

WORK PLAN - Administration

Tasks	Activities	Deliverables	Timelines	Resources
Administration	Develop job descriptions for staff	Job descriptions	November 2012	Footprints Staff
Administration	Adapt/Tailor student manuals from Community Navigator Training	Evaluated, manual from Gift of Self Esteem is sufficient	June 2012	Footprints Staff
Administration	Meet with finance; set up GL with accounting, issue ministry forms	Accounts set up	April 2012	Footprints Staff Band CFO and accounting staff
Administration	Volunteer liability policy re-confirmed		October 2012	PIB staff
Administration	Install and train staff on data base; ensure ability to track programs participant progress, employers, attendance etc. using Ministry templates	Data base (online)	June 2012	Footprints Staff
Administration	Make brochure, test run – proof brochure for literacy with target group	brochure	September (approved by Ministry)	Footprints staff
Administration	Meeting with KPMG/Imagine Penticton, Community Futures,	meeting	by May 15, 2012	Footprints staff

	Chamber of Commerce and Economic Development at PIB,			
Administration	Update website with program info and linked to the PIB website, employer networks ?	Electronic information promotion	December, 2012	Footprints Staff, webmaster
Administration	Set up files for access by Ministry, have locked cabinet files on premises	File system	April 17, 2012	Footprints Staff
Administration	Staff familiarization with ministry forms intakes, confirm staff criminal records search, update if needed, confirm staff confidentiality conflict of interest forms	Training in house Personnel review	April 17, 2012	Footprints Staff
Administration	Review income and cost statements every quarter and prepare financial reports each quarter for the Ministry, each quarter.	Quarterly financial reports	August 2012 then every quarter thereafter	Footprints Staff & training by accounting staff

Administration	Maintain minutes for each committee or employer meeting	Minutes	Every two months for employers/monthly for Navigators	Footprints Staff
Administration	Maintain attendance, service tracking for participants	Attendance book	daily	Footprints Staff
Administration	Review with service committee any participant and employer feedback and incorporate into program development as relevant.	Employer survey	July 2012	Footprints Staff
Administration	Provide reports necessary to Ministry written verbal or electronic as requested	Reports MARS and quarterly	Monthly, Quarterly, Annual	Footprints Staff

APPENDIX 2



**Canada/British Columbia Labour Market Agreement
Monthly Activity Report Template**

Name of Program: Footprints to Employment

Organization: Penticton Indian Band Month: May 2012

New Participants During Reporting Period

Participant Name		Start Date (D/M/Y)	Expected Completion Date (D/M/Y)	PER PARTICIPANT: CHECK <u>ONE OF THE FOUR</u> ELIGIBILITY CATEGORIES (See Definitions on bottom of form)			
				EMPLOYED PARTICIPANT			UNEMPLOYED PARTICIPANT
				Has High School Education but lacks recognized certification	Has High School Education but lacks essential skills	Has not completed High School	Unemployed and not an EI client
1	S22	May 30/12	13/July/12				X
2		May 30/12	13/July/12	X			
3		May 30/12	13/July/12				X
4		May 30/12	13/July/12			X	
5		May 30/12	13/July/12				X
6		30/May/12	31/Sept/12				X
7		May 30/12	31/Oct./12				X

	S22						
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Exiting Participants During Reporting Period

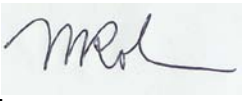
Participant Name		Exit Date (D/M/Y)	PER PARTICIPANT: CHECK <u>ONE OF THE TWO</u> CATEGORIES If left program early, please identify if for a job, self employment, to attend school or other reason.		
			Completed the program	Left early	(Reason for leaving early)
1					
2					
3					
4					

List key activities that have taken place during this reporting period:

- Promotion of program internally to PIB administration, social development team
- Begin production of promotional materials
- Orientation meetings with community navigators
- Set up intake and accounting processes – promotion to internal staff
- Establishing employer network via 2 meetings – completed employer survey
- Data base revamp and trial
- Began pre-employment class (April 23 start date) and learning for independence (gift of self esteem) programs.

- Meetings with employer and Okanagan Training and Development Council for sector specific training agreement in care facility for support services employees
- Participation in and hosting of an Aboriginal Day cultural event
- Arranged workshops on – Spousal abuse program for men, Presentation on Adult Education at Okanagan College, Tour of Work BC (YMCA) at open house, Presentation by ND, Okanagan College Tour,
- Presentation at provincial conference for BCACL on past program success
- Hiring and training ^{S22} Aboriginal summer students through OTDC

I hereby certify that the information provided on this form is true and correct.

Signature:  Date: July 23, 2012

Print Name: Mindy Rollins

Position: Program Manager

Definitions:

Employed Participants:

Has High School but lacks certification:

Participant has high school diploma, GED, or equivalent but does not have additional certification (i.e. Trades certificate, Class 1 driver's license, Commercial Diver certificate, etc);

Has High School but requires essential skills:

Participant has high school but is lacking essential skills. There are nine essential skills recognized as necessary employable skills. They are defined as:

1. Reading Text
2. Document Use
3. Numeracy
4. Writing

5. Oral Communication
6. Working with Others
7. Continuous Learning
8. Thinking Skills
9. Computer Use

For detailed descriptions, please see the following HRSDC website:
http://srv108.services.gc.ca/english/general/Understanding_ES_e.shtml

Has not completed High School:

Participant does not have a High School diploma, GED, or equivalent;
OR

Has high school credential that is not recognized in Canada.

Note: **Employed** participants who have some recognized post secondary education towards a university degree are not considered low skilled and are, therefore, not an eligible participant under the Labour Market Agreement.

