

Email trail from November 2013

From: Wayne Poncia_s22
Sent: Wednesday, November 20, 2013 12:06 PM
To: Beck, Adrienne JTST:EX
Cc: Mark Jess; Sharon Clark; Robert Bailey
Subject: Remaining participant/budget #'s
Attachments: MBTIncomeStatement.pdf

Hi Adrienne,

1. Clarification around total training dollars spent: The program to date has invoiced \$1,291,692. This is the more accurate number of where we stand because of how the private providers are paid. They do not receive payment until the participants have completed. This is why there is such a large difference between cash flow and invoiced amounts.

2. The program currently has in excess of 1228 approved applicants. We are well on our way to filling all of the seats.

3. Below is an analysis that identifies the probable areas of slippage. This can/will be covered by additional participants to ensure that the entire budget is spent.

Current Contract Participants: 1345

Current Average Per Participant: \$1436

Identified Areas of Slippage:

- COC Outreach: Will probably be \$20k under budget.
- Third Party Audit: \$2,365 under budget

Admin Cost for Adding Additional Participants:

- \$77 in recruitment
- \$213.75 in assessment and intake
- \$50 in finance
- \$340.75 total

4. We request agreement to revise the contract (if needed) to allow for an additional 75+/- participants to ensure that the budget is completely spent. The reason that this is a variable number is because it fluctuates every time the average amount spent on training increases or decreases.

Regarding the COC Outreach slippage, we would like to apply this to other marketing activities?

Wayne

s22

tel: s22

cell: s22

From: Adrienne.Beck@gov.bc.ca
To: s22
Date: Thu, 14 Nov 2013 12:16:22 -0800
Subject: RE: Remaining participant/budget #'s

No worries ☐ I actually thought I sent it to a wrong email for you the first time, so I thought I☐d better resend it.

From: Wayne Poncia [mailto:s22]
Sent: Thursday, November 14, 2013 10:01 AM
To: Beck, Adrienne JTST:EX
Subject: Re: Remaining participant/budget #'s

Sorry. Musr not have responded. We are doing an analysis and will send to you.

Sent from my iPhone

On Nov 14, 2013, at 9:29 AM, "Beck, Adrienne JTST:EX"
<Adrienne.Beck@gov.bc.ca> wrote:

Hi Wayne!

Thanks for update re participant numbers! That☐s good news. Building from my email below, I☐m still a bit concerned with where we☐re at with the budget though. After including Mark☐s most recent claim for Oct. 15-31st, we☐re sitting at total expenditures of \$2,058,950.14 (I☐ve deducted the \$200,000 advance so we☐re looking just at actuals). This is leaving over \$1million in your budget. We need to identify how much slippage the program will have and then hopefully we can seek approval to adjust your participant numbers accordingly in order to expend the full contract allocation. This is contingent to receiving Ministry approvals and time is getting tight to be able to do this, so I☐m hoping you can work with Mark/Sharon or Robert (?) to pinpoint where you☐re at with outstanding training invoices and project forward remaining expenses for the rest of the fiscal so we can see how much slippage we might be looking at?

Thanks..

Adrienne

From: Beck, Adrienne JTST:EX
Sent: Tuesday, October 15, 2013 12:25 PM
To: 's22' 'Robert Bailey'
Subject: RE: Round 2 Draft Micro Business Amendment

Just one small item to note - the correction in the total Skills Training line from \$2,020,341 to \$2,017,500 will also reduce the overall contract amount by that same amount. So the maximum contract value will be 3,410,183.

s13

One important piece that I need to flag with you both is that we have been advised to ensure all LMA funded contracts submit their final reports to the Ministry by March 15th in order to meet our March 31st agreement end date. This won't hugely affect you guys since your contract already included language around intake cut off, but it will be important to ensure training has been selected/registered for/paid for by the end of February in order for you to roll up your final claim to us by March 15th.

Including Mark's most recent claim (submitted yesterday), I'm showing your total expenditures as:

2012-2013

Actuals
2013-2014

Claims to date
12/13-13/14

Expenditures to date
Amended Contract Max

\$1,440,677.26
\$780,837.23
\$2,221,512.96
\$3,410,183

Deduct \$200,000 advance

\$580,837.23
\$2,021,512.96*

** so you have approximately \$1,38M remaining

If we deduct the fixed costs for each month (Outreach for Nov and Dec, Management Services for Nov, Dec, Jan, Feb, ☐ March and Intake/Assessment for Nov, Dec, Jan) ☐ that will account for (very roughly) \$200,000-\$225,000, so you have quite a lot of training \$☐s.

s13

Adrienne

From: Wayne Poncia [mailto:^{s22}]
Sent: Monday, October 14, 2013 2:59 PM
To: Beck, Adrienne JTST:EX
Subject: RE: Round 2 Draft Micro Business Amendment

Adrienne,

We did a review and the wording in the Contract Amendment file is fine.

