

## CHILDCAREBC NEW SPACES FUND FINANCIAL RECONCILIATION REPORT

The information collected on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act (FOIPPA) and the Child Care BC Act (SBC 2001, c. 4) and will be used for the purpose of administering the ChildCareBC New Spaces Fund. Personal information is protected from unauthorized use and disclosure in accordance with the Freedom of Information and Protection of Privacy Act. Any questions or concerns about the collection of this information should be directed to the Director, Child Care Capital and Community Services, PO Box 9788 Stn Prov Govt, Victoria BC V8W 9S5, Phone: in Greater Victoria: (250) 385-6501. Elsewhere in BC, Toll Free: 1 (888) 388-6622, Fax: (250) 387-2997.

Funding Agreement Number:	
Organization:	
Child Care Centre Name:	
CCOF Organization ID:	Facility ID:
<p>As per the Funding Agreement for the ChildCareBC New Spaces Fund, please forward the following information within 60 business days of completion of the project:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A copy of all current Community Care Facility Licenses issued under the <i>Community Care and Assisted Living Act</i>;</li> <li><input type="checkbox"/> This Financial Reconciliation Report, dated and signed by an authorized signatory of the organization certifying that the Project has been completed in accordance with the approved Plans and Specifications; and,</li> <li><input type="checkbox"/> The Ministry's Itemized Expense Report, dated and signed by an independent, arm's length Licensed Public Practice Chartered Professional Accountant (CPA), itemizing all eligible Project Costs incurred and paid by the funding recipient, as stated in the Funding Guidelines. For Public Sector organizations, you may have the report reviewed and signed by an Accountant, Treasurer, Auditor or Chief Financial Officer.</li> </ul> <p>Note: The Ministry's Itemized Expense Report may be prepared by the Organization, a bookkeeper, or a CPA. The Itemized Expense Report is then sent to a CPA with supporting documentation, including receipts and proof of payment, for review. Financial Expenditure Reporting is intended solely for the use by the Organization and the Ministry of Education and Child Care. The Ministry's Itemized Expense Report may not be suitable for another purpose.</p> <p>The Ministry reserves the right to conduct random internal audits of ChildCareBC New Spaces Fund projects. Recipients are, therefore, required to retain all financial records and proof of payment that pertain to the project and project costs for 5 years following project completion.</p>	
<p><b>Certification:</b></p> <p>I, undersigned, do hereby certify that all the information provided is true and complete to the best of my knowledge and belief. I certify that any tax amounts included in the financial reporting are not eligible for any form of tax exemptions. I also agree to retain all original financial records related to this child care funding, and to make them available for examination upon request or in the event of an audit.</p> <p>Authorized Signatory on behalf of the Organization:      Date: YYYY      MM      DD      Telephone: (      )</p>	
<p>Once this report has been reviewed, you will be contacted regarding any variance of funds, and/or if a reimbursement from you is required. If no reimbursement is required, your final contract disbursement will be forwarded within 30 days.</p>	
MINISTRY USE ONLY	
Reviewed by Child Care Capital Funding Program Administrator:	Date:
Reviewed by Child Care Capital Funding Coordinator:	Date:

Please return this report with supporting information within 60 business days of project completion to: [MCF.CCCF@gov.bc.ca](mailto:MCF.CCCF@gov.bc.ca)

Mailing Address:

Child Care Capital and Community Services Branch  
Ministry of Education and Child Care  
PO Box 9788 Stn Prov Govt  
Victoria, BC V8W 9S5