

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: 1(888) 388-6622.

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 as part of the Financial Reconciliation Report within 60 days of the completion date:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A copy of all current Community Care Facility Licenses issued under the <i>Community Care and Assisted Living Act</i> for the Child Care Centre; <input type="checkbox"/> This Financial Reconciliation Form, 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, <input type="checkbox"/> The Ministry's Itemized Expense Report reviewed, dated and signed by the organization's authorized financial signatory as outlined in the signed Funding Agreement, who possess the knowledge, skills and abilities to certify the correctness and completeness of the report. <p>Note: The Ministry's Itemized Expense Report must list all eligible costs incurred and paid by the funding recipient inclusive of the Required Organization Contribution (if applicable), as stated in the Funding Guidelines. The Itemized Expense Report is intended solely for the use by the Organization and the Ministry of Education and Child Care. The Ministry's Itemized Expense Report is not suitable for another purpose.</p> <p>The Ministry reserves the right to conduct audits or engage qualified contractors to conduct audits of ChildCareBC New Spaces Fund projects. Recipients are, therefore, required to retain all records and information that pertain to the project and project costs including but not limited to financial records, for 7 years following project completion. The organization is further responsible for complying with audit requests in the manner, form, and timeframe specified by the Ministry. The Ministry will provide organizations reasonable notice of audits.</p>	
<p>Certification:</p> <p>I, undersigned, do hereby certify that all the information provided is true and complete to the best of my knowledge and belief, and that the Project has been completed in accordance with the approved Plans and Specifications. I certify that any tax amounts included in the Itemized Expense Report are not eligible for any form of tax exemptions or reimbursements. 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><i>Once this report has been reviewed, you will be contacted regarding any variance of funds, and/or if reimbursement is required.</i></p>	
<p>MINISTRY USE ONLY</p>	
Reviewed by Child Care Capital Funding Program Administrator:	Date:
Reviewed by Child Care Capital Funding Operations Supervisor:	Date:

Please return this report with supporting information within 60 days of project completion to: CCCF@gov.bc.ca