The Schedule B-3 needs to be updated to reflect the hard lined 145 additional participant addition for the training section. The initial budget was 1200 participants x \$1500 = \$1,800,000. The revised number with the additional participants should be 1345 participants x \$1500 = \$2,017,500 (you have \$2,020,341). The description in part D needs to remove the "...and maximum of 1383 participants" if you are going to keep it simple.

Sorry for the couple day delay -- wanted to be sure to review line by line and get Mark and others involved.

Wayne

Wayne Poncia

s22

tel: s22

cell: s22

> From: Adrienne.Beck@gov.bc.ca

> To: s22

> Date: Thu, 10 Oct 2013 09:29:43 -0700

> Subject: Round 2 Draft Micro Business Amendment

>

> Hi again,

>

> Since sending you the Draft amendment, I had a few comments back from my Director about it.

>

> She suggested I adjust the language around number of participants to keep it as simple target # (1345). As we go forward any slippage in the

training budget line may be reallocated back to additional new participants upon Ministry approval.

>

> Let me know if you have any questions/concerns. Once I hear back from you, I'll get moving on having this finalized on our side, then will send to you for John's signature.

>

> Adrienne

>

Allen, Terri JTST:EX

From: Dickson, Valerie JTST:EX
Sent: Monday, March 10, 2014 12:22 PM
To: Caven, Sherry JTST:EX
Subject: FW: February 2014 Financial Contribution package
Attachments: 1 - Financial Contribution Statement of Account February 2014 - FC0021 package.pdf; 2 - BC Claim Form - February 11-28 2014 & FC0021 - signed.pdf; 3 - MBT0021A - Expenditure summary Jan 26-Feb 10 - signed.pdf; 4 - MBT0021B - Expenditure summary February 11-28 - signed.pdf

Importance: High

Here are the financials from the Chamber. Lets go through them tomorrow

From: Mark Jess [<mailto:mark@jessandco.ca>]
Sent: Monday, March 10, 2014 12:18 PM
To: Dickson, Valerie JTST:EX
Cc: Beck, Adrienne JTST:EX; 'Wayne Poncia'; 'Mark Jess'; 'Sharon Clark'; XT:Winter, John BCCC:IN; 'Denise Douglas'
Subject: February 2014 Financial Contribution package
Importance: High

Hi Valerie (and Adrienne),

Attached are the following files relating to the February month-end financial package:

File 1: Financial Contribution Statement of Account February 2014 – FC0020 package:

- Financial Contribution Statement of Account, February 28, 2014 – Index;
- GST Summary showing unclaimed ITCs paid and the status of GST returns and refunds.
- Funding and Expenditure Summary - June 2012 - February 2014, showing total MBT Program funds received versus expenditures paid.

File 2: BC Claim form - February 11-28, 2014 & FC0021 – signed:

- Signed BC Claim form for February 11-28, 2014 - **PLEASE PROCESS THIS CLAIM FORM AT YOUR EARLIEST CONVENIENCE;**
- Signed Financial Contribution Statement of Account.

File 3: MBT0021A - Expenditure Summary January 26 - February 10, 2014 - signed, authorizing payments to be made for Training & Non-Training invoices received.

File 4: MBT0021B - Expenditure Summary February 11 - 28, 2014 – signed, authorizing payments to be made for Training invoices received up to the 28th.

Due to the size of the invoice files supporting MBT0021A & MBT0021B, I will be sending this through to you separately via Dropbox. Valerie, this has been the method that we've employed in the past with Adrienne. I've included Adrienne on this email and will include her on the Dropbox email as well.

I will finalize and submit the final March package by March 14th as requested by Adrienne in her email dated February 27th.

Please let me know if you have any questions or require any additional information.

Regards,

Mark

--

Mark Jess, BA, CGA

Jess & Co., CGA

e: mark@jessandco.ca

p: 778-440-7443

c: s22

www.jessandco.ca

This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system.

