 3.14%	110,463 1%	109,019 1%
La Crete FCSS Operating	175,649	169,089 0.00%	185,850	169,089 0.00%	169,089 2.00%	165,775 0.87%	164,338 3.14%	159,332 1%	157,249 2%
Zama FCSS Operating	7,025	7,025 0.00%	10,000	7,025 0.00%	7,025 2.00%	6,887 0.88%	6,827 3.14%	6,619 1%	6,532 45%
Total FCSS Funding Requested:	336,664	293,341	353,890	293,341	293,341	287,591	285,098	276,414	272,800 2%
Provincial FCSS Funding (80%)	234,673	234,673		234,673	234,673 2.00%	230,073 0.87%	228,078 3.14%	221,131 1%	218,240 2%
Municipal Share (20%)	58,668	58,668		58,668	58,668 2.00%	57,518 0.87%	57,020 3.14%	55,283 1%	54,560 2%
Provincial + Municipal funding available:	293,341	293,341	-	293,341	293,341 2.00%	287,591 0.87%	285,098 3.14%	276,414 1%	272,800 2%
Requested over funding available:	0	0		0	0	0	0	0	0

The 20% municipal share is funded by the County's municipal taxes.

Budget and actuals:
 To code to 2:51-00-00-735 Grants to other organizations





Box 637
Fort Vermilion, AB T0H 1N0
Ph: (780) 927-4340 Fax: (780) 927-3627
Email: fortfvss@yahoo.com.ph

October 10, 2012

Mackenzie County
Box 640
Fort Vermilion, AB
T0H 1N0

Dear Sir or Madam:

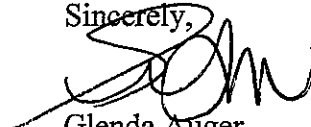
Re: 2013 Proposed Operating Budget

Please find enclosed the following:

1. Proposed Budget for 2013
2. Year to date of actual expenses to October 2012
3. Grant Application
4. List of Society Members
5. Purchasing Policy
6. Letter of explanation of new programs
7. Society Act Number
8. Last year's financial statement

If you require further information, please contact me Monday-Friday 9 a.m.-5 p.m. at the FVSS office.

Sincerely,



Glenda Auger
Director



Mackenzie County

Mackenzie County
PO Box 640, Fort Vermilion, AB T0H 1N0
Ph: 780.927.3718 Fax: 780.927.4266
office@mackenziecounty.com

2013 Grant Application

APPLICANT INFORMATION:

Legal name of organization Fort Vermilion Support Service Operating Grant

Society

Non-profit company or corporation

Other

Permanent address 5103 River Road, Box 637
Street address P.O. Box

Fort Vermilion, AB Postal Code: T0H 1N0

5014271539 2008-09-19 23+ years.
Incorporation/Society number Date of Incorporation Length of time in operation

ORGANIZATION CONTACTS:

Contact for this application Mr./Mrs./Ms Glenda Auger

Title Director

Telephone (work) (780) 927-4340 (home) (780) 841-8563 Fax (780) 927-3627

Email fortfvss@yahoo.com.ph.

List of executives: please attach a list of your current executive and/or board of directors, complete with names, positions/ titles, addresses and phone numbers (home and work).

FACILITY:

Name of Facility Rented space in the FV Community Library

Street Address or Legal Description 5103 River Road.

Registered Holder of Land Title Government of Alberta

Facility Operator/Leaseholder Fort Vermilion Community Library.

Do you have insurance coverage? Yes No

PROJECT INFORMATION:

Nature of project EVSS operating grant

Project description/details: please attach a detailed description of the work to be carried out, the need for this project, who will use it, and why you believe it should be funded.

153,990.00 160,990.00 January 1, 2013 December 31, 2013
Grant amount requested Total project cost Project start date Project completion date

(Rounded to the nearest dollar) Please attach a breakdown of cost estimates for your project.

ORGANIZATION PROFILE:

3 2 1
of paid staff # of paid full-time # of paid part-time
20+ 10,000+ NE of Mackenzie
of volunteers # of clients served last year Geographic region served County

Are executive or board members paid: Yes No

PAST GRANTS:

In the past year, has your organization received a grant from the Mackenzie County?

Yes No If yes:

Jan-July 2012 117,227.00 operating grant
Date Amount Project Description

DEADLINE: Deadline for applications is **4:30 p.m., Monday, October 15, 2012.** Late applications will not be accepted.

ADDITIONAL ITEMS:

Please attach the following information (mandatory for all applications):

- a) Last years' financial statements, audited if available;
- b) Operating budget for the year of financial request;
- c) Current year to date financial information
- d) Societies act registration number;
- e) Insurance coverage documentation;
- f) Detail of matching resources, including volunteer hours and any provincial/federal grants, fundraising;
- g) Purchasing policy/procedure;
- h) Honorariums and expenses paid to Executive or Board members.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT:

The personal information collected in the application cover sheets is for the administration of the Mackenzie County's grant process. The information you provide is to assist the administration with processing your organization's application and may only be disclosed as provided for in the Freedom of Information and Protection of Privacy Act. If you have any questions after reading this section, please contact the municipality's FOIPP coordinator at (780) 927-3718.



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Fort Vermilion, AB T0H 1N0
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Email: fortfvss@yahoo.com.ph

Mackenzie County
Box 640, 4511-46 Avenue
Fort Vermilion, AB
T0H 1N0

October 10, 2012

Dear: CAO & Mackenzie County Board Members

Family and Community Support Services in Fort Vermilion has been established since Sept. 19th, 2008. It maintains a stable commitment from our board members and volunteer population alike. In 2012, we went through some staff changes, but I am pleased to report that program delivery was not interrupted. Programming continues to be very successful and our programs are very well attended and are at capacity. Furthermore, with no youth activity center in our community we continue to try our best to provide programs for youth to help keep them out of trouble and to provide them with life enhancing skills to help prepare them for adulthood.

