

# Foundry Works Funding, Budget, and Reporting Overview



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# Foundry Works Funding and Budget Overview

Funding for Foundry Works is composed of three funding streams:

- Lift Futur en tete
- Ministry of Social Development and Poverty Reduction (MSDPR)
- Service Canada Youth Employment and Skills Strategy (YESS)

Each Foundry Works program has received a combination of funding from two of the three funding sources to pay for program costs and participant supports.

## Lift Futur en tete sites (Kelowna, Penticton, Comox, Campbell River)

Sites that are part of the Lift research project are primarily funded through the Lift research grant. Lift funding is provided directly to Lift centres through the Centre For Addictions and Mental Health (CAMH). These sites have also received secondary funding from MSDPR for participant costs. MSDPR funding is provided to sites through FCO/PHC.

## Youth Employment Skills Strategy sites (Richmond, North Shore, Vancouver Granville, Terrace, Prince George, Abbotsford, Maple Ridge, Victoria, Virtual)

Sites that are part of the YESS program are primarily funded through Service Canada. These sites have also received secondary funding to support program costs and participant costs through MSDPR. YESS and MSDPR funding is provided to St. Paul's Foundation to FCO (PHC); and then to Lead Agencies.

## Guide for Service Canada Funding Excluding Staff Wages

Each Foundry Works program is responsible for maintaining their budgets in accordance with the funding expectations. Budget templates have been provided to each Foundry Works program.

- The total amounts allocated to the main **budget categories** cannot be changed for Service Canada (YESS) funding.

Budget Category	Amount	Line items	Description
Administrative Costs	9,266	Administrative support	20\$/ hour + 26.062% MERCs
Direct Costs	101,921	Staff Wages	Total Salary + MERCs
Participant Costs	29,160	Participant Wages (14,250) Disability Supports (1,267) Living Expenses (11,400) Materials (834) Professional fees (200) Travel (584) Tuition (625)	See next section for a detailed break down of participant costs.  Amounts listed under each <b>line item</b> can be increased or decreased by up to 10%.



Capital Costs	1,200 (first year only)	Purchase of required equipment	computer, projector etc.
Project Costs	852	Phone (450) Equipment/ programs/ software (330) GST (22)	Staff phones Software licences
Travel	636	Staff Travel – Mileage	1,200 km/year x .53 cents/km = \$636 per year

### **Overview of Participant Costs**

Each Foundry Works! program has received funding for participant Costs. This funding is provided through Service Canada YESS and MSDPR. The Purpose of this funding is to support youth that require additional financial supports to help with their educational or employment goals when other incomes sources are insufficient to meet their needs.

Participant costs include the following types of expenses:

- Wage subsidies for Quality Employment Opportunities
- Living expenses (covering costs related to food, clothing, rent, etc.)
- Disability related supports (adaptive, devices, technology, or supports)
- Materials (supplies, books, testing materials, backpacks, clothing that a youth requires)
- Professional fees (costs to cover subcontracted services such as first aid, WHIMIS, Food Safe, Indigenous supports, or honorariums).
- Travel/ transportation (bus passes, other transportation)
- Tuition fees (Tuition paid for accredited institution)

### **Wage subsidies for Quality Employment Opportunities**

Participants that are involved in quality employment opportunities are eligible for wage subsidies. Hourly earnings are paid at the industry rate for the position held by the participant. Wage subsidies are used for mandatory employment-related costs (required by law) or benefits (as required by a collective agreement or company policy).

**Participant Wage Subsidy Agreements** (outlining the conditions and length of the placement period) are required with employers for any quality employment opportunity.

- Wage subsidies are only paid after completion and verification of the hours worked by participants, and not in advance.
- The employer must submit an invoice to the Foundry Works! program for reimbursement of the paid wages.

\*Note: A wage subsidy agreement template is available for centres on the Foundry Works Webpage.