For further information on our Privacy and Confidentiality Policies, please visit our website at: www.jessandco.ca and look under the privacy tab.



This email is free from viruses and malware because avast! Antivirus protection is active.



BC Chamber of Commerce - MBT Pilot Project

Index for Financial Contribution Statement of Account at February 28, 2014

Items:

1. Written statement of account, including:
 - a) Legal name and address
 - b) Date of Statement
 - c) Calculation of "Eligible Costs: claimed under the agreement, including:
 - Declaration that the services being claimed have been performed
 - Chronological listing of all expenditures
 - Receipts for the above attached
 - Description of GST/HST refunds being claimed
 - d) Calculation of all applicable taxes payable (GST/HST)
 - e) Description of Agreement
 - f) Statement # for ID
2. Participant intake forms for statement period
3. Participant exit forms for statement period
4. Completed and signed monthly activity form
5. Completed and signed quarterly status reports
6. Any other payment information
7. Completed and signed Provincial Claim form

Notes & attachments:

See FC Stmt of Acct - FC0021
See FC Stmt of Acct - FC0021

See Expenditure Summaries -February 2014
See Expenditure Summaries -February 2014
See Invoice packages
See GST/HST Summary - February 2014
See Expenditure Summaries -February 2014
See FC Stmt of Acct - FC0021
See FC Stmt of Acct - FC0021

Documents to be submitted separately
Documents to be submitted separately
Documents to be submitted separately
Documents to be submitted separately
None to note
See attached BC Claim form for February 11-28/14



BC Chamber of Commerce - MBT Pilot Project
February 2014 - GST/HST Credit Summary

Statement #: FCO021

#1201, 750 West Pender Street
Vancouver, BC V6C 2T8
T 604.683.0700 F 604.683.0416
www.bccchamber.org

Description	Ref #	Date:	ITC's due		Date of return filed:	Refunds received:	Date of refunds received:	Analysis of Refunds Received	
			Claim amounts:					HST refund on Services	HST refund on Training
HST ITC's claimed or to be claimed:					See FC Stmt of Acct - FCO020				
<u>2012 Q2 HST return to be filed prior to July 2012</u> Expenditure Summary - June 2012	MBT0001	06/30/2012	\$	34,623.71	See Expenditure Summary - Dec 2012	\$	34,623.71	\$	34,623.71
<u>2012 Q3 HST return to be filed prior to October 2012</u>			\$	11,187.39	10/30/2012	\$	11,187.39	\$	9,547.12 1640.27
<u>2012 Q4 HST return to be filed prior to January 2013</u>			\$	41,943.33	01/18/2013	\$	41,943.33	\$	24,232.80 17,710.53
<u>2013 Q1 HST return to be filed prior to April 30, 2013</u> ITC refundable as at March 31 2013			\$	53,181.25	04/23/2013	\$	53,181.25	\$	68,403.63 19,350.80
<u>2013 Q2 GST return to be filed prior to July 31, 2013</u> ITC refundable as at June 30 2013			\$	19,246.10	07/05/2013	\$	19,246.10		
<u>2013 Q3 GST return to be filed prior to October 31, 2013</u> ITC refundable as at September 30 2013			\$	21,739.58	10/16/2013	\$	21,739.58		
<u>2013 Q4 GST return to be filed prior to January 31, 2014</u> Expenditure Summary - October 2013	MBT0017A	10/10/2013	\$	5,746.14	01/14/2014				
Expenditure Summary - October 2013	MBT0017B	10/29/2013	\$	3,245.70					
Expenditure Summary - October 2013 - GST adj	MBT0017C	10/29/2013	\$	(11.25)					
Expenditure Summary - November 2013	MBT0018A	11/14/2013	\$	6,016.67					
Expenditure Summary - November 2013	MBT0018B	11/29/2013	\$	2,802.46					
Expenditure Summary - November 2013 - GST adj	MBT0018C	11/29/2013	\$	(12.60)					
Expenditure Summary - December 2013	MBT0019A	12/13/2013	\$	2,601.76					
Expenditure Summary - December 2013	MBT0019B	12/19/2013	\$	3,849.48					
ITC refundable as at December 31 2013			\$	24,172.16					
<u>2014 Q1 GST return to be filed prior to April 30, 2014</u> Expenditure Summary - January 2014	MBT0020A	01/05/2014	\$	2,366.05					
Expenditure Summary - January 2014	MBT0020B	01/14/2014	\$	4,582.71					
Expenditure Summary - January 2014	MBT0020C	01/28/2014	\$	5,093.45					
Expenditure Summary - February 2014	MBT0021A	02/17/2014	\$	7,489.86					
Expenditure Summary - February 2014	MBT0021B	03/05/2014	\$	4,810.41					
ITC refundable as at February 28, 2014			\$	24,342.48					
Total ITC's as at Feb 28, 2014			\$	230,435.00		\$	206,093.52		