Over the course of the year, we have received many new program requests from community members regarding educational programs they are interested in attending. The requested programs are life enhancing and would help meet the needs of our population. FVSS staff are excited about these programs and are up for the challenge of delivering them.

However, as you are aware funding is limited within any organization and the delivery of these programs rely strictly on funding dollars. Therefore, we are requesting an increase in our 2013 budget to help implement some of these programs.

I hope that you will consider our request, for without your support I'm afraid that these programs may not be possible. Thank you for your support.

Sincerely,

A handwritten signature in black ink, appearing to read 'GA', is written over a horizontal line.

Glenda Auger
Director

Enc: Program Request & Description

Program Request & Description

These are some of the new programs we would like to implement in 2013. A brief description of each is included:

1. **Why Try** - This program provides proper supports to children at risk. It helps students see what their life is about and gives them tools to turn their life around. This program gives students and parents the ability to become a stronger and healthier member of society. Many people are judged and this program will look through the labels and increase freedom, self-respect and knowledge.
2. **Babysitting Course**: This program is designed for youth 11 years and up who want to become a babysitter or may already be one. The Babysitting Course covers the responsibilities of a babysitter, safety tips for children of all ages, basic child care skills and what to do in case of an emergency.
3. **Home Alone Program**: This program provides information to youth who are occasionally home alone. It gives them the knowledge and skills to feel safe and secure while they await the return of their parents.
4. **Student employment**- Fort Vermilion does not have a high employment rate for teenagers; which is very unfortunate. I would like to start a program that would employ five students for two hours a week to work with senior citizens. As a community member I see the need for the younger and older generation to interact with each other. From working with the seniors through other programs I feel that this many bridge the gap of loneliness that many of our seniors experience.
4. **Parenting Programs**- In our area we have a high percentage of young mothers and fathers. I feel if we were to provide parenting courses geared to young families we would have a huge turn out and be helping our community in the long run. There are many programs available to help provide support for young families and with more money in our budget we would be able to fill this gap.
5. **Family Budgeting**- We continually receive calls from people requesting budgeting programming. With these difficult economic times people need assistance with monthly budgeting. Being able to help in this area we could help families become more accountable and successful in their monthly finances.



Family and Community
Support Services

Fort Vermilion Support Service Society
Box 637
Fort Vermilion, AB
T0H 1N0
780-927-4340(P)
780-927-3627(F)

	2012 Actual-Oct10	2013 proposed
<u>INCOME</u>		
Mackenzie County Grant	\$117,227.00	\$153,990.00
Fund Raising	\$ 2,006.25	\$ 5,000.00
Donation	\$ 3,131.84	\$ 2,000.00
TOTAL	\$122,365.09	\$160,990.00

PROGRAMS OFFERED

A. FOR CHILDREN AND YOUTH

Time 4 Tots	\$ 4505.99	\$ 7000.00
Girls After School Program	\$ 8494.66	\$ 9000.00
Boys After School Program	\$ 8366.32	\$ 9000.00
Youth After School Program	\$ 3983.28	\$ 9000.00
Munchkins Program	\$ 920.62	\$ 4000.00
Go Girls Program	\$ 616.75	\$ 1000.00
Youth Collective Kitchens Program	\$ 483.87	\$ 3000.00
Summer Fun Programs	\$ 1862.47	\$ 4000.00
Children's Festival	\$ 757.51	\$ 1000.00
Bike Rodeo	\$ 268.16	\$ 2000.00
Swimming Lessons	\$ 492.48	\$ 1000.00
National Children's Day	\$	\$ 500.00
Halloween Activities	\$	\$ 500.00
Why Try Program	\$ NEW	\$ 3000.00
Babysitting Course	\$ NEW	\$ 3000.00
Home Alone Safety	\$ NEW	\$ 3000.00
TOTAL	\$ 30,752.11	\$60,000.00

B. FOR FAMILIES

Christmas Hampers	\$		\$ 2000.00
Easter Hunt	\$	982.30	\$ 1500.00
Family Skating	\$	392.52	\$ 500.00
Community Gardens	\$	1067.93	\$ 1500.00
Food Bank	\$		\$ 1000.00
Collective Kitchens	\$	1407.84	\$ 3000.00
Parenting Programs	\$	659.44	\$ 4000.00
Family Budgeting	\$	NEW	\$ 2000.00
TOTAL	\$	4,510.03	\$ 13,700

C. FOR ADULTS

Provide assistance with forms	\$	5063.25	\$ 7000.00
Information, Referral & Public Info	\$	3831.10	\$ 4000.00
Volunteer Recruitment	\$	312.75	\$ 500.00
Help for the Less Fortunate	\$	1297.01	\$ 2000.00
TOTAL	\$	10,504.11	\$13,500.00

D. SENIORS

Seniors Christmas Supper	\$		\$ 2300.00
Senior Week	\$	528.94	\$ 1000.00
Assistance with Forms	\$	2866.02	\$ 4000.00
Meals on Wheels	\$	1371.25	\$ 2000.00
Seniors Conference	\$	NEW	\$ 3000.00
Hosted Presentations	\$		\$ 200.00
TOTAL	\$	4766.21	\$12,500.00

E. COMMUNITY DEVELOPMENT

Community Calendars	\$	1644.52	\$ 2000.00
School Calendars	\$		\$ 700.00
Arts and Craft Bazaar	\$		\$ 900.00
Canada Day	\$	740.53	\$ 1000.00
Midnight Madness	\$		\$ 400.00
Volunteer Supper	\$	300.26	\$ 700.00
Aboriginal Day Festivities	\$	167.60	
Get to Know You Night	\$	842.18	\$ 800.00
Light-Up Contest	\$		\$ 200.00
Volunteer Income Tax Program	\$	1649.04	\$ 2000.00
Jail and Arrest Day	\$	268.16	\$ 400.00