### **Living Expenses**

Living expenses are paid directly to youth from the Foundry Works program. Living expenses are paid at an hourly rate of \$15.20 (BC minimum wage) for time spent by the participant in an intervention or training program (FWs intervention/ training, or external training/ accredited educational programs). **A financial assistance agreement** form must be completed for youth who have received funds through a living expense.



\*Youth who receive over \$500 from an organization in a calendar year will need to be issued a T4A slip by the Lead Agency, as this is considered taxable income.

\*Note: A financial assistance agreement template is available for centres on the Foundry Works Webpage.

### **Other participant support expenses**

Purchases or other expenses for materials, disability supports, professional fees, travel or tuition are considered financial assistance. **A financial assistance agreement** form must be completed for youth who have received funds.

\*Note: A financial assistance agreement template is available for centres on the Foundry Works Webpage.

Financial assistance can be provided in two ways.

#### **Option 1: Centre completes purchase**

A Foundry Works program may choose to issue a credit card for purchases and expenses related to participant supports. Each purchase made using the credit card must be linked to a unique participant registered with the Foundry Works! program. Please insure that:

- The original receipt is added to the youth's file
- A list of purchases made on the credit card is maintained with each purchase linked to a participant via a unique identifier (such as the youth's toolbox id number)
- For tuition payments
  - Please ensure that the participant's name is on the receipt issued by the institution. This is required by each Lead Agency to issue T4A forms to participants who receive this type of support.
  - A T4A form provides the amount of funds a student has received in scholarships, bursaries, awards, and prizes from January to December in any given year.

#### **Option 2: Payment is made to the youth directly for the amount of the expense.**

- The funding will be paid to the youth directly who will use the funding as outlined in the financial assistance agreement.
- Payment can be made to the youth in cash, cheque, or e-transfer so long as there is a record linking the transaction/ payment to a specific youth.

### **Staff Expenses**

#### **Note:**

1. Any portion of travel, meals and accommodation costs that exceed the rates for public servants as set out in the National Joint Council of Canada's Travel Directive (<https://www.njc-cnm.gc.ca/directive/d10/en>) is not eligible for reimbursement.
2. The portion of hospitality costs set out in the Directive on Travel, Hospitality, Conference and Event Expenses, Appendices of Canada's Treasury Board (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228>), is not eligible for reimbursement.



## **Guide for MSDPR Funding**

Each Foundry Works program has received MSDPR funding. This funding is intended to supplement the YESS or Lift projects. MSDPR funding is more flexible than Service Canada (YESS) funding; therefore, if you have both Service Canada and MSDPR funding and need to adjust your budget, we recommend you do so with MSDPR first.

Communities participating in the Lift project (Kelowna, Penticton, Campbell River, and Comox) will receive \$53,500 per full year of the program.

Communities Participating in the YESS project (Victoria, Vancouver Granville, Northshore, Richmond, Maple Ridge, Terrace, Abbotsford, Prince George, and Virtual) will receive \$100,000 per full year the program.

Each community is required to submit a budget template to Foundry Central Office (Matt Wenger) for approval. The following are suggested budget templates.

**\*Please note that the template is a guide and the amounts between categories can be changed to reflect your community's needs. \***

### **MSDPR Funding for Lift Centers**

- Management and admin staff wages (Admin - 10% max)	Covers Onsite supervision and oversight of program staff	\$5,350 (max)
- Participant wages	work placement support and performance incentives for up to 25 participants	\$20000-30000
- equipment lease, rental, computer software	1 computers and software - \$1,125/staff	\$900 -\$2400
- furniture	1 workstation - up to \$500	\$250 -\$1000
- Hospitality	Food for participants	\$5000 - \$7500
- professional development for staff		\$350 -\$1000
telephone	Cell phone top up for staff	\$400 -\$1200
- support to individuals	transit vouchers, groceries, clothes, etc.	\$560 - \$2900
- staff travel	mileage for program staff	\$600 -\$2000
Total Year 1		\$53,500