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12.0(b) of Schedule B - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - February 28, 2014

SUMMARY

Expense/Anticipated Payment Date	Total Funds Received from Province Period to 28 Feb 2014	Total Reimbursements Received from Participants exceeding \$1500 Limit Period to 28 Feb 2014	Total Refunds Received from CRA Q4 2012 & Q1, Q2 & Q3 2013 Period to 28 Feb 2014	Total Expenditure Period to 28 Feb 2014	Total Surplus/Deficit Period to 28 Feb 2014
A. Micro-Business Owner Outreach					
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$86,590.00		\$5,406.00	-\$83,986.00	\$8,010.00
Local Business Marketing & Recruitment (2)	\$171,033.95		\$10,406.10	-\$200,295.59	-\$18,855.55
Program Website (3)	\$8,000.00		\$0.00	-\$8,000.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$55,750.00		\$700.00	-\$55,750.00	\$700.00
Subtotal Micro-Business Outreach	\$321,373.95	\$0.00	\$16,512.10	-\$348,031.59	-\$10,145.55
B. Management Services					
Administration & Management Overhead (5)	\$120,785.72		\$7,035.68	-\$132,392.84	-\$4,571.43
Financial Accounting (6)	\$114,363.24		\$6,873.16	-\$133,163.21	-\$11,926.80
Program Management (7)	\$108,171.28		\$6,685.66	-\$126,971.25	-\$12,114.30
Third Party Audit of program expenditures	\$3,816.75		\$181.75	-\$3,816.75	\$181.75
Subtotal Administrative & Overhead	\$347,136.99	\$0.00	\$20,776.26	-\$396,344.04	-\$28,430.78
Provincial trainee registration tracking and certification (8)	\$85,000.00		-\$524.99	-\$85,000.00	-\$85,24.99
Hosting, Maintenance, & Support (9)	\$40,332.50		\$3,011.25	-\$47,323.75	-\$3,980.00
Subtotal Information Technology	\$125,332.50	\$0.00	\$2,486.26	-\$132,323.75	-\$4,504.99
Subtotal Management Services	\$472,469.49	\$0.00	\$23,262.52	-\$528,667.79	-\$42,935.77
C. Participant Intake and Assessment Services					
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$464,234.87		\$28,245.18	-\$543,659.36	-\$51,179.31
Subtotal Participant Intake and Assessment Services	\$464,234.87	\$0.00	\$28,245.18	-\$543,659.36	-\$51,179.31
D. Business Skills Training for Participants					
Anticipated Training Funding Dispersed/Month (11)	\$1,773,368.58	\$18,160.44	\$93,355.43	-\$1,614,966.41	\$269,918.04
Subtotal Business Skills Training for Participants	\$1,773,368.58	\$18,160.44	\$93,355.43	-\$1,614,966.41	\$269,918.04
Subtotal Services for Applicants and Participants	\$2,237,603.45	\$18,160.44	\$121,600.61	-\$2,158,625.77	\$218,738.73
Contract advance (12)	-\$150,000.00				-\$150,000.00
Interest on refund from CRA			\$170.71		\$170.71
Total Financial Contribution	\$2,881,446.89	\$18,160.44	\$161,545.94	-\$3,035,325.15	\$25,828.12