Unemployed Participants:

Non-EI Client:

In the Labour Market Agreement, "EI client" means an unemployed individual

- a) who is eligible for assistance for labour market programs provided by the Canada Employment Insurance Commission under Part II of the Employment Act, or
- b) who is eligible for assistance under any similar labour market programs provided by British Columbia with are funded by the Canada Employment Insurance Commission under a Labour Market Development Agreement entered into between Canada and British Columbia pursuant to Part II (section 62) of the Employment Insurance Act.
- c) who had an EI benefit (Part I financial payment) period that ended within the previous 36 months, or
- d) who had a benefit period established for him/her within the previous 60 months that paid parental or maternity leave under the EI Act or an equivalent P/T program

APPENDIX 2



**Canada/British Columbia Labour Market Agreement
Monthly Activity Report Template**

Name of Program: Footprints to Employment

Organization: Penticton Indian Band Month: June 2012

New Participants During Reporting Period

Participant Name		Start Date (D/M/Y)	Expected Completion Date (D/M/Y)	PER PARTICIPANT: CHECK <u>ONE OF THE FOUR</u> ELIGIBILITY CATEGORIES (See Definitions on bottom of form)			
				EMPLOYED PARTICIPANT			UNEMPLOYED PARTICIPANT
				Has High School Education but lacks recognized certification	Has High School Education but lacks essential skills	Has not completed High School	Unemployed and not an EI client
1.	S22	12/June/12	31/Aug/12	x			
2.		26/June/12	31/July/12				x
3.		01/June/12	01/June/13				x
4.		01JJune/12	01/June/13			x	

	S22						
5.		19/June/12	16/Dec/12	x			

Exiting Participants During Reporting Period

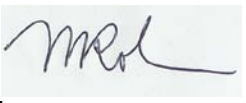
Participant Name		Exit Date (D/M/Y)	PER PARTICIPANT: CHECK <u>ONE</u> OF THE TWO CATEGORIES If left program early, please identify if for a job, self employment, to attend school or other reason.		
			Completed the program	Left early	(Reason for leaving early)
1					
2					
3					
4					

List key activities that have taken place during this reporting period:

- Promotion of program internally to PIB administration, social development team
- Begin production of promotional materials

- Orientation meetings with community navigators
- Set up intake and accounting processes – promotion to internal staff
- Establishing employer network via 2 meetings – completed employer survey
- Data base revamp and trial
- Began pre-employment class (April 23 start date) and learning for independence (gift of self esteem) programs.
- Meetings with employer and Okanagan Training and Development Council for sector specific training agreement in care facility for support services employees
- Participation in and hosting of an Aboriginal Day cultural event
- Arranged workshops on – Spousal abuse program for men, Presentation on Adult Education at Okanagan College, Tour of Work BC (YMCA) at open house, Presentation by ND, Okanagan College Tour,
- Presentation at provincial conference for BCACL on past program success
- Hiring and training s22 Aboriginal summer students through OTDC

I hereby certify that the information provided on this form is true and correct.

Signature:  Date: July 23, 2012

Print Name: Mindy Rollins

Position: Program Manager

Definitions:

Employed Participants:

Has High School but lacks certification:

Participant has high school diploma, GED, or equivalent but does not have additional certification (i.e. Trades certificate, Class 1 driver's license, Commercial Diver certificate, etc);

Has High School but requires essential skills:

Participant has high school but is lacking essential skills. There are nine essential skills recognized as necessary employable skills. They are defined as:

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http://srv108.services.gc.ca/english/general/Understanding_ES_e.shtml

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- b) who is eligible for assistance under any similar labour market programs provided by British Columbia with are funded by the Canada Employment Insurance Commission under a Labour Market Development Agreement entered into between Canada and British Columbia pursuant to Part II (section 62) of the Employment Insurance Act.
- c) who had an EI benefit (Part I financial payment) period that ended within the previous 36 months, or

- d) who had a benefit period established for him/her within the previous 60 months that paid parental or maternity leave under the EI Act or an equivalent P/T program

APPENDIX 2



Ministry of Advanced Education

AUG 02 2012



Canada/British Columbia Labour Market Agreement Monthly Activity Report Template

Name of Program: Footprints to Employment - *AT&P*

Organization: Penticton Indian Band **Month:** July 2012

New Participants During Reporting Period

Participant Name	Start (D/M/Y)	Date	Expected Completion Date (D/M/Y)	PER PARTICIPANT: CHECK ONE OF THE FOUR ELIGIBILITY CATEGORIES (See Definitions on bottom of form)			
				EMPLOYED PARTICIPANT			UNEMPLOYED PARTICIPANT
				Has High School Education but lacks recognized certification	Has High School Education but lacks essential skills	Has not completed High School	Unemployed and not an EI client
✓ 1.	S22	July 24, 2012	October 25/12	X			
✓ 2.		July 24, 2012	October 1/12				X
✓ 3.		July 24, 2012	October 1/12				X
✓ 4.		July 24, 2012	October 1/12				X
✓ 5.		July 24, 2012	October 25/12				X
✓ 6.		July 25, 2012	October 25/12				X

7.	S22	July 20, 2012	October 254/12			x	
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Exiting Participants During Reporting Period

Participant Name		Exit Date (D/M/Y)	PER PARTICIPANT: CHECK ONE OF THE TWO CATEGORIES If left program early, please identify if for a job, self employment, to attend school or other reason.		
			Completed the program	Left early	(Reason for leaving early)
1					
2					
3					
4					

List key activities that have taken place during this reporting period:

- Meetings with employer and Okanagan Training and Development Council for sector specific training agreement in care facility for support services employees
- Organizing and facilitating Money Matters Financial Literacy program – 3 days for 10 learners
- Orientation for support services (retirement/care facility training agreement) for 14 applicants.
- Organizing and coordination of free online food safe and WHMIS training for the participants 30 years old and younger.

- Organizing and coordination of onsite Food Safe and WHMIS training for those interested in care facility training and work experience.
- Met with Job Options staff

I hereby certify that the information provided on this form is true and correct.