Health Quest Fair	\$	\$ 350.00
Meetings	\$ 1,648.22	\$ 2000.00
Parents Works Conference	\$	\$ 3000.00
TOTAL	\$ 7,260.51	\$ 15,150.00

F. OPERATING EXPENSES

Rent	\$ 15,000.00	\$ 15,000.00
Telephone/Fax	\$ 2,296.05	\$ 3,000.00
Cell Phone	\$ 360.00	\$ 1,200.00
Bank charges	\$ 90.60	\$ 100.00
Workshop/Conferences	\$ 1,129.76	\$ 3,000.00
Travel expenses	\$ 1,217.60	\$ 5,000.00
Benefits/ CPP/EI	\$ 3,302.68	\$ 6,100.00
Accounting Fee	\$ 3,187.50	\$ 3,500.00
Advertising	\$ 130.63	\$ 800.00
Postage	\$	\$ 500.00
Recycling Fees	\$ 20.00	\$ 100.00
Office Supplies	\$ 595.71	\$ 900.00
Cleaning Supplies	\$ 162.25	\$ 500.00
Snacks	\$ 1,098.48	\$ 1,500.00
Program Supplies	\$ 3,474.94	\$ 3,000.00
Insurance	\$ 77.00	\$ 1,000.00
Computer/Printer Repair	\$ 429.95	\$ 1,000.00
Shipping/Handling	\$ 544.23	\$ 40.00
TOTAL	\$ 33,117.38	\$ 46,140.00

Total Expenses	\$ 90,910.35	\$160, 990.00
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Box 637
Fort Vermilion, AB T0H 1N0
Ph: (780) 927-4340 Fax: (780) 927-3627
Email: fortfvss@yahoo.com.ph

Projects and/or Services offered in 2012 are as follows:

Information, Referral & Public Information	On-going
Time for Tots program	Weekly
Munchkins Group	Weekly
Boys Group-After school program gr.1-4	Twice-weekly
Girls Group-After school program gr.1-4	Twice-weekly
Youth Group-After school program gr. 5-6	Twice-weekly
Summer Program for ages 0-5	Seven weeks in summer
Summer Program for ages 6-12	Seven weeks in summer
Teen Group	Twice Weekly
Get To Know You Night	Once Yearly
Provide assistance completing government forms	Year around
Family Day Skate	Once Yearly
Family Easter Hunt	Once Yearly
Parent Nights	Once Monthly
Jail and Bail Day	Once Yearly
Help for the less fortunate	On-going
Christmas Hamper Program	Once Yearly
Volunteer Appreciation B-B-Q	Once Yearly
Community Gardens	For eight weeks in summer
Collective Kitchens-Youth girls	1 day/week for 6 weeks
Collective Kitchens-Youth boys	1 day/week for 6 weeks
Arts & Crafts Bazaar	Once Yearly
Community Calendars	Every Two Months
Various Meeting	On-going
Volunteer Recruitment	On-going
Children Festival	Once Yearly
School Calendars	Every Two Months
Volunteer Income Tax Program	On-going
National Children's Day	Once Yearly
Seniors Week Activities	2 Activities/Year
Seniors Christmas Supper	Once Yearly

Project Partnerships with various other organizations below:

Canada Day	Once Yearly
Midnight Madness	Once Yearly
Meals on Wheels	Twice Weekly
Swimming Lessons	Two weeks/Year
Collective Kitchens for Parents	1 day/week for 6 weeks-8 groups)
Halloween Celebration	Once Yearly
Go Grrls Program	13 Weeks
Culture Camp	One Week
Bike Rodeo	Once Yearly
Aboriginal Day Celebrations	Once Yearly



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Email: fortfvss@yahoo.com.ph

Purchasing Policy

- A. Recognizing that the vast majority of our purchases are for routine items required for the day to day operations. The Director is authorized to make all arrangements for items, materials or services costing less than \$2000.00. The Director will be responsible for price comparisons, availability of goods, delivery schedules and procuring the best quality items in the most cost effective manner.
- B. The director is authorized to make routine payments such as: telephone, fax, pay checks, snacks, rent, benefits and petty cash.
- C. The director is authorized to make purchase of under \$2000.00 for normal operating expenses such as: snacks, cleaning supplies, program items, fundraising items etc. that are required for the day-to-day operation of the facility.
- D. For purchases that are out of the normal or over \$2000.00 the board has to approve all transactions.



Box 637
Fort Vermilion, AB T0H 1N0
Ph: (780) 927-4340 Fax: (780) 927-3627
Email: fortfvss@yahoo.com.ph

Names and addresses of Fort Vermilion Support Services Society Members
Corporate Access Number: 5014271539

Complete list of all officers and directors name, address and position held in 2012.

Smith, Monica
Chairperson
Box 504
Fort Vermilion, AB T0H 1N0
780-927-3831(H)
780927-6406(W)

Mercredi, Cheryl
Vice-Chairperson
Box 421
Fort Vermilion, AB T0H 1N0
780-927-4566(H)
780-927-4414(W)

Reid, Nina
Secretary Treasurer
Box 841
Fort Vermilion, AB T0H 1N0
780-927-3460(H)
780-841-4213(C)

Selwah, Jaime
Director
Box 62
Fort Vermilion, AB T0H 1N0
Ph: 780-927-3350
Email: jselwah@gmail.com

Penner, Rebecca
Director
Box 131
Fort Vermilion, AB T0H 1N0
Ph: 780-841-8549
Email: rebeccaipenner@gmail.com

Flett, Odell
Mackenzie County Representative
Box 640
Fort Vermilion, AB T0H 1N0
780-841-5713

Honorariums and Expenses:

From December 01, 2011 to December 31, 2012:

- No expenses have been paid to any board members,
- No honorariums have been paid to any board members.