As per FC0021



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - February 28, 2014

Expense/Anticipated Payment Date	Per Expenditure Summary MBT0001			Per Expenditure Summary MBT0002			Per Expenditure Summary MBT0003		
	Funds Received	Jun-12	Suplus/Deficit	Funds Received	Jul-12	Jul-12	Funds Received	Aug-12	Aug-12
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)			\$0.00			\$0.00			\$0.00
Local Business Marketing & Recruitment (2)	\$37,800.00	\$37,800.00	\$0.00	\$9,450.00		\$9,450.00	\$9,450.00		\$9,450.00
Program Website (3)	\$8,000.00	\$8,000.00	\$0.00			\$0.00			\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$40,000.00	\$40,000.00	\$0.00			\$0.00			\$0.00
Subtotal Micro-Business Outreach	\$85,800.00	\$85,800.00	\$0.00	\$9,450.00	\$0.00	\$9,450.00	\$9,450.00	\$0.00	\$9,450.00
B. Management Services									
Administration & Management Overhead (5)	\$5,952.40	\$5,952.40	\$0.00	\$11,507.93	\$11,507.93	\$0.00	\$11,507.93	\$11,507.93	\$0.00
Financial Accounting (6)	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00
Program Management (7)	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00
Third Party Audit of program expenditures									
Subtotal Administrative & Overhead	\$17,380.96	\$17,380.96	\$0.00	\$22,936.49	\$22,936.49	\$0.00	\$22,936.49	\$22,936.49	\$0.00
Provincial trainee registration tracking and certification (8)	\$80,625.00	\$80,625.00	\$0.00	\$4,375.00	\$4,375.00	\$0.00		\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00
Subtotal Information Technology	\$82,750.00	\$82,750.00	\$0.00	\$6,500.00	\$6,500.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00
Subtotal Management Services	\$100,130.96	\$100,130.96	\$0.00	\$29,436.49	\$29,436.49	\$0.00	\$25,061.49	\$25,061.49	\$0.00
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$102,600.00	\$102,600.00	\$0.00	\$25,650.00		\$25,650.00	\$25,650.00		\$25,650.00
Subtotal Participant Intake and Assessment Services	\$102,600.00	\$102,600.00	\$0.00	\$25,650.00	\$0.00	\$25,650.00	\$25,650.00	\$0.00	\$25,650.00
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	\$115,000.00	\$0.00	\$115,000.00
Subtotal Business Skills Training for Participants	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	\$115,000.00	\$0.00	\$115,000.00
Subtotal Services for Applicants and Participants	\$102,600.00	\$102,600.00	\$0.00	\$70,650.00	\$0.00	\$70,650.00	\$140,650.00	\$0.00	\$140,650.00
Contract advance (12)	\$25,771.04		\$25,771.04						
Interest on refund from CRA									
Total Financial Contribution	\$314,302.00	\$288,530.96	\$25,771.04	\$109,536.49	\$29,436.49	\$80,100.00	\$175,161.49	\$25,061.49	\$150,100.00



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - February 28, 2014

Expense/Anticipated Payment Date	Per Expenditure Summary			Per Expenditure Summary			Per Expenditure Summary		
	Funds Received	MBT0004	Suplus/Deficit	Funds Received	MBT0005A-C	Suplus/Deficit	Funds Received	MBT0006A/B	Suplus/Deficit
	Sep-12	Sep-12	Sep-12	Oct-12	Oct-12	Oct-12	Nov-12	Nov-12	Nov-12
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$15,400.00	\$0.00	\$15,400.00	\$24,920.00	\$30,968.00	-\$6,048.00	\$0.00	\$0.00	\$0.00
Local Business Marketing & Recruitment (2)	\$9,450.00	\$0.00	\$9,450.00	-\$18,388.59	\$9,961.41	-\$28,350.00	\$9,961.41	\$9,961.41	\$0.00
Program Website (3)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$24,850.00	\$0.00	\$24,850.00	\$6,531.41	\$40,929.41	-\$34,398.00	\$9,961.41	\$9,961.41	\$0.00
B. Management Services									
Administration & Management Overhead (5)	\$11,507.93	\$11,507.93	\$0.00	\$17,031.74	\$12,888.88	\$4,142.86	\$12,888.89	\$12,888.89	\$0.00
Financial Accounting (6)	\$5,714.28	\$5,714.28	\$0.00	\$8,457.13	\$6,399.99	\$2,057.14	\$6,399.99	\$6,399.99	\$0.00
Program Management (7)	\$5,714.28	\$5,714.28	\$0.00	\$8,457.13	\$6,399.99	\$2,057.14	\$6,399.99	\$6,399.99	\$0.00
Third Party Audit of program expenditures			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$22,936.49	\$22,936.49	\$0.00	\$33,946.01	\$25,688.86	\$8,257.15	\$25,688.87	\$25,688.87	\$0.00
Provincial trainee registration tracking and certification (8)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,125.00	\$2,125.00	\$0.00	\$3,145.00	\$2,380.00	\$765.00	\$2,380.00	\$2,380.00	\$0.00
Subtotal Information Technology	\$2,125.00	\$2,125.00	\$0.00	\$3,145.00	\$2,380.00	\$765.00	\$2,380.00	\$2,380.00	\$0.00
Subtotal Management Services	\$25,061.49	\$25,061.49	\$0.00	\$37,091.01	\$28,068.86	\$9,022.15	\$28,068.87	\$28,068.87	\$0.00
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$25,650.00	\$0.00	\$25,650.00	-\$49,911.88	\$27,038.12	-\$76,950.00	\$27,038.12	\$27,038.12	\$0.00
Subtotal Participant Intake and Assessment Services	\$25,650.00	\$0.00	\$25,650.00	-\$49,911.88	\$27,038.12	-\$76,950.00	\$27,038.12	\$27,038.12	\$0.00
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$120,000.00	\$7,192.83	\$112,807.17	\$168,000.00	\$10,573.44	\$157,426.56	\$100,800.00	\$48,771.42	\$52,028.58
Subtotal Business Skills Training for Participants	\$120,000.00	\$7,192.83	\$112,807.17	\$168,000.00	\$10,573.44	\$157,426.56	\$100,800.00	\$48,771.42	\$52,028.58
Subtotal Services for Applicants and Participants	\$145,650.00	\$7,192.83	\$138,457.17	\$118,088.12	\$37,611.56	\$80,476.56	\$127,838.12	\$75,809.54	\$52,028.58
Contract advance (12)				-\$25,771.04	\$0.00	-\$25,771.04		\$0.00	
Interest on refund from CRA									
Total Financial Contribution	\$195,561.49	\$32,254.32	\$163,307.17	\$135,939.50	\$106,609.83	\$29,329.67	\$165,868.40	\$113,839.82	\$52,028.58
							Nov funds not received in Nov 12	-\$165,868.40	
							Cash deficit for Nov 12	-\$113,839.82	