Signature: _____



Date: July 25, 2012

Print Name: Mindy Rollins

Position: Program Manager

Definitions:

Employed Participants:

Has High School but lacks certification:

Participant has high school diploma, GED, or equivalent but does not have additional certification (i.e. Trades certificate, Class 1 driver's license, Commercial Diver certificate, etc);

Has High School but requires essential skills:

Participant has high school but is lacking essential skills. There are nine essential skills recognized as necessary employable skills. They are defined as:

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3. Numeracy
4. Writing
5. Oral Communication
6. Working with Others
7. Continuous Learning
8. Thinking Skills
9. Computer Use

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http://srv108.services.gc.ca/english/general/Understanding_ES_e.shtml

Has not completed High School:

Participant does not have a High School diploma, GED, or equivalent;

OR

Has high school credential that is not recognized in Canada.

Note: **Employed** participants who have some recognized post secondary education towards a university degree are not considered low skilled and are, therefore, not an eligible participant under the Labour Market Agreement.

Unemployed Participants:

Non-EI Client:

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- b) who is eligible for assistance under any similar labour market programs provided by British Columbia with are funded by the Canada Employment Insurance Commission under a Labour Market Development Agreement entered into between Canada and British Columbia pursuant to Part II (section 62) of the Employment Insurance Act.
- c) who had an EI benefit (Part I financial payment) period that ended within the previous 36 months, or
- d) who had a benefit period established for him/her within the previous 60 months that paid parental or maternity leave under the EI Act or an equivalent P/T program

APPENDIX 2



**Canada/British Columbia Labour Market Agreement
Monthly Activity Report Template**

Name of Program: Footprints to Employment

Organization: Penticton Indian Band Month: August 2012

New Participants During Reporting Period

Participant Name		Start Date (D/M/Y)	Expected Completion Date (D/M/Y)	PER PARTICIPANT: CHECK <u>ONE OF THE FOUR</u> ELIGIBILITY CATEGORIES (See Definitions on bottom of form)			
				EMPLOYED PARTICIPANT			UNEMPLOYED PARTICIPANT
				Has High School Education but lacks recognized certification	Has High School Education but lacks essential skills	Has not completed High School	Unemployed and not an EI client
1.	S22	August 7, 2012	October 25, 2012				X
2.		August 7, 2012	October 25, 2012				X
3.		August 7, 2012	October 25, 2012				X
4.		August 1, 2012	October 25 th /12				X
5.		August 1, 2012	October 25, 2012				X
6.							
7.							

Exiting Participants During Reporting Period

Participant Name		Exit Date (D/M/Y)	PER PARTICIPANT: CHECK <u>ONE OF THE TWO</u> CATEGORIES If left program early, please identify if for a job, self employment, to attend school or other reason.		
			Completed the program	Left early	(Reason for leaving early)
1	S22	August 13/12		x	Found the computer too hard
2		August 15, 2012		x	Family emergency
3		August 15, 2012		x	Family emergency

List key activities that have taken place during this reporting period:

- Penticton Indian Band Annual General meeting (two evenings)
- Foodsafe and Whimis provided via the college for program participants and community members (total of 11 community members)
- Start of new class for employability 8 students enrolled – S22 withdrew, S22 continuing to participate at own pace with online and

onsite assistance, S22 doing from community location and attending learning for independence onsite

- S22 student from onsite class S22 moved to a community location to reduce travel time and costs, S22 to participate in the Learning for Independence program on Thursdays in Penticton

I hereby certify that the information provided on this form is true and correct.

Signature:  Date: September 10, 2012

Print Name: Mindy Rollins

Position: Program Manager

Definitions:

Employed Participants:

Has High School but lacks certification:

Participant has high school diploma, GED, or equivalent but does not have additional certification (i.e. Trades certificate, Class 1 driver's license, Commercial Diver certificate, etc);

Has High School but requires essential skills:

Participant has high school but is lacking essential skills. There are nine essential skills recognized as necessary employable skills. They are defined as:

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2. Document Use
3. Numeracy
4. Writing
5. Oral Communication
6. Working with Others
7. Continuous Learning
8. Thinking Skills
9. Computer Use

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Has not completed High School:

Participant does not have a High School diploma, GED, or equivalent;
OR
Has high school credential that is not recognized in Canada.

Note: **Employed** participants who have some recognized post secondary education towards a university degree are not considered low skilled and are, therefore, not an eligible participant under the Labour Market Agreement.

Unemployed Participants:

Non-EI Client:

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- c) who had an EI benefit (Part I financial payment) period that ended within the previous 36 months, or
- d) who had a benefit period established for him/her within the previous 60 months that paid parental or maternity leave under the EI Act or an equivalent P/T program

APPENDIX 2



**Canada/British Columbia Labour Market Agreement
Monthly Activity Report Template**

Name of Program: Footprints to Employment

Organization: Penticton Indian Band Month: September 2012

New Participants During Reporting Period

Participant Name	Start Date (D/M/Y)	Expected Completion Date (D/M/Y)	PER PARTICIPANT: CHECK <u>ONE OF THE FOUR</u> ELIGIBILITY CATEGORIES (See Definitions on bottom of form)			
			EMPLOYED PARTICIPANT			UNEMPLOYED PARTICIPANT
			Has High School Education but lacks recognized certification	Has High School Education but lacks essential skills	Has not completed High School	Unemployed and not an EI client
1. S22	Sept 17/12	January 2013				X
2.						X
3.						X
4.						X
5.						X
6.						
7.						

Exiting Participants During Reporting Period

Participant Name	Exit Date (D/M/Y)	PER PARTICIPANT: CHECK <u>ONE OF THE TWO</u> CATEGORIES
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			If left program early, please identify if for a job, self employment, to attend school or other reason.		
			Completed the program	Left early	(Reason for leaving early)

List key activities that have taken place during this reporting period:

- We hosted a S22 – community service worker practicum student (3 weeks)
- Promotions and assessment continue for the Haven Hill work experience (ie gather required certificates, prerequisites)
- Presentations by college Adult Education Services, Aboriginal Mentoring services.
- Employer Network Meeting
- Directors Meeting, Penticton Indian Band
- Preliminary meetings with band staff and Northwest Community College for a partnership for bringing the school of exploration and mining to the territory.
- Attended Options for Sexual Health services opening.
- Issued approved brochures to Work BC

I hereby certify that the information provided on this form is true and correct.