Principal
Daniel M. Ringrose, BSA, B. Comm., P.Ag., CA*
Associate
Richard A. Donaldson, B. Comm., CA*

REVIEW ENGAGEMENT REPORT

To the Management of Fort Vermilion Support Service Society

I have reviewed the statement of financial position of Fort Vermilion Support Service Society as at December 31, 2011 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended. My review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of enquiry, analytical procedures and discussion related to information supplied to me by the society.

A review does not constitute an audit and, consequently, I do not express an audit opinion on these financial statements.

In common with many not-for-profit organizations, the Society derives revenues from certain fund raising activities, the completeness of which is not readily susceptible to satisfactory review. Accordingly my review of these revenues was limited to amounts recorded in the records of the Society and I was not able to determine whether any adjustments might be necessary.

Except for the effect of the adjustments, if any, which I might have determined to be necessary had I been able to satisfy myself concerning the completeness of the fund raising revenue, as described in the preceding paragraph, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles.

High Level, Alberta
March 10, 2012


CHARTERED ACCOUNTANT

P.O. Box 690
9812 - 100th Avenue
High Level, Alberta T0H 1Z0

* Denotes a Professional Corporation

Telephone: (780) 926-2023
Facsimile: (780) 926-2646
Email: Daniel@Ringrose.ca

FORT VERMILION SUPPORT SERVICE SOCIETY

Statement of Financial Position

December 31, 2011

(Unaudited)

	2011	2010
ASSETS		
CURRENT		
Cash	\$ 17,303	\$ 15,167
Accounts receivable	1,052	440
Prepaid expenses	448	446
	<u>\$ 18,803</u>	<u>\$ 16,053</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 9,472	\$ 2,926
Wages payable	221	-
Employee deductions payable	-	636
Deferred income	1,536	7,000
	<u>11,229</u>	<u>10,562</u>
NET ASSETS		
General fund	<u>7,574</u>	<u>5,491</u>
	<u>\$ 18,803</u>	<u>\$ 16,053</u>

ON BEHALF OF THE BOARD

_____ Director

_____ Director

See notes to financial statements

FORT VERMILION SUPPORT SERVICE SOCIETY**Statement of Revenues and Expenditures****Year Ended December 31, 2011***(Unaudited)*

	2011	2010
REVENUE		
Mackenzie County Grant	\$ 117,227	\$ 117,227
Fundraising	5,779	6,270
Donations	5,940	5,101
Evergreen Green Grant	5,464	-
	<u>134,410</u>	<u>128,598</u>
EXPENSES		
Advertising and promotion	1,253	426
Program costs	10,575	9,572
Delivery, freight and express	230	19
Donations	-	200
Interest and bank charges	52	161
Collective Kitchen expense	1,800	-
Office	2,963	2,688
Evergreen Green Grant	5,464	-
Fundraising expense	1,045	1,653
Professional fees	3,894	3,166
Rental	15,000	15,000
Repairs and maintenance	2,456	1,710
Salaries and wages	80,434	85,595
Telephone	3,796	3,898
Travel	1,985	1,541
Workshops and conferences	1,394	3,854
	<u>132,341</u>	<u>129,483</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES FROM OPERATIONS	2,069	(885)
OTHER INCOME		
Interest income	14	15
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	\$ 2,083	\$ (870)



See notes to financial statements

Daniel M. Ringrose

CHARTERED ACCOUNTANT

FORT VERMILION SUPPORT SERVICE SOCIETY

Statement of Changes in Net Assets

Year Ended December 31, 2011

(Unaudited)

	2011	2010
NET ASSETS - BEGINNING OF YEAR	\$ 5,491	\$ 6,360
Excess of revenue over expenses	<u>2,083</u>	<u>(870)</u>
NET ASSETS - END OF YEAR	<u>\$ 7,574</u>	<u>\$ 5,490</u>

See notes to financial statements



Mackenzie County

2013 GRANT APPLICATION PACKAGE

**DEADLINE FOR APPLICATIONS
OCTOBER 15, 2012**



Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0
Phone (780) 927-3718 Fax (780) 927-4266
www.mackenziecounty.com

September 7, 2012

Attention: Non-Profit Groups and Organizations

RE: 2013 GRANT APPLICATION

Mackenzie County is once again offering grants to community non-profit organizations. A package including the 2013 grant application form, a project completion/progress report form and a copy of Policy FIN013 Community Organization Funding is available at all County offices. Please be advised that the deadline for the grant application submission is October 15, 2012.

If you were a 2012 grant recipient, you are required to submit a completion/progress report upon completion of the project/program, or upon completion of the current years' financial statements, whichever comes first. Please be advised that if you are a successful 2012 grant applicant, the 2012 grant funds will not be released until the completion/progress report is received by the County.

Should you have any questions regarding this matter, please do not hesitate to contact me at (780) 927-3718.

Sincerely,

Joulia Whittleton
Chief Administrative Officer



La Crete Support Services

Box 586

La Crete, AB T0H 2H0

Ph: 780-928-3967 Fx: 780-928-3987

Mackenzie County
P.O. Box 640
Fort Vermilion, AB
T0H 1N0

October 5, 2012

RE: 2013 Grant Application

La Crete Support Services, once again, is submitting a grant application for the 2013 year. La Crete Support Services has been paying the Family and Community Support Services Association of Alberta membership fee of \$899.00 which includes all FCSS organizations in the Mackenzie County.

La Crete Support Services is requesting an increase in funding for the 2013 year so that we may expand programming and in-office services to meet the community's ever changing needs.

Should you have any questions, please feel free to contact me at 780-928-3967.

Sincerely,

A handwritten signature in cursive script that reads "Mary Driedger".