### **MSDPR funding for YESS Centre Service Canada**

- Management and admin staff wages (Admin - 10% max)	Covers Onsite supervision and oversight of program staff	\$5,000 - 9,000(max)
- wages and benefits for staff working directly on the project	Staff (OT, Vocational Specialist, Job Carver (including benefits)	65,000 – 90,000



- Participant wages	work placement support and performance incentives for up to 25 participants	\$5000 – 15,000
- equipment lease, rental, computer software	1 computers and software - \$1,125/staff	\$900 -\$1,200
- furniture	1 workstation - up to \$500	\$250 -\$500
- Hospitality	Food for participants	\$500
- professional development for staff		\$350 -\$500
telephone	Cell phone top up for staff	\$400 -\$600
- support to individuals	transit vouchers, groceries, clothes, etc.	\$560 - \$1,120
- staff travel	mileage for program staff	\$600 -\$1000
Total Year 1		\$100,000

### **Lift Futur en tete Funding**

Funding covering program costs for Lift sites (Kelowna, Penticton, Campbell River, and Comox Valley) is provided through the Centre for Addictions and Mental Health (CAMH) and not Foundry Central Office. For any questions related to Lift funding, please contact Nadia Nandlall, Project Scientist. [Nadia.Nandlall@camh.ca](mailto:Nadia.Nandlall@camh.ca)).

# Foundry Works Reporting Guide

## Financial Accounting and Reporting: Service Canada (YESS) and MSDPR

**Foundry Lead Agencies are asked to keep each funding source completely separate in their finance systems**, to ensure accurate accounting and reporting. Foundry central office is accountable to Service Canada and MSDPR for the funding provided by those organizations, and careful record-keeping will enable us to meet our reporting obligations (*FCO is not involved in reporting to CAMH for Lift funding provided directly to centres*). It is likely that Service Canada will audit FCO at some point

FCO is required, under contract, to provide quarterly financial reports to Service Canada (YESS). To keep things as simple as possible, we are aligning the MSDPR reporting with the Service Canada (YESS) reporting requirements, to create one system.

FCO must submit financial reports to Service Canada on the last business days of July, October, January, and April of each year. **FCO must meet Service Canada's deadlines for reporting, or future funding may be jeopardized.** Our ability to report to these funders relies on your attention to the deadlines and documentation required (thank you in advance!)

Lead agencies are asked to:

- Watch for emails from Judy, Diana and/or Matt confirming reporting deadlines for each quarter.
- Submit to FCO, as early as possible before the deadline:

## What you are required to submit for each reporting period

**A completed financial reporting template (excel file)**

**Two separate invoice reports. One for Service Canada and one for MSDPR. Each invoice report must contain:**

- An invoice for the amount being charged to the respective budget (broken down based on budget categories)**
- Backup documentation for all expenses included in the invoice for the respective budget (e.g. copies of any receipts, payroll, invoices).**
- Receipts are organized and labelled using the appropriate budget category**

**Notes:**

- 1. Payroll documentation is required for each staff member included on your invoice.**
- 2. Documentation is required for admin costs. Documentation can be provided using an excel document stating the number of admin hours utilized for each month in the quarter. Costs must be calculated using the following calculation – 20 x number of hours claimed + 26% (MERCs). Reimbursement will be provided up to the maximum budgeted amount. If claims based on actuals are higher than budgeted amounts, reimbursement may be increased based on slippage. Centres will need to maintain records of their administrative costs (timesheets or ledger details) in the case that a review is required for Service Canada.**
- 3. Staff pay must be prorated to match the exact dates of the reporting period.**
- 4. Staff expenses must be submitted under the same budget that the position is held (phone/ mileage expenses for SC position are submitted under the SC budget). Costs not covered under the SC budget can be moved into the MSDPR budget as required.**





- 5. Supporting documentation for participant costs can be submitted using an excel sheet showing the individual expenses for each participant that has received financial support or a wage subsidy in the quarter.**

FCO will then submit these invoices and the backup documentation to PHC and to St. Paul's Foundation (which holds the contract with Service Canada on our behalf). This will enable our reporting. PHC will process the invoice for payment.

