# Trust Fund Expenditure Checklist

*Below is a list of Application Submission Requirements to be included with a utility's Trust Fund Expenditure application. Additional information may be requested depending on the circumstances and/or complexity of the application. Depending on the scale of the working being completed, pre-approval may be required prior to the commencement of construction.*

*Check off items and include this list with application.* ***Check*** ____________

***Item***

**1. Cover Letter** ____________

The cover letter should include the utility's letterhead/contact information and be addressed to the "Secretary to the Comptroller". The letter should indicate the total amount of funds requested for approval and from which account (or, if applicable, request that approved expenditures are used to reduce future Replacement Reserve Fund (RRF) contributions and/or reconcile any outstanding RRF contribution shortfalls). The letter should also provide a cost breakdown, detailed description and justification for each work item proposed and copies of contractor's and/or engineer's quotes are to be included. There may be other submission requirements depending on the nature of the request (i.e. Design Drawings, Engineer's Reports, Construction Permits, Engineer's Letter of Certification, etc.).

**2. Invoices** ____________

Submit copies of all invoices received for works completed (for pre-approval submit quotes).

**3. Site Location Maps** ____________

Provide an approximate 1:10,000 Satellite Location Map (i.e. Google Maps) that shows the Utility location and a 1:500 Satellite Location Map that identifies the Utility's service area, location of major water system components, and each specific expenditure item.

**4. Water Licences** ____________

Submit copies of all existing Water Licences and, if applicable, copies of all Water Licence Applications in progress (with designated FLNRORD Tracking Numbers).

**5. Annual Water Extraction** ____________

Provide your most recent annual water extraction (consumption) data: ___________________________________

Alternatively, submit the Utility's most recent Annual Extraction Volumes as noted on the "Annual Water System Return" form submitted to FLNRORD.

If the records indicate that extraction volumes exceed current water licence allocations, please provide a rationale for the overage.

**6. Confirmation of Trust Fund Account Balance** ____________

Submit a "Bank Confirmation Request" form completed by the utility's financial institution. Forms can be obtained by contacting Chris.McMillan@gov.bc.ca

**7. Annual Reports and Financial Statements** ____________

Provide copies of the Annual Reports and Financial Statements if submissions are overdue.