Mary Driedger
Director



Mackenzie County

Mackenzie County

P.O. Box 640, Fort Vermilion, AB, T0H 1N0

Phone: (780) 927-3718 Fax: (780) 927-4266 Toll-free: (877) 927-0677

Email: office@mackenziecounty.com

Grants to Non-Profit Organizations Program - Completion/Progress Report

Section 1 - APPLICANT INFORMATION

Legal Name of Applicant

La Crete Support Service Society

Section 2 - PROJECT/PROGRAM INFORMATION

Project/Program Title

Family + Community Support Services

Section 3 - PROJECT/PROGRAM BENEFITS

Primary Project/Program benefits expectations during application time

Primary Project/Program benefits actually achieved

Explanations of variances (expectations vs. actual results)

Section 4 - TIMELINES AND RATIONALE

Expected Start Date

Jan. 1, 2012

Expected Completion Date

Dec. 31, 2012

Actual Start Date

Jan. 1, 2012

Actual Completion Date

Dec. 31, 2012

Explanations of Variances from Above

Section 5 - PROJECT COSTS

Budgeted Project Cost

See attached

Final Project Costs



Explanations of Variances from Above

Please attach a detailed accounting report outlining types of expenses and invoices paid. Copies of invoices do not need to be attached.

In the space below, please describe the work that was done and any significant financial changes from the original approved application, and any important unforeseen events that were experienced during the project/program. We also welcome any comments that you may have regarding the County grant program

Note: If extra space is required, please attach additional paper.

AUTHORIZATION: This is to certify that the information contained on this report represents a true and correct statement of completion/progress status of this project/program. In all aspects, this project/program was carried out in compliance with the policies, bylaws and procedures of the grant recipient. This is to acknowledge that the Municipality reserves the right to request a detailed review of any financial and non-financial documentation related to this project/program at any time.

Signature of Authorized Representative 	Date Oct 9/12
Telephone Number 780-285-0240	E-mail Address
Signature of Authorized Representative 	Date Oct 9/12
Telephone Number 780-928-3967	E-mail Address ICSS@live.ca

Please note that two authorized signatures are required.

La Crete Support Services

Operating Budget 2013

	<u>2013</u>
<u>REVENUE</u>	<u>Requesting</u>
Mackenzie County Grant	175,649.00
Total Revenue	<u>175,649.00</u>

	<u>2013</u>
<u>EXPENSES</u>	<u>Proposed</u>
	<u>Budget</u>
L.C.S.S. Wages & Benefits	132,000.00
Community Programs/Partnerships	9,200.00
Conference Fees	1,000.00
Insurance	1,049.00
Membership Fees	1,000.00
Office Equipment	1,000.00
Office Rent & Janitorial	11,400.00
Office Supplies	1,200.00
Office Telephone & Postage	3,500.00
Staff Training & Travel	7,000.00
Advertising & Promotions	200.00
Bank Charges & Accounting	4,000.00
Board Meetings & Appreciation	1,500.00
Staff Gifts & Appreciation	400.00
Miscellaneous & Meeting Expense	200.00
Repairs & Maintenance	1,000.00
Total Expenses	<u>175,649.00</u>

<u>PROGRAMS</u>	<u>2013</u>
Canada Day	100.00
Children's Christmas Crafts	200.00
Girl Power	300.00
Get To Know You Night	400.00
Park Program	200.00
Moms & Tots	200.00
National Seniors Week	200.00
Primary Pathways	1,500.00
Ride For Life	50.00
Safety Fair	100.00
Senior's Wellness Conference	1,500.00
Volunteer Income Tax Program	200.00
Volunteerism	500.00
Water Safety	150.00
Welcome Baskets	100.00
Women's Wellness Conference	3,500.00
Total Program Cost	<u>9,200.00</u>

Purchasing

Policy

All purchases must meet the approved budget per fiscal year.

Procedure

- Any purchases at La Crete Support Services may be made by the Director and the Staff with the approval of the Director.
- All daily purchases under \$1000.00 must first meet the budgets allotted and are approved by the La Crete Support Services Director.
- All major purchases of \$1000.00 or more must have approval by The Board with a motion indicated in the minutes.
- Approved purchases must be the most cost effective and of good quality out of at least 3 estimated quotes.



Mennonite Mutual Insurance Co. (Alberta) Ltd.
 Head Office: 300 2946 32nd Street NE, Calgary, Alberta T1Y 6J7
 Toll Free Tel: 1 866 222-6996 Toll Free Fax: 1 866 671-6733

**Commercial Policy
RENEWAL**

12 month term from 12:01 am standard time

NAME & ADDRESS OF INSURED:

La Crete Support Services Society
 PO Box 586
 La Crete AB T0H 2H0

POLICY PERIOD:

Oct 01, 2012 - Oct 01, 2013

POLICY NO.

14458C01

DEDUCTIBLE:

\$1,000.00

REPRESENTATIVE #803:

Mennonite Mutual Insurance
 PO Box 2260
 La Crete AB T0H 2H0 (780) 928-3711

POLICY PREMIUM:

\$1,039.00

BUSINESS DESCRIPTION:

Family & Community Support Services

LOCATION(S):

- 10002 96 Avenue, Lot 17 Blk 1 Pl 7820147 La Crete AB T0H 2H0 on item(s): 1

LOSS PAYABLE: To the Insured

SCHEDULE

Item	Description of Items	INSURANCE APPLICABLE				
		Coins.	Section	Coverage	Amount	Premium
1	Commercial Property Broad Form Protection Grade: 1 Fixtures & Equipment Replacement Cost Additional Agreements of the Insurer	90%		CMF-0005-0312 EOB-0605-0199 CMF-0035-0312	\$75,000 \$50,000	\$294.00
90	Commercial General Liability (\$1,000.00 Deductible Property Damage Only) Bodily Injury/Property Damage Personal & Advertising Injury Liability Products & Completed Optns - Aggregate Limit Medical Payments Tenants Legal Liability - Broad Form SPF 6 Non Owned Auto Legal Liability for Damage to Hired Auto End All Perils \$1000 Deductible -		A B C D	ELI-0780-1210 ELI-0780-1210 ELI-0780-1210 ELI-0780-1210 ELI-0780-1210 ELI-0825-0706 SEF 94	\$3,000,000 \$3,000,000 \$4,000,000 \$10,000 \$500,000 \$3,000,000 \$75,000	\$745.00