**Notes:** Lead Agencies may invoice FCO more frequently than once per quarter, to support cashflow needs, if required.



# Foundry Works Reporting Guide and Examples (Appendix)

## Reporting Document Checklist

### Service Canada Reporting Package

- ☐ Detailed invoice for SC expenses
- ☐ Supporting documentation
  - Staffing documentation
  - Admin documentation
- ☐ Receipts for expenses related to
  - Project costs for SC only + Summary page
  - Capital costs for SC only + Summary page
  - Staff travel for SC only + Summary page
- ☐ Participant Costs Excel Summary for SC

### MSDPR Reporting Package

- ☐ Detailed invoice for MSDPR expenses
- ☐ Supporting documentation
  - Staffing documentation
  - Admin documentation
- ☐ Receipts for expenses related to
  - Project costs for MSDPR only + Summary page
  - Capital costs for MSDPR only + Summary page
  - Staff travel MSDPR only + Summary page
- ☐ Participant Costs Excel Summary for MSDPR

## Detailed Invoice for Each Financial Report

A detailed invoice must be provided for each financial report (Service Canada and MSDPR separately) and reflect the expenses in the corresponding budget. Please see examples for minimum level of detail.

### Example 1. Service Canada Invoice

1. Administrative Costs	\$ 0.00
2. Capital Costs	
2.1. Capital Assets (Laptop)	\$ 0.00
3. Direct Costs	
3.1. Staff Wages	\$ 0.00
3.2. Participant Costs	\$ 0.00
3.3. Project Costs	
3.3.1. Equipment/ Software Lease or Rental	\$ 0.00
3.3.2. Staff Telephone	\$ 0.00
3.4. Staff Travel	\$ 0.00
Total	\$ 0.00

### Example 2: MSDPR Invoice

1. Administrative Costs	\$ 0.00
2. Capital Costs	
2.1. Technology/ Equipment	\$ 0.00
2.2. Furniture	\$ 0.00
3. Direct Costs	
3.1. Staff Wages	\$ 0.00
3.2. Participant Costs/Supports	\$ 0.00
3.3. Project Costs	
3.3.1. Equipment/ Software Lease or Rental	\$ 0.00
3.3.2. Staff Telephone	\$ 0.00
3.3.3. Staff Training / Professional Development	\$ 0.00
3.3.4. Hospitality	\$ 0.00
3.4. Rent	\$ 0.00
3.5. Staff Travel	\$ 0.00
Total	\$ 0.00

## Supporting Documentation for Staffing Costs

Payroll documentation is required for each staff member included on your invoice. The documentation must contain the position, hours worked, Wage and MERCs for the hours worked, and grand total. **Centres will need to maintain records of their staffing (timesheets or ledger details) in the case that a review is required for Service Canada.**

### Example 1

Wages Breakdown									
October to December 2021									
	#121 - Service Canada								
	Position	Account #	Hrs/Wk	Wage/Hr	Hours	Wages	Vac/Stat	Benefits	Total
	Employer Relations/Groups Counsellor	41300-121, 42280-121, 42281-121	9.00	30.00	92.28	3,000.00	500.00	200.00	3,700.00
		41400-121	35.00	30.00	299.50	10,000.00	500.00	2,500.00	13,000.00
			44.00		391.78	13,000.00	1,000.00	2,700.00	16,700.00
	Financial Analyst	41774-121	2.81	30.00	33.66	1,000.00	-	254.10	1,481.10
	AP	41774-121	2.30	30.00	27.48	400.00	-	207.90	834.90
			5.11		61.14	1,400.00	-	462.00	2,316.00
	#159 - MSDPR								
	Position	Account #	Hrs/Wk	Wage/Hr	Hours	Wages	Vac/Stat	Benefits	Total
	Peer Support	41300-159	15.00	30.00	15.00	285.00	17.45	24.28	326.73
	Coordinator	41300-159, 42280-159,							
		42281-159	26.00	30.00	266.59	5,000.00	1,000.00	2,000.00	12,000.00
	Financial Analyst	41774-159	0.72	30.00	10.00	300.00	-	100.00	400.00
	AP	41774-159	0.59	30.00	10.00	300.00	-	100.00	400.00
			42.31		301.59	5,885.00	1,017.45	2,224.28	13,126.73