Signature:  Date: October 10, 2012

Print Name: Mindy Rollins

Position: Program Manager

Definitions:

Employed Participants:

Has High School but lacks certification:

Participant has high school diploma, GED, or equivalent but does not have additional certification (i.e. Trades certificate, Class 1 driver's license, Commercial Diver certificate, etc);

Has High School but requires essential skills:

Participant has high school but is lacking essential skills. There are nine essential skills recognized as necessary employable skills. They are defined as:

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3. Numeracy
4. Writing
5. Oral Communication
6. Working with Others
7. Continuous Learning
8. Thinking Skills
9. Computer Use

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http://srv108.services.gc.ca/english/general/Understanding_ES_e.shtml

Has not completed High School:

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OR

Has high school credential that is not recognized in Canada.

Note: **Employed** participants who have some recognized post secondary education towards a university degree are not considered low skilled and are, therefore, not an eligible participant under the Labour Market Agreement.

Unemployed Participants:

Non-EI Client:

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- c) who had an EI benefit (Part I financial payment) period that ended within the previous 36 months, or
- d) who had a benefit period established for him/her within the previous 60 months that paid parental or maternity leave under the EI Act or an equivalent P/T program

DEC 27 2012

APPENDIX 2

Canada



Canada/British Columbia Labour Market Agreement Monthly Activity Report Template

Name of Program: Footprints to Employment

Organization: Penticton Indian Band Month: October 2012

New Participants During Reporting Period

Participant Name	Start Date (D/M/Y)	Expected Completion Date (D/M/Y)	PER PARTICIPANT: CHECK ONE OF THE FOUR ELIGIBILITY CATEGORIES (See Definitions on bottom of form)			
			EMPLOYED PARTICIPANT			UNEMPLOYED PARTICIPANT
			Has High School Education but lacks recognized certification	Has High School Education but lacks essential skills	Has not completed High School	Unemployed and not an EI client
1.	S22	14/10/12	Feb. 21/13			X
2.		25/10/12	Feb. 21/13			X
3.		26/Oct/12	30/Nov?12			X
4.						
5.						
6.						
7.						

Exiting Participants During Reporting Period

Participant Name	Exit Date (D/M/Y)	PER PARTICIPANT: CHECK ONE OF THE TWO CATEGORIES If left program early, please identify if for a job, self employment, to attend school or other reason.		
		Completed the program	Left early	(Reason for leaving early)

List key activities that have taken place during this reporting period:

- Promotions assessment continue for the Haven Hill work experience (ie gather required certificates, prerequisites)
- Graduation for employability class 21
- Directors Meeting, Penticton Indian Band
- Tour of the college with students community members, Navigators
- Assisted s22 graduates in applying for College program
- Halloween lunch planning meeting with Navigators

I hereby certify that the information provided on this form is true and correct.

Signature: _____



Date: revised Dec. 20, 2012

Print Name: Mindy Rollins

Position: Program Manager

Definitions:

Employed Participants:

Has High School but lacks certification:

Participant has high school diploma, GED, or equivalent but does not have additional certification (i.e. Trades certificate, Class 1 driver's license, Commercial Diver certificate, etc);

Has High School but requires essential skills:

Participant has high school but is lacking essential skills. There are nine essential skills recognized as necessary employable skills. They are defined as:

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4. Writing
5. Oral Communication
6. Working with Others
7. Continuous Learning
8. Thinking Skills
9. Computer Use

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Participant does not have a High School diploma, GED, or equivalent;
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Unemployed Participants:

Non-EI Client:

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- d) who had a benefit period established for him/her within the previous 60 months that paid parental or maternity leave under the EI Act or an equivalent P/T program

APPENDIX 2




Canada/British Columbia Labour Market Agreement Monthly Activity Report Template

Name of Program: Footprints to Employment *-ATEP*

Organization: Penticton Indian Band **Month:** November 2012

New Participants During Reporting Period

Participant Name		Start Date (D/M/Y)	Expected Completion Date (D/M/Y)	PER PARTICIPANT: CHECK ONE OF THE FOUR ELIGIBILITY CATEGORIES (See Definitions on bottom of form)			
				EMPLOYED PARTICIPANT			UNEMPLOYED PARTICIPANT
				Has High School Education but lacks recognized certification	Has High School Education but lacks essential skills	Has not completed High School	Unemployed and not an EI client
✓ 1.	S22	Nov. 19, 2012	Feb. 20, 2013				X
✓ 2.		Nov. 19, 2012	Feb. 20, 2013				X
✓ 3.		Nov. 19, 2012	Feb. 20, 2013				X
✓ 4.							

5.	S22	Nov 19/12	Feb 20, 2013				X
6.							
7.							

Exiting Participants During Reporting Period


Participant Name	Exit Date (D/M/Y)	PER PARTICIPANT: CHECK ONE OF THE TWO CATEGORIES If left program early, please identify if for a job, self employment, to attend school or other reason.		
		Completed the program	Left early	(Reason leaving early) for
S22	Dec. 10, 2012		X	S22

List key activities that have taken place during this reporting period:

- Coordinate orientation and safety training with employer for support services job shadow/work experience.
- Provide support to employer, job shadow placements, 1 month.
- Plan, coordinate facilitate employer meeting at local business (host).
- Assist Ministry staff in coordination of media event

- Directors Meeting, Penticton Indian Band
- Teleconference calls for research into mining training and partnerships
- Intake and assessments for employability students class 22, start date November 19th
- Boundaries workshop for employability students; sponsored by Health department
- Assisting drop ins with employability with resumes, online applications
- Delivery and set up of donated computer at student home to enable participation from home
- Teleconference call for EA schedule
- Service coordination with power of attorney/family members for mute/deaf member on communications devices and assessment
- Ran chronic conditions self-management 6 session program for 8 participants

I hereby certify that the information provided on this form is true and correct.

