Child Care Capital Funding Program

Childcare BC Maintenance Fund

For the relocation of licensed child care facilities

FINANCIAL RECONCILIATION REPORT

For relocation: Please return completed report with copies of receipts or invoices indicating proof of payment within 6 months of funding approval.

Organization:	
Facility:	
Project #:	

RELOCATION	
Attach documents indicating proof of payment for eligible relocation costs/items.	Total Relocation Cost:
	Balance[i]:

[i] If the total is less than the approved amount, please enclose a cheque made payable to the ***Minister of Finance*** for the remaining balance.

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 to make them available for examination upon request.

_____ _____

Print Name Title

_____ _____ _____

Signature Telephone Number Date

OFFICE USE ONLY

Reviewed by: _____ on _____

Name and Signature Date

Ministry of Children and Family Development
Child Care Capital and Community Services

Mailing Address:
PO Box 9788 Stn Prov Govt
Victoria, BC V8W 9S5

Telephone: 1-888-338-6622, option 5
Facsimile: 250-387-2997
Website: www.gov.bc.ca/childcareminorcapitalfunding

SUBMISSION CHECKLIST

- [ ] Proof of payment reflecting the purchase of all eligible expenditures up to the dollar value of the grant (e.g., transaction receipts, bank statements, copy of the cheque, etc.). Please note that we require the submitted proof of payment to contain an itemized description of the products purchased and the date the financial transaction was performed.
- [ ] If applicable, any invoices for the approved products or labour indicating amount and date paid. Submitted invoices must have a zero balance or be submitted with a transaction receipt.
- [ ] A copy of the new *Community Care and Assisted Living Act* facility licence issued for the relocated site.