### Example 2

Run: December 15, 2021 at 10:29									
Cost Centre Detail for: Foundry Works									

## Supporting Documentation for Admin Costs

For admin costs, centres will calculate their expenses using the following calculation

- $20\$ \times \text{Admin Hours} + 26\% \text{ (MERCs)}$

### **Option 1: Actuals**

Supporting documentation must show the total number of hours claimed for administrative time for each position.

#### Example 1

<u>Admin Position</u>	<u>Total Hours for Quarter</u>	<u>Cost (Calculated at 20\$ x total hours + 26% MERCs)</u>
Position A		
Position B		
Total		

Costs must be calculated using the calculation –  $20 \times \text{number of hours claimed} + 26\% \text{ (MERCs)}$ . Reimbursement will be provided up to the maximum budgeted amount. If claims based on actuals are higher than budgeted amounts, reimbursement may be increased based on slippage. **Centres will need to maintain records of their administrative costs (timesheets or ledger details) in the case that a review is required for Service Canada.**

### **Option 2: Flat Rate**

If you choose not to track your admin hours, a flat rate can be submitted based on the approved budget of 7.5 hours per week.

$20\$ \times 7.5 \text{ hours} \times \text{weeks in quarter} + 26\% \text{ (MERCs)} = \text{Total Claimed}$



## Supporting Documentation for Capital Costs, Project Costs, and Travel Expenses

- Backup documentation is required for all capital, project, and travel expenses included in the invoice for the respective budget
- Please include a summary page for each expense category listing the receipts and amounts.
- Receipts must be organized and labelled using the appropriate budget category
- Only include copies of the receipts that apply to the budget that the report is for.
- Staff expenses must be submitted under the same budget that the position is held (phone/ mileage expenses for SC position are submitted under the SC budget). Costs not covered under the SC budget can be moved into the MSDPR budget as required.
- **GST rebates must be deducted from your expense claim**

### Example 1: Service Canada Report

Summary Page : Project Cost				
Description				Amount
Phone bill				XX.XX

Account # 527747468  
Next Bill Date: September 24, 2021

92 of 365

Budget: Service Canada  
Expense: Project Cost/ Phone  
GST Rebate: xxxx  
Total Claimed: xxxx

Please ensure that each receipt is labelled with the correct information including:

- The budget the expense is paid from
- The type of expense
- The amount deducted for GST rebate (if applicable)
- The total amount being expensed (if different from the amount on the receipt/ claim)

This information can be handwritten on the receipts.



000017-004965 17\_49\_168

**CURRENT CHARGES for**

**Monthly charges billed to Sep 23, 2021**

Corp Smartshare 30 36M	\$30.00	
less 33.33% Promotional Discount	-10.00	20.00
Includes: 3 Way Calling		
Call Waiting		
Message Centre		0.00
Roam Flex Cuba - Data		0.00
Roam flex Cuba - Text		0.00
Roam flex Cuba - Voice		0.00
Corporate Data Flex Zone 3		0.00
Call Display		0.00
Intl Long Distance Saver	\$5.00	
less 100.00% Promotional Discount	-5.00	0.00
Call Forwarding		0.00
Corp Data Share		0.00
Corporate Text Flex Zone3		0.00
Can-US/International Text	\$5.00	
less 100.00% Promotional Discount	-5.00	0.00
No Canada to U.S. LD charges	\$5.00	
less 100.00% Promotional Discount	-5.00	0.00
No Nationwide LD charges		0.00
Roam Flex USA-Voice Text Data		0.00
Corporate Voice Flex Zone3		0.00
Roam flex Zone 1 - Data		0.00
Roam flex Zone 1 - Text		0.00
Roam flex Zone 1 - Voice		0.00
Roam flex Zone 2 - Data		0.00
Roam flex Zone 2 - Text		0.00
Roam flex Zone 2 - Voice		0.00
Unltd Picture & Video Messaging		0.00
Member to Member Local Calling		0.00
5G Access - Corp		0.00
Technical Support (TAC) - Level 1	\$5.00	
less 100.00% Promotional Discount	-5.00	0.00
Unlimited Local Talking		0.00
Can-Can Messaging - Unlimited		0.00