Signature:  Date: December 13, 2012

Print Name: Mindy Rollins

Position: Program Manager

Definitions:

Employed Participants:

Has High School but lacks certification:

Participant has high school diploma, GED, or equivalent but does not have additional certification (i.e. Trades certificate, Class 1 driver's license, Commercial Diver certificate, etc);

Has High School but requires essential skills:

APPENDIX 1



Aboriginal Training Employment Program Monthly Financial Report

Name of Organization:	Period:
Penticton Indian Band C12/2120	from 1 June 12 to 29 June 12 (dd/mm/yy) (dd/mm/yy)

Administration Costs	
Total Administration Costs	\$8286.78
Service Delivery Costs	
Total Service Delivery Costs	\$
Participant Costs	
Tuition	\$
Other Instructional Costs	\$
	\$
	\$
Other Personal Supports and Transportation	\$
Total Participant Costs	\$
<u>TOTAL</u>	\$8286.78

All costs are in accordance with the Eligible Costs described in Schedule "B" of the Agreement.

Signature:

(Authorized Signing Authority)

Print Name: _____ Mindy Rollins _____ Date: July 10, 2012

Please ensure this report is completed in full and signed by an authorized signatory. It is to be submitted to the Ministry each month, showing actual costs, for each month, during the term of the agreement.

APPENDIX 1



Aboriginal Training Employment Program Monthly Financial Report

Name of Organization:	Period:
Penticton Indian Band C12/2120	from 1 July 12 to 31 July 12 (dd/mm/yy)

Administration Costs	
Total Administration Costs	\$8905.85
Service Delivery Costs	
Total Service Delivery Costs	\$
Participant Costs	
Tuition	\$
Other Instructional Costs	\$
	\$
	\$
Other Personal Supports and Transportation	\$
Total Participant Costs	\$
<u>TOTAL</u>	\$8905.85

All costs are in accordance with the Eligible Costs described in Schedule "B" of the Agreement.

Signature:

(Authorized Signing Authority)

Print Name: _____ Mindy Rollins _____ Date: July 31, 2012

Please ensure this report is completed in full and signed by an authorized signatory. It is to be submitted to the Ministry each month, showing actual costs, for each month, during the term of the agreement.

APPENDIX 1



Aboriginal Training Employment Program Monthly Financial Report

Name of Organization:	Period:
Penticton Indian Band C12/2120	from 1/08/12 to 31/08/12 (dd/mm/yy)

Administration Costs	
Total Administration Costs	\$11984.48
Service Delivery Costs	
Total Service Delivery Costs	\$
Participant Costs	
Tuition	\$
Other Instructional Costs	\$
	\$
	\$
Other Personal Supports and Transportation	\$
Total Participant Costs	\$
(Note there were three pay periods) TOTAL	\$11984.48

All costs are in accordance with the Eligible Costs described in Schedule "B" of the Agreement.

Signature:

(Authorized Signing Authority)

Print Name: _____ Mindy Rollins _____ Date: September 11, 2012

Please ensure this report is completed in full and signed by an authorized signatory. It is to be submitted to the Ministry each month, showing actual costs, for each month, during the term of the agreement.

APPENDIX 1



Aboriginal Training Employment Program Monthly Financial Report

Name of Organization:	Period:
Penticton Indian Band C12/2120	from 1/09/12 to 31/09/12 (dd/mm/yy)

Administration Costs	
Total Administration Costs	\$9,609.15
Service Delivery Costs	
Total Service Delivery Costs	\$
Participant Costs	
Tuition	\$
Other Instructional Costs	\$
	\$
	\$
Other Personal Supports and Transportation	\$
Total Participant Costs	\$
(Note there were three pay periods) TOTAL	\$9609.15

All costs are in accordance with the Eligible Costs described in Schedule "B" of the Agreement.

Signature:

(Authorized Signing Authority)

Print Name: _____ Mindy Rollins _____ Date: October23, 2012

Please ensure this report is completed in full and signed by an authorized signatory. It is to be submitted to the Ministry each month, showing actual costs, for each month, during the term of the agreement.

APPENDIX 1



Aboriginal Training Employment Program Monthly Financial Report

Name of Organization:	Period:
Penticton Indian Band C12/2120	from 1/10/12 to 31/10/12 (dd/mm/yy) (dd/mm/yy)

Administration Costs	
Total Administration Costs	\$8897.12
Service Delivery Costs	
Total Service Delivery Costs	\$
Participant Costs	
Tuition	\$
Other Instructional Costs	\$
	\$
	\$
Other Personal Supports and Transportation	\$
Total Participant Costs	\$
(Note there were three pay periods) <u>TOTAL</u>	\$8897.12

All costs are in accordance with the Eligible Costs described in Schedule "B" of the Agreement.

Signature:

(Authorized Signing Authority)

Print Name: _____ Mindy Rollins _____ Date: November 16, 2012

Please ensure this report is completed in full and signed by an authorized signatory. It is to be submitted to the Ministry each month, showing actual costs, for each month, during the term of the agreement.

Yearly General Ledger Report [by Profit Center]

Company: 0010
 Comments: Selected Profit Centers
 Processing Date: Sep 28/12 02:07 pm
 Journal Type: None
 Operator: ngabriel