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - February 2014

Expense/Anticipated Payment Date	Per Expenditure Summary MBT0007			Per Expenditure Summary MBT0008A-D			Per Expenditure Summary MBT0009A-B		
	Funds Received Dec-12	Dec-12	Dec-12	Funds Received Jan-13	Jan-13	Jan-13	Funds Received Feb-13	Feb-13	Feb-13
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$15,400.00	\$0.00	\$15,400.00	\$0.00	\$9,968.00	-\$9,968.00	\$0.00	\$0.00	\$0.00
Local Business Marketing & Recruitment (2)	\$9,961.41	\$9,961.41	\$0.00	\$9,961.41	\$9,961.41	\$0.00	\$0.00	\$9,961.41	-\$9,961.41
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$25,361.41	\$9,961.41	\$15,400.00	\$9,961.41	\$19,929.41	-\$9,968.00	\$0.00	\$9,961.41	-\$9,961.41
B. Management Services									
Administration & Management Overhead (5)	\$12,888.89	\$12,888.88	\$0.01	\$0.00	\$4,000.00	-\$4,000.00	\$0.00	\$4,000.00	-\$4,000.00
Financial Accounting (6)	\$6,399.99	\$6,399.99	\$0.00	\$4,342.85	\$6,399.99	-\$2,057.14	\$0.00	\$6,399.99	-\$6,399.99
Program Management (7)	\$6,399.99	\$6,399.99	\$0.00	\$4,342.85	\$6,399.99	-\$2,057.14	\$0.00	\$6,399.99	-\$6,399.99
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$25,688.87	\$25,688.87	\$0.01	\$8,685.71	\$16,799.98	-\$8,114.27	\$0.00	\$16,799.98	-\$16,799.98
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,380.00	\$2,380.00	\$0.00	\$1,615.00	\$2,380.00	-\$765.00	\$0.00	\$2,380.00	-\$2,380.00
Subtotal Information Technology	\$2,380.00	\$2,380.00	\$0.00	\$1,615.00	\$2,380.00	-\$765.00	\$0.00	\$2,380.00	-\$2,380.00
Subtotal Management Services	\$28,068.87	\$28,068.87	\$0.01	\$10,300.71	\$19,179.98	-\$8,879.27	\$0.00	\$19,179.98	-\$19,179.98
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	-\$0.00	\$0.00	\$27,038.12	-\$27,038.12
Subtotal Participant Intake and Assessment Services	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	-\$0.00	\$0.00	\$27,038.12	-\$27,038.12
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$100,800.00	\$48,699.61	\$52,100.39	\$115,737.51	\$117,950.95	-\$2,213.44	\$0.00	\$91,980.65	-\$91,980.65
Subtotal Business Skills Training for Participants	\$100,800.00	\$48,699.61	\$52,100.39	\$115,737.51	\$117,950.95	-\$2,213.44	\$0.00	\$91,980.65	-\$91,980.65
Subtotal Services for Applicants and Participants	\$127,838.12	\$75,737.73	\$52,100.39	\$142,775.63	\$144,989.07	-\$2,213.44	\$0.00	\$119,018.77	-\$119,018.77
Contract advance (12)		\$0.00			\$0.00				
Interest on refund from CRA									
Total Financial Contribution	\$181,268.40	\$113,768.00	\$67,500.40	\$163,037.75	\$184,098.46	-\$21,060.71	\$0.00	\$148,160.16	-\$148,160.16
			Nov funds received in Dec 12						
			Cash surplus for Dec 12						