#01#E#0MANN#P# #LNG# #00004395#

**FOR YOUR INFORMATION...**

<b>Discount Summary</b>	
Total discounts	\$54.00
<b>Total this month</b>	<b>\$54.00</b>
<b>Usage Summary</b>	
Weekday	min:sec
	25:00
<b>Total time used</b>	<b>25:00</b>
<b>Event Summary</b>	
Total Events	22
Total this month	\$0.00
<b>Packet Plan Usage Summary</b>	
Total megabytes	245.4474
Total this month	\$0.00



Summary Page : Staff Travel				
Description				Amount
Mileage				XX.XX



**MILEAGE CLAIM - LOG SHEET**

Date of Trip	Destination of Travel (Start & Finish)	Reason for Travel (provide client initial)	Total Kilometers
Nov 2		laptop pickup	3
Nov 9		trans. session	3
Nov 10		client appointment	7.5
Nov 25		client pickup off	2.5
Dec 1		trans. client session	56

Related Mileage Expenses \$ \_\_\_\_\_ e.g. parking (attach receipts to back) Total Kms: 72 @.59/km 42.48

☐ Cheque ☒ Direct Deposit

**BELOW IS FOR ACCOUNTING USE ONLY**

Coding: 56110- 121 42.48

GST: 01251

Vendor: \_\_\_\_\_

Description: \_\_\_\_\_

\$12 0121

APPROVED BY: \_\_\_\_\_  
Ex. Dir./Prg. Mgr./Supervisor

DATE: Dec 2/21

**PLEASE SEE REVERSE SIDE FOR MORE SPACE**



Example 2: MSDPR Report

Summary Page : Capital				
Description				Amount
Mills - office				XX.XX
Amazon - Projector				XX.XX



1111 Clark Drive, Vancouver, BC, V5L 3K5  
Phone: 604.254.7211  
Toll Free Phone: 1.800.665.6457



www.mills.ca

## INVOICE

INVOICE #

INVOICE DATE

ACCOUNT #

DEPT #

BILLTO ADDRESS			SHIPTO ADDRESS		
CUSTOMER PURCHASE ORDER	SALESPERSON	TERMS	ROUTE	PAYCODE	ORDER TAKER
	BRIAN ROSEBUSH	NET 30	CTRL	CHARGE	1300

ITEM NUMBER	MFG	ITEM DESCRIPTION	UM	ORD QTY	B/O QTY	SHIP QTY	SELL PRICE	EXTEND PRICE
15525	QRT	Who Called : Jo-Anne Stephen WHITEBOARD,36"X48",MAGNETIC REF.NO=05354-00	EA	2		2	131.640	263.28
2410804	BAO	H.F.F. BASICS STD.GRN LGL 25 REF.NO=24108-04	BX	2		2	14.160	28.32
8511	MLL	PAPER,MILLS,LTR,97BRT,20LB CS	CS	2		2	43.740	87.48
09227	SWI	TRIMMER REPLACEMENT EASY BLADE REF.NO=45300-00	EA	1		1	40.320	40.32
09220	SWI	TRIMMER-SWINGLINE SMARTCUT 12 REF.NO=45297-00	EA	1		1	138.100	138.10
36348	QRT	CORK BRD WEBCO ALUM FM 36Hx48W REF.NO=05022-00	EA	1		1	52.400	52.40
AW502128	AAG	PLANNER WALLMATES MONTHLY 24X1 REF.NO=05407-00	EA	2		2	19.990	39.98
AW502128	AAG	PLANNER WALLMATES MONTHLY 24X1 REF.NO=05407-00 Phone: 250-635-5596 Email: foundryterraceinfo@tdcss.ca	EA	1		1	19.990	19.99