Reporting Period: Jun 01/2012
 To: Aug 31/2012

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Date	Jr	Jrnl #	Description	Debit	Credit	Period Amt	Year to Date
61220 PAYROLL - EI EXPENSE (Continued...)							
414 Aboriginal Training Employment Prog							
Aug 03/12	PR	Pr0085	Payroll 0001	84.28			
Aug 17/12	PR	Pr0087	Payroll 0001	87.89			
Aug 31/12	PR	Pr0089	Payroll 0001	80.67			
Total Aug/2012				252.84	0.00	252.84	589.96
Total Acct 61220							589.96
61230 PAYROLL - PENSION EXPENSE							
414 Aboriginal Training Employment Prog							
Jun 08/12	GJ	HE9136	Jun 08/12 - Pr0078	164.50			
Jun 22/12	PR	Pr0079	Payroll 0001	164.50			
Total Jun/2012				329.00	0.00	329.00	329.00
Jul 06/12	PR	Pr0081	Payroll 0001	164.50			
Jul 20/12	PR	Pr0083	Payroll 0001	164.50			
Total Jul/2012				329.00	0.00	329.00	658.00
Aug 03/12	PR	Pr0085	Payroll 0001	164.50			
Aug 17/12	PR	Pr0087	Payroll 0001	171.55			
Aug 31/12	PR	Pr0089	Payroll 0001	157.45			
Total Aug/2012				493.50	0.00	493.50	1,151.50
Total Acct 61230							1,151.50
61240 PAYROLL - GROUP INSURANCE							
414 Aboriginal Training Employment Prog							
Jun 08/12	GJ	HE9136	Jun 08/12 - Pr0078	143.53			
Jun 22/12	PR	Pr0079	Payroll 0001	143.53			
Total Jun/2012				287.06	0.00	287.06	287.06
Jul 06/12	PR	Pr0081	Payroll 0001	149.64			
Jul 20/12	PR	Pr0083	Payroll 0001	149.64			
Total Jul/2012				299.28	0.00	299.28	586.34
Aug 03/12	PR	Pr0085	Payroll 0001	149.64			
Aug 17/12	PR	Pr0087	Payroll 0001	149.64			
Aug 31/12	PR	Pr0089	Payroll 0001	149.64			
Total Aug/2012				448.92	0.00	448.92	1,035.26
Total Acct 61240							1,035.26
61400 PAYROLL - WCB EXPENSE							
414 Aboriginal Training Employment Prog							
Jun 08/12	GJ	HE9136	Jun 08/12 - Pr0078	32.90			
Jun 22/12	PR	Pr0079	Payroll 0001	32.90			
Jun 30/12	GJ	HE9190	2012 WCB 2ND QUARTER		32.90		
Total Jun/2012				65.80	32.90	32.90	32.90
Jul 06/12	PR	Pr0081	Payroll 0001	32.90			
Jul 20/12	PR	Pr0083	Payroll 0001	32.90			
Total Jul/2012				65.80	0.00	65.80	98.70
Aug 03/12	PR	Pr0085	Payroll 0001	32.90			
Aug 17/12	PR	Pr0087	Payroll 0001	34.31			
Aug 31/12	PR	Pr0089	Payroll 0001	31.49			
Total Aug/2012				98.70	0.00	98.70	197.40

Yearly General Ledger Report [by Profit Center]

Company: 0010
 Comments: Selected Profit Centers
 Processing Date: Sep 28/12 02:07 pm
 Journal Type: None
 Operator: ngabriel

Reporting Period: Jun 01/2012
 To: Aug 31/2012

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Date	Jr	Jrnl #	Description	Debit	Credit	Period Amt	Year to Date
61400 PAYROLL - WCB EXPENSE (Continued...)							
414 Aboriginal Training Employment Prog							
Total Acct 61400							197.40
77300 SUPPLIES-OFFICE							
414 Aboriginal Training Employment Prog							
Jul 11/12	PJ	PJ0880	OKANAGAN OFFICE SYSTE	109.98			
Jul 24/12	PJ	PJ0921	MILLS BASICS	16.31			
Jul 24/12	PJ	PJ0921	S22	77.55			
Total Jul/2012				203.84	0.00	203.84	203.84
Aug 24/12	PJ	PJ1067	MILLS BASICS	31.99			
Aug 31/12	PJ	PJ1107	S22	27.20			
Total Aug/2012				59.19	0.00	59.19	263.03
Total Acct 77300							263.03
77400 SUPPLIES-OTHER							
414 Aboriginal Training Employment Prog							
Jul 24/12	PJ	PJ0921	S22	94.13			
Jul 24/12	PJ	PJ0921	S22	369.06			
Jul 25/12	PJ	PJ0963	FILMWEST ASSOCIATES	211.55			
Total Jul/2012				674.74	0.00	674.74	674.74
Aug 31/12	PJ	PJ1107	S22	167.30			
Total Aug/2012				167.30	0.00	167.30	842.04
Total Acct 77400							842.04
78500 TELEPHONE BASIC CHGE & L.D.							
414 Aboriginal Training Employment Prog							
Jun 20/12	AD	HE9127	PJ0805 TELUS	143.03			
Jun 20/12	AD	HE9128	PJ0805 TELUS	147.12			
Total Jun/2012				290.15	0.00	290.15	290.15
Jul 11/12	PJ	PJ0880	TELUS	76.65			
Jul 11/12	PJ	PJ0880	TELUS	74.72			
Total Jul/2012				151.37	0.00	151.37	441.52
Aug 24/12	PJ	PJ1067	TELUS	73.61			
Aug 24/12	PJ	PJ1067	TELUS	71.86			
Total Aug/2012				145.47	0.00	145.47	586.99
Total Acct 78500							586.99
85100 UTILITIES							
414 Aboriginal Training Employment Prog							
Jul 11/12	PJ	PJ0880	SHAW CABLE	99.85			
Jul 12/12	PJ	PJ0903	FORTISBC INC	95.92			
Jul 24/12	PJ	PJ0921	G. LITTLE ELECTRIC LT	150.00			
Jul 25/12	PJ	PJ0963	SHAW CABLE	99.85			
Total Jul/2012				445.62	0.00	445.62	445.62
Total Acct 85100							445.62
Profit Center Total							(30,544.39)

Yearly General Ledger Report [by Profit Center]

Company: 0010
 Comments: Selected Profit Centers
 Processing Date: Dec 17/12 03:14 pm
 Journal Type: None
 Operator: footprints

