ChildCareBC Maintenance Fund

Financial Reconciliation Report

The Ministry of Education and Child Care is collecting this information under section 26(a) and (c) of the Freedom of Information and Protection of Privacy Act (RSBC 1996, c. 165) and section 7(3) of the Early Learning and Child Care Act (SBC 2021, c. 22) for the purpose of administering the ChildCareBC Maintenance Fund program. Personal information is protected from unauthorized use and disclosure in accordance with section 33(2)(k) the Freedom of Information and Protection of Privacy Act (RSBC 1996, c. 165). If you have any questions about the collection of this personal information, please contact the Funding Models and Capital Grants Branch at 1-888-338-6622 (Option 5), or CCCF@gov.bc.ca.

For Emergency Repair and/or Replacement: Please return a completed report with copies of receipts indicating proof of payment within **60 days** of funding approval.

For Required Relocation: Please return a completed report with copies of receipts or invoices indicating proof of payment, and a copy of the new Community Care and Assisted Living Act facility licence issued for the relocated site within **6 months** of your completed relocation, or immediately upon receipt of your facility licence.

Organization:	
Facility:	
Project #:	

Expenditures	
Purchased items:	Approved funding amount:
	Total costs:
	Balance[i]:

[i] Please note: any unspent funding will be repaid as a debt owed to the Minister of Finance.

Before submitting this form, review the submission checklist below.

Certification:

I, as signing authority for the aforementioned organization, hereby certify that to the best of my knowledge the above information is complete and agrees with the records of our organization. I also agree to retain all original financial records related to this grant for a period of two years and make them available for examination upon request.

Name

Position/Title

Signature

Date

Funding Models and Capital Grants Branch
Ministry of Education and Child Care

Email: CCCF@gov.bc.ca
Telephone: 1-888-338-6622, option 5

SUBMISSION CHECKLIST

- ☐ Proof of payment reflecting the purchase of all eligible expenditures up to the dollar value of the grant. Proof of payment must include the following components: (1) receipts (e.g., transaction receipts), indicating the item purchased, amount paid and date; (2) invoices with zero-dollar balances with corresponding receipt of payment (e.g., bank statements or a copy of the cheque), if applicable; (3) name of company/individual from which the items or services were purchased; (4) date of purchase; and (5) itemized description of the products purchased. Note: payments made with cash will not be accepted without invoices and proof of payment of the transaction.

- ☐ Relocations Only: A copy of the new Community Care and Assisted Living Act facility licence issued for the relocated site.