Budget: MSDPR  
Expense: Capital  
GST Rebate: xxxx  
Total Claimed: xxxx

If multiple items are listed on the same receipt, please indicate which items are included in your expense claim.

If a receipt includes items for both SC and MSDPR, please provide a copy of the receipt in each expense package with the total for each budget clearly indicated.

ORDER ONLINE AT WWW.MILLS.CA

Subtotal 669.87

PST 46.90

GST# 103699674 GST/HST 33.49

Total Due 750.26

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• FOUNDRY •



## Final Details for Order #702-5601414-5328236

[Print this page for your records.](#)

**Order Placed:** October 22, 2021

**Amazon.ca order number:** 702-5601414-5328236

**Order Total:** CDN\$ 1,362.89

**Shipped on October 23, 2021**

### Items Ordered

1 of: LG HF65LA CineBeam Ultra Short Throw Full HD LED Home Theater Projector with Digital TV Tuner

Sold by: Gibby's Electronic Supermarket ([seller profile](#))

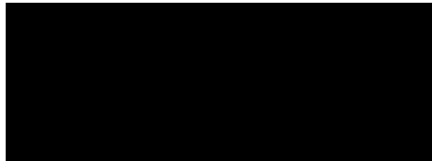
Manufacturer: LG, North York, ON M9L 2X6, CA

Condition: New

### Price

CDN\$

1,297.99



**Shipping Speed:**  
Standard Shipping

Budget: MSDPR  
Expense: Capital  
GST Rebate: xxxx  
Total Claimed: xxxx

If a receipt is multiple pages, only include one label for the receipt on the first page.

### Payment information

#### Payment Method:

#### Billing Address:

Item(s) Subtotal: CDN\$ 1,297.99  
Shipping & Handling: CDN\$ 0.00

Total before tax: CDN\$ 1,297.99  
Estimated GST/HST: CDN\$ 64.90  
Estimated PST/RST/QST: CDN\$ 0.00

**Grand Total: CDN\$ 1,362.89**

#### Credit Card transactions

Visa ending in 2865: October 23, 2021: CDN\$ 1,362.89

One or more items in this order ships from outside Canada. Manufacturer warranty may not apply. By placing your order, you authorize Amazon Export Sales LLC (AES) to designate a carrier to clear the package and pay applicable import duties, taxes and fees on your (or the recipient's) behalf. Customs declarations will be made accordingly. You can find the complete terms and conditions of these order on our About International Shipping Help Page [here](#).

To view the status of your order, return to [Order Summary](#).

**Please note:** This is not a VAT invoice.

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Supporting documentation for participant costs can be submitted using a summary excel sheet showing the individual expenses for each participant that has received financial support or a wage subsidy in the quarter. **Centres will need to maintain records (including receipts and agreements) for each expense in the case that a review is required for Service Canada. Receipts associated with each participant must be maintained. GST rebates must be deducted from your expense claim.**

[illegible]

## Acknowledgment of responsibility to maintain records

This form is to confirm that centres are responsible for maintain the following records in the case that a review is requested by our funders (Service Canada/ MSDPR).

1. Receipts and agreements for each participant expense.
2. Records of their administrative costs (timesheets or ledger details).
3. Records of their staffing (timesheets or ledger details).

St. Paul's Foundation may periodically request to view these records from individual centres to support reporting accuracy.

Foundry Location \_\_\_\_\_

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