Reporting Period: Sep 01/2012
 To: Nov 30/2012

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Date	Jr	Jrnl #	Description	Debit	Credit	Period Amt	Year to Date
48200 PROV OF BC - OTHER							
414 Aboriginal Training Employment Prog							
Sep 01/12	GJ	000000	History Bal Fwd				(60,000.00)
Total Sep/2012				0.00	0.00	0.00	(60,000.00)
						Total Acct 48200	(60,000.00)
50110 ADMINISTRATION EXPENSE - INT							
414 Aboriginal Training Employment Prog							
Sep 01/12	GJ	HE9278	Admin Fee	625.00			
Sep 01/12	GJ	HE9308	HE9278 REVERSE		625.00		
Total Sep/2012				625.00	625.00	0.00	0.00
Oct 01/12	GJ	L00003	Monthly administratio	625.00			
Oct 01/12	GJ	HE9309	LOOO03 REVERSE ENTRY		625.00		
Total Oct/2012				625.00	625.00	0.00	0.00
Nov 01/12	GJ	L00003	Monthly administratio	625.00			
Total Nov/2012				625.00	0.00	625.00	625.00
						Total Acct 50110	625.00
56530 LICENSES, USER FEES							
414 Aboriginal Training Employment Prog							
Sep 01/12	GJ	000000	History Bal Fwd				267.17
Total Sep/2012				0.00	0.00	0.00	267.17
						Total Acct 56530	267.17
61100 PAYROLL - SALARIES AND WAGES							
414 Aboriginal Training Employment Prog							
Sep 01/12	GJ	000000	History Bal Fwd				23,030.00
Sep 14/12	PR	Pr0091	Payroll 0001	3,290.00			
Sep 28/12	PR	Pr0093	Payroll 0001	3,290.00			
Total Sep/2012				6,580.00	0.00	6,580.00	29,610.00
Oct 12/12	PR	Pr0095	Payroll 0001	3,290.00			
Oct 26/12	PR	Pr0097	Payroll 0001	3,290.00			
Total Oct/2012				6,580.00	0.00	6,580.00	36,190.00
Nov 09/12	PR	Pr0099	Payroll 0001	3,290.00			
Nov 23/12	PR	Pr0101	Payroll 0001	3,290.00			
Total Nov/2012				6,580.00	0.00	6,580.00	42,770.00
						Total Acct 61100	42,770.00
61210 PAYROLL - CPP EXPENSE							
414 Aboriginal Training Employment Prog							
Sep 01/12	GJ	000000	History Bal Fwd				1,046.64
Sep 14/12	PR	Pr0091	Payroll 0001	149.52			
Sep 28/12	PR	Pr0093	Payroll 0001	149.52			
Total Sep/2012				299.04	0.00	299.04	1,345.68
Oct 12/12	PR	Pr0095	Payroll 0001	149.52			
Oct 26/12	PR	Pr0097	Payroll 0001	149.52			
Total Oct/2012				299.04	0.00	299.04	1,644.72

Yearly General Ledger Report [by Profit Center]

Company: 0010
 Comments: Selected Profit Centers
 Processing Date: Dec 17/12 03:15 pm
 Journal Type: None
 Operator: footprints

Reporting Period: Sep 01/2012
 To: Nov 30/2012

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Date	Jr	Jrnl #	Description	Debit	Credit	Period Amt	Year to Date
61210 PAYROLL - CPP EXPENSE (Continued...)							
414 Aboriginal Training Employment Prog							
Nov 09/12	PR	Pr0099	Payroll 0001	149.52			
Nov 23/12	PR	Pr0101	Payroll 0001	149.52			
Total Nov/2012				299.04	0.00	299.04	1,943.76
Total Acct 61210							1,943.76
61220 PAYROLL - EI EXPENSE							
414 Aboriginal Training Employment Prog							
Sep 01/12	GJ	000000	History Bal Fwd				589.96
Sep 14/12	PR	Pr0091	Payroll 0001	84.28			
Sep 28/12	PR	Pr0093	Payroll 0001	84.28			
Total Sep/2012				168.56	0.00	168.56	758.52
Oct 12/12	PR	Pr0095	Payroll 0001	84.28			
Oct 26/12	PR	Pr0097	Payroll 0001	84.28			
Total Oct/2012				168.56	0.00	168.56	927.08
Nov 09/12	PR	Pr0099	Payroll 0001	84.28			
Nov 23/12	PR	Pr0101	Payroll 0001	84.28			
Total Nov/2012				168.56	0.00	168.56	1,095.64
Total Acct 61220							1,095.64
61230 PAYROLL - PENSION EXPENSE							
414 Aboriginal Training Employment Prog							
Sep 01/12	GJ	000000	History Bal Fwd				1,151.50
Sep 14/12	PR	Pr0091	Payroll 0001	164.50			
Sep 28/12	PR	Pr0093	Payroll 0001	164.50			
Total Sep/2012				329.00	0.00	329.00	1,480.50
Oct 12/12	PR	Pr0095	Payroll 0001	164.50			
Oct 26/12	PR	Pr0097	Payroll 0001	164.50			
Total Oct/2012				329.00	0.00	329.00	1,809.50
Nov 09/12	PR	Pr0099	Payroll 0001	164.50			
Nov 23/12	PR	Pr0101	Payroll 0001	164.50			
Total Nov/2012				329.00	0.00	329.00	2,138.50
Total Acct 61230							2,138.50
61240 PAYROLL - GROUP INSURANCE							
414 Aboriginal Training Employment Prog							
Sep 01/12	GJ	000000	History Bal Fwd				1,035.26
Sep 14/12	PR	Pr0091	Payroll 0001	149.64			
Sep 28/12	PR	Pr0093	Payroll 0001	149.64			
Total Sep/2012				299.28	0.00	299.28	1,334.54
Oct 12/12	PR	Pr0095	Payroll 0001	149.64			
Oct 26/12	PR	Pr0097	Payroll 0001	149.64			
Total Oct/2012				299.28	0.00	299.28	1,633.82
Nov 09/12	PR	Pr0099	Payroll 0001	149.64			
Nov 23/12	PR	Pr0101	Payroll 0001	149.64			
Total Nov/2012				299.28	0.00	299.28	1,933.10