PY-1000-0408 (SEH)

Insured's Copy

Continued on Page 2

THIS POLICY CONTAINS A CLAUSE(S) WHICH MAY LIMIT THE AMOUNT PAYABLE

SCHEDULE

Item	Description of Items	INSURANCE APPLICABLE				
		Coins.	Section	Coverage	Amount	Premium
 Item # - 90 Continued					
	Light Trucks & Private Passenger Vehicles Up To 10,000 lbs					
	Contractual Liability Endorsement			SEF 96		
	Excluding Long Term Leased Vehicle Endsmt			SEF 99		
	Professional Liability Exclusion			ELI-0815-0603		
	Abuse Exclusion Endorsement			ELI-0740-0798		

Insurance is provided with respect to the above coverages for which an amount of insurance is specified, subject to all conditions of the policy. In consideration of the conditions and stipulations contained in the policy wordings and of the premium specified herein, the insurer does insure the person or persons named above, and hereinafter referred to as the insured.

It is understood and agreed that these declarations shall not be valid unless countersigned by a duly authorized representative of the insurer, nor shall any insurance attach to any item unless a premium charge is shown therefor.

Calgary, Alberta .

Dated this 05th day of September, 2012

Countersigned by: Ken Pitelnic

Insured's Copy

La Crete Support Service Society
Financial Statements
December 31, 2011
(Unaudited)

La Crete Support Service Society
Contents
For the year ended December 31, 2011
(Unaudited)

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Review Engagement Report

To the Members of La Crete Support Service Society:

We have reviewed the statement of financial position of La Crete Support Service Society as at December 31, 2011 and the statements of operations, changes in net assets and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the Organization.

A review does not constitute an audit and, consequently, we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles.

Peace River, Alberta

March 9, 2012

MNP LLP
Chartered Accountants

La Crete Support Service Society
Statement of Financial Position
As at December 31, 2011
(Unaudited)

	2011	2010
Assets		
Current		
Cash	41,799	60,719
Accounts receivable	7,312	1,213
Prepaid expenses and deposits	758	758
	49,869	62,690
Liabilities		
Current		
Accounts payable and accruals	5,512	18,469
Deferred contributions <i>(Note 4)</i>	537	401
	6,049	18,870
Net Assets		
Net assets, end of year	43,820	43,820
	49,869	62,690

Approved on behalf of the Board

 Director

 Director

La Crete Support Service Society
Statement of Operations
For the year ended December 31, 2011
(Unaudited)

	2011	2010
Revenue		
Grant Revenue		
CPEF	234	8,603
FCSS	168,719	171,627
	168,953	180,230
Other Revenue		
Christmas Crafts	-	85
Get to Know You Program	2,613	2,600
Interest Income	147	115
Office Revenue	138	-
Projector Rental	30	150
Swim Program	760	2,110
Toy Library Memberships	25	-
Women's Wellness Registration	2,510	1,270
Women's Wellness Sponsorships	600	-
	6,823	6,330
Total revenue	175,776	186,560
Expenses		
FCSS Expenditures		
Advertising (recovery)	(4,926)	6,153
Bank charges and interest	61	100
Board expenses and gifts	2,305	2,447
Community programs/partnerships (Note 5)	22,837	32,600
Conferences	627	589
Insurance	1,014	1,000
Meetings	88	-
Membership fees	997	899
Office equipment	354	912
Professional fees	3,476	3,422
Rent and janitorial	11,400	11,400
Repairs and maintenance	1,354	920
Salaries and benefits	119,725	105,137
Staff gifts and appreciation	882	382
Supplies	820	1,990
Telephone and postage	3,583	1,965
Training and education	666	802
Travel	9,317	7,363
	174,580	178,081

Continued on next page

La Crete Support Service Society
Statement of Operations
For the year ended December 31, 2011
(Unaudited)

	2011	2010
(Continued from previous page)	174,580	178,081
CPEF Expenditures		
Community Partnership Fund	234	8,603
General Expenditures		
GST expense	962	1,213
Non-Refundable GST Rebate	-	1,050
	962	2,263
Total expenses	175,776	188,947
Deficiency of revenues over expenses	-	(2,387)

The accompanying notes are an integral part of these financial statements

La Crete Support Service Society
Statement of Changes in Net Assets
For the year ended December 31, 2011
(Unaudited)

	2011	2010
Net assets beginning of year	43,820	46,207
Deficiency of revenues over expenses	-	(2,387)
Net assets, end of year	43,820	43,820

The accompanying notes are an integral part of these financial statements

La Crete Support Service Society
Statement of Cash Flows
For the year ended December 31, 2011
(Unaudited)

	2011	2010
Cash provided by (used for) the following activities		
Operating activities		
Deficiency of revenues over expenses	-	(2,387)
Changes in working capital accounts		
Accounts receivable	(6,099)	1,123
Prepaid expenses and deposits	-	(14)
Accounts payable and accruals	(12,957)	4,056
Deferred contributions	136	(9,516)
Decrease in cash resources	(18,920)	(6,738)
Cash resources, beginning of year	60,719	67,457
Cash resources, end of year	41,799	60,719

The accompanying notes are an integral part of these financial statements

1. Purpose of Organization

The purpose of the La Crete Support Services Society is to enhance the well being of individuals, families and the community through the development of programs and resources. As a not-for-profit organization the Society is not subject to income taxes.

2. Significant accounting policies

The financial statements have been prepared in accordance with Canadian generally accepted accounting principles as issued by the Accounting Standards Board in Canada and include the following significant accounting policies:

Cash and cash equivalents

Cash and cash equivalents include balances with banks and short-term investments with maturities of three months or less. Cash subject to restrictions that prevent its use for current purposes is included in restricted cash.

Property and equipment

Property and equipment purchases costing \$5,000 or less are treated as current period expenditures. Purchases exceeding \$5,000 are capitalized.

Revenue recognition

The Organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Contributed services

Volunteers contribute many hours per year to assist the Society in carrying out its activities. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles 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 revenues and expenses during the reporting period.

Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in excess of revenues and expenses in the periods in which they become known.

Financial instruments

The company's financial instruments consist of cash, accounts receivable, accounts payable and accrued liabilities. It is management's opinion that the Society is not exposed to significant interest, currency, or credit risks arising from these financial instruments. Unless otherwise noted, the fair value of these financial instruments approximate their carrying values.

2. Significant accounting policies *(Continued from previous page)*

Recent Accounting Pronouncements

Canadian accounting standards for not-for-profit organizations

In October 2010, the Accounting Standards Board (AcSB) approved the accounting standards for private sector not-for-profit organizations (NFPOs) to be included in Part III of the CICA Handbook-Accounting ("Handbook"). Part III will comprise:

- The existing "4400 series" of standards dealing with the unique circumstances of NFPOs, currently in Part V of the Handbook; and
- The new accounting standards for private enterprises in Part II of the Handbook, to the extent that they would apply to NFPOs.

Effective for fiscal years beginning on or after January 1, 2012, private sector NFPOs will have the option to adopt either Part III of the Handbook or International Financial Reporting Standards (IFRS). Earlier adoption is permitted. The Organization expects to adopt Part III of the Handbook as its new financial reporting standards. The Organization has not yet determined the impact of the adoption of Part III of the Handbook on its financial statements.

3. Government funding

The Society received government funding of \$169,089 in the current year (2010 - \$169,089). These funds were used for operations in accordance with the terms of the funding arrangement.

4. Deferred contributions

Deferred contributions are grant proceeds that are unexpended at the end of the current fiscal year and that are to be carried forward and expended in subsequent fiscal periods. Deferred revenues consist of the following:

	2011	2010
CPEF	167	401
FCSS	370	-
	537	401

La Crete Support Service Society
Notes to the Financial Statements
For the year ended December 31, 2011
(Unaudited)

5. Community Programs/Partnerships Expenditures

	2011	2010
Programs		
Angel Tree	46	160
Bike Safety Program	150	606
Canada Day	353	495
Carol Fest	1,849	1,872
Child Find	119	-
Children's Christmas Crafts	271	550
Community Development	269	-
Family Day	306	78
FIT Program	-	130
Get to Know You Night	3,421	4,188
Income Tax Program	186	133
Mental Health Workshop	959	3,501
Moms & Tots	339	988
National Kids Day	274	311
Parent Conference	40	-
Park Program	405	419
Primary Pathways	1,593	3,299
Resource Library	344	-
Ride For Life	-	123
Senior's Week	193	267
Senior's Wellness Conference	2,260	-
Spring Tea	198	561
Summer Reading Program	-	571
Volunteerism	500	2,563
Water Safety	914	2,413
Welcome Baskets	-	63
Women's Wellness Conference	7,848	6,969
Youth Resiliency Program	-	2,340
	22,837	32,600

La Crete Support Service Society

Income Statement 01/01/2012 to 10/05/2012

REVENUE

Income Revenue	
MD of Mackenzie Grant	169,089.00
LCD Projector	30.00
Get To Know You Receipts	1,940.00
Swim Program Receipts	1,077.50
FCSS Conference Fees	2,060.00
Interest Revenue	76.96
Miscellaneous Revenue	17.65
Expense Recovery	5,000.00
Total Revenue	179,291.11

TOTAL REVENUE 179,291.11

EXPENSE

Payroll Expenses

Membership Fees	999.00
Wages & Salaries	79,420.96
Employee Benefit Package	5,819.01
Staff Gifts & Appreciation	128.00
EI Expense	2,082.49
CPP Expense	3,999.89
WCB Expense	733.96

Total Payroll Expense 93,183.31

General & Administrative Expe...

Conference Fees	340.84
Accounting & Legal	3,746.25
Advertising & Promotions	360.00
Bank Charges and Interest	64.89
Postage	244.00
Office Rent	7,650.00
Office Supplies	1,224.19
Office Equipment	65.00
Janitorial Expense	900.00
Repair & Maintenance	1,159.17
Board Expense	711.35
Telephone	2,473.46
Staff Training	456.52
Mileage	6,342.75
Travel Expense	1,959.58
Meals	315.00

Total General and Admin Expe... 28,013.00

Project Expenses

FCSS Regional Spring Conference	2,816.66
Get To Know You Night	2,120.93
Bike Safety Program	83.69
Canada Day	55.37
Children's Christmas Crafts	63.11
Parent Conference	3,283.64
Family Day	160.84
FIT Program	26.28
Ride For Life	44.60
Men's Wellness	1,052.14
Water Safety	1,209.05
Kid's Day Camp	232.48
Volunteerism	74.00
Volunteer Income Tax Program	173.00
Women's Wellness Conference	28.10
Primary Pathways	857.30
Moms & Tots	203.65

La Crete Support Service Society

Income Statement 01/01/2012 to 10/05/2012

Total Project Expenses

12,484.84

TOTAL EXPENSE

133,681.15

NET INCOME

45,609.96

La Crete Support Service Society
Balance Sheet As at 10/05/2012

ASSET**Current assets**

Deposit Control Acct	30.00	
Petty Cash	100.00	
BUS T BILL SAVINGS-01	16,243.33	
LCSS Chequing Account Main	69,902.72	
Total Cash		86,276.05
Accounts Receivable	1,372.95	
Total Receivable		1,372.95
Prepaid Insurance		758.42
Total Current Assets		88,407.42