Yearly General Ledger Report [by Profit Center]

Company: 0010
 Comments: Selected Profit Centers
 Processing Date: Dec 17/12 03:17 pm
 Journal Type: None
 Operator: footprints

Reporting Period: Sep 01/2012
 To: Nov 30/2012

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Date	Jr	Jrnl #	Description	Debit	Credit	Period Amt	Year to Date
61240 PAYROLL - GROUP INSURANCE (Continued...)							
414 Aboriginal Training Employment Prog							
Total Acct 61240							1,933.10
61400 PAYROLL - WCB EXPENSE							
414 Aboriginal Training Employment Prog							
Sep 01/12	GJ	000000	History Bal Fwd				197.40
Sep 14/12	PR	Pr0091	Payroll 0001	32.90			
Sep 28/12	PR	Pr0093	Payroll 0001	32.90			
Total Sep/2012				65.80	0.00	65.80	263.20
Oct 12/12	PR	Pr0095	Payroll 0001	32.90			
Oct 26/12	PR	Pr0097	Payroll 0001	32.90			
Total Oct/2012				65.80	0.00	65.80	329.00
Nov 09/12	PR	Pr0099	Payroll 0001	32.90			
Nov 23/12	PR	Pr0101	Payroll 0001	32.90			
Total Nov/2012				65.80	0.00	65.80	394.80
Total Acct 61400							394.80
68100 RENT-BUILDINGS (TEMP BUILDING)							
414 Aboriginal Training Employment Prog							
Sep 01/12	GJ	000000	History Bal Fwd				4,000.00
Sep 01/12	GJ	HE9272	September Rent	375.00			
Sep 01/12	GJ	HE9316	Rent	425.00			
Total Sep/2012				800.00	0.00	800.00	4,800.00
Oct 01/12	GJ	L00003	Office Rent - Footpri	375.00			
Oct 01/12	GJ	HE9317	Rent	425.00			
Total Oct/2012				800.00	0.00	800.00	5,600.00
Nov 01/12	GJ	L00003	Office Rent - Footpri	375.00			
Total Nov/2012				375.00	0.00	375.00	5,975.00
Total Acct 68100							5,975.00
77300 SUPPLIES-OFFICE							
414 Aboriginal Training Employment Prog							
Sep 01/12	GJ	000000	History Bal Fwd				263.03
Sep 26/12	PJ	PJ1199	S22	73.01			
Total Sep/2012				73.01	0.00	73.01	336.04
Oct 31/12	PJ	PJ1348	S22	30.63			
Total Oct/2012				30.63	0.00	30.63	366.67
Nov 15/12	PJ	PJ1426	S22	42.00			
Total Nov/2012				42.00	0.00	42.00	408.67
Total Acct 77300							408.67
77400 SUPPLIES-OTHER							
414 Aboriginal Training Employment Prog							
Sep 01/12	GJ	000000	History Bal Fwd				842.04
Sep 26/12	PJ	PJ1199	S22	163.44			
Total Sep/2012				163.44	0.00	163.44	1,005.48

Yearly General Ledger Report [by Profit Center]

Company: 0010
 Comments: Selected Profit Centers
 Processing Date: Dec 17/12 03:18 pm
 Journal Type: None
 Operator: footprints

Reporting Period: Sep 01/2012
 To: Nov 30/2012

Page: 4

Date	Jr	Jrnl #	Description	Debit	Credit	Period Amt	Year to Date
77400 SUPPLIES-OTHER (Continued...)							
414 Aboriginal Training Employment Prog							
Oct 31/12	PJ	PJ1348	S22	179.45			
Total Oct/2012				179.45	0.00	179.45	1,184.93
Total Acct 77400							1,184.93
78500 TELEPHONE BASIC CHGE & L.D.							
414 Aboriginal Training Employment Prog							
Sep 01/12	GJ	000000	History Bal Fwd				586.99
Sep 05/12	PJ	PJ1122	TELUS	76.99			
Sep 05/12	PJ	PJ1122	TELUS	74.22			
Total Sep/2012				151.21	0.00	151.21	738.20
Oct 11/12	PJ	PJ1272	TELUS	72.60			
Oct 11/12	PJ	PJ1272	TELUS	72.76			
Total Oct/2012				145.36	0.00	145.36	883.56
Nov 20/12	PJ	PJ1438	TELUS	77.34			
Nov 20/12	PJ	PJ1438	TELUS	83.51			
Total Nov/2012				160.85	0.00	160.85	1,044.41
Total Acct 78500							1,044.41
80600 TRAVEL-STAFF							
414 Aboriginal Training Employment Prog							
Sep 05/12	PJ	PJ1122	S22	89.50			
Sep 05/12	AD	HE9249	, Invoice: JUN-AUG/12		89.50		
Sep 26/12	PJ	PJ1199	S22	30.00			
Sep 27/12	PJ	PJ1203	S22	190.00			
Total Sep/2012				309.50	89.50	220.00	220.00
Nov 15/12	PJ	PJ1426	S22	146.00			
Total Nov/2012				146.00	0.00	146.00	366.00
Total Acct 80600							366.00
85100 UTILITIES							
414 Aboriginal Training Employment Prog							
Sep 01/12	GJ	000000	History Bal Fwd				445.62
Sep 05/12	PJ	PJ1122	SHAW CABLE	199.70			
Sep 05/12	PJ	PJ1122	G. LITTLE ELECTRIC LT	152.50			
Sep 10/12	PJ	PJ1144	FORTISBC INC	107.61			
Total Sep/2012				459.81	0.00	459.81	905.43
Nov 20/12	PJ	PJ1438	SHAW CABLE	99.85			
Nov 20/12	PJ	PJ1443	FORTISBC INC	133.25			
Total Nov/2012				233.10	0.00	233.10	1,138.53
Total Acct 85100							1,138.53
Profit Center Total							1,285.51
Company Total							1,285.51