TOTAL ASSET 88,407.42

LIABILITY**Current Liabilities**

Account Payable		361.63
Accrual		3,600.00
Vacation payable		485.98
EI Payable	126.17	
CPP Payable	44.84	
Total Receiver General		171.01
GST Paid on Purchases	-1,798.15	
GST Owing (Refund)		-1,798.15
Deferred Revenue		400.92
Total Current liabilities		3,221.39

TOTAL LIABILITY 3,221.39

EQUITY**Retained Earnings**

Retained Earnings - Previous Y...	39,576.07
Current Earnings	45,609.96
Total Retained Earnings	85,186.03

TOTAL EQUITY 85,186.03

LIABILITIES AND EQUITY 88,407.42



Zama Recreation Budget 2013

PROJECTED YEARLY INCOME (BUDGET)	2012 Carry Forward	\$32,000
	County Operating Grant	\$98,500
	FCSS Program Grant	\$7,025
	Chamber of Commerce	\$8,000
	Fitness Facility Revenue	\$10,000
	Hall Rentals	\$2,500
	Donations / Other	\$10,000
	Fundraising Initiatives	\$15,000
	Transfer from Savings	\$10,000
	Budget Income	\$192,025
Budget Expense	\$192,300	

INCOME BREAKDOWN	Budget	Approved
2012 Cash Carry Forward	\$31,000	
County Operating Grant	\$98,500	
FCSS Program Grant	\$7,025	
Chamber Issues Grant	\$8,000	
Fitness Facility Revenue	\$10,000	
Hall Rentals	\$2,500	
Donations / Other	\$10,000	
Fundraising Committees/Initiatives	\$15,000	
Transfer From Savings Account	\$10,000	
Subtotals	\$192,025	\$0

FUNDRAISING	Budget	Approved
Mud Bog Expense	\$20,000	
Dart League Expense	\$1,000	
Auction Items	\$5,000	
Banquet / Pop	\$5,000	
Cleaning / Laundry / Mats	\$1,200	
DJ / Entertainment	\$6,500	
Event Décor & Supplies	\$5,000	
Liquor / Bar Expense	\$10,000	
Materials & Supplies	\$1,500	
Promotional	\$500	
Wages (associated with events)	\$800	
Movie shipping	\$400	
Concession Expense	\$2,000	
Food associated w/ programs/events	\$3,000	
Subtotals	\$51,900	\$0

CHAMBER OF COMMERCE	Budget	Approved
Community Profile Package & GTKYN	\$500	
Media / Office	\$600	
Christmas Dinner Sponsor	\$2,500	
Communities in Bloom - Summer	\$4,000	
Communities in Bloom - Winter	\$400	
Subtotals	\$8,000	\$0

FITNESS FACILITY	Budget	Approved
Key Fob System Maintenance	\$500	
Equipment Maintenance	\$1,000	
Cleaning & Supplies	\$2,500	
Misc, Promotion	\$500	
Custodian	\$1,500	
Subtotals	\$6,000	\$0

CAPITAL REQUEST	\$31,000
------------------------	-----------------

Capital Request: Repair of Hall Addition Flooring. Requires immediate attention. Based on Quote rec'd Sept 27, 2012 Overlay of 3/8" subfloor and lino. The current sub-floor is currently OSB and tile, which is lifting, cracking, and the OSB board underneath is puffing. Contractor states that if floor is replaced before January / February then the overlay should work. After that a full demo of existing and replacement would be required. Not sure if this would qualify for insurance replacement as it was built and installed to County Engineer drawings.

OPERATING / BOARD	Budget	Approved
Executive Director / Treasurer	\$15,000	
Custodian Position	\$15,000	
Advertising Mailouts	\$100	
Bank Charges / Interac fees, Cheques	\$1,600	
Board Expenses - Travel	\$300	
Freight	\$200	
Meeting Costs - food/coffee etc	\$200	
Office / Photocopier / Misc Small	\$4,500	
Telephone / Internet	\$2,500	
Satellite	\$1,500	
Accounting / Year End	\$5,500	
CCRA / WCB	\$6,500	
Subtotals	\$52,900	\$0

HALL	Budget	Approved
Cleaning Supplies	\$6,000	
Floor Maintenance (Yearly)	\$9,000	
Equip. Repair & Maintenance	\$4,000	
Hall Repair & Maintenance	\$5,000	
Small Item Purchase	\$2,000	
Subtotals	\$26,000	\$0

STAINING / TRINK	Budget	Approved
Repairs & Maintenance	\$1,000	
Caretaker Contract	\$10,000	
Subtotals	\$11,000	\$0

FCSS / PROGRAMMING	Budget	Approved
Program Wages (inc Play/Movies/Etc)	\$12,000	
CCRA / WCB	\$3,000	
Crop Club / Creative Minds	\$3,500	
Sleigh Rides / Youth Group	\$2,000	
Movie Matinees	\$1,500	
July 1st / Halloween / Christmas	\$2,000	
Media / Misc	\$500	
Playschool Program	\$1,000	
Program Supplies	\$1,000	
Subtotals	\$28,500	\$0

Other Items (not included in Revenue or Expenses)	Budget	Approved
Savings Account	\$11,259.00	
GIC		
Mackenzie County Capital		
Subtotals	\$11,259	\$0

TOTAL REVENUE	\$198,025
TOTAL COSTS	\$192,300
DIFFERENCE	\$5,725

Notes: Our carry forward consists of capital funding that was received from the County for projects that were paid for by fundraising in 2010-2011