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - February 28, 2014

Expense/Anticipated Payment Date	Per Expenditure Summary MBT0010A-B			Per Expenditure Summary MBT0011A-C			Per Expenditure Summary MBT0012A-B		
	Funds Received Mar-13	Mar-13	Suplus/Deficit Mar-13	Funds Received Apr-13	Apr-13	Suplus/Deficit Apr-13	Funds Received May-13	May-13	Suplus/Deficit May-13
A. Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$12,180.00	-\$12,180.00	\$0.00	\$0.00	\$0.00
Local Business Marketing & Recruitment (2)	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$9,338.83	-\$9,338.83	\$0.00	\$9,338.83	-\$9,338.83
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$21,518.83	-\$21,518.83	\$0.00	\$9,338.83	-\$9,338.83
B. Management Services									
Administration & Management Overhead (5)	\$0.00	\$4,000.00	-\$4,000.00	\$0.00	\$3,750.00	-\$3,750.00	\$0.00	\$3,750.00	-\$3,750.00
Financial Accounting (6)	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$5,999.99	-\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Program Management (7)	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$5,999.99	-\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$0.00	\$16,799.98	-\$16,799.98	\$0.00	\$15,749.98	-\$15,749.98	\$0.00	\$15,749.98	-\$15,749.98
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,231.25	-\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Information Technology	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,231.25	-\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Management Services	\$0.00	\$19,179.98	-\$19,179.98	\$0.00	\$17,981.23	-\$17,981.23	\$0.00	\$17,981.23	-\$17,981.23
C. Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$25,348.24	-\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
Subtotal Participant Intake and Assessment Services	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$25,348.24	-\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
D. Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$0.00	\$83,108.63	-\$83,108.63	\$0.00	\$76,709.28	-\$76,709.28	\$0.00	\$66,092.76	-\$66,092.76
Subtotal Business Skills Training for Participants	\$0.00	\$83,108.63	-\$83,108.63	\$0.00	\$76,709.28	-\$76,709.28	\$0.00	\$66,092.76	-\$66,092.76
Subtotal Services for Applicants and Participants	\$0.00	\$110,146.75	-\$110,146.75	\$0.00	\$102,057.52	-\$102,057.52	\$0.00	\$91,441.00	-\$91,441.00
Contract advance (12)									
Interest on refund from CRA									
Total Financial Contribution	\$0.00	\$139,288.14	-\$139,288.14	\$0.00	\$141,557.58	-\$141,557.58	\$0.00	\$118,761.06	-\$118,761.06



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - February 28, 2014

Expense/Anticipated Payment Date	Funds Received	Per Expenditure Summary		Funds Received	Per Expenditure Summary		Funds Received	Per Expenditure Summary	
		MBT0013A-B	Suplus/Deficit		MBT0014A-B	Suplus/Deficit		MBT0015A-B	Suplus/Deficit
	Jun-13	Jun-13	Jun-13	Jul-13	Jul-13	Jul-13	Aug-13	Aug-13	Aug-13
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$5,040.00	-\$5,040.00	\$5,040.00	\$0.00	\$5,040.00
Local Business Marketing & Recruitment (2)	\$9,338.83	\$9,338.83	\$0.00	\$18,677.66	\$9,338.83	\$9,338.83	\$0.00	\$9,338.83	-\$9,338.83
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$9,338.83	\$9,338.83	\$0.00	\$18,677.66	\$14,378.83	\$4,298.83	\$5,040.00	\$9,338.83	-\$4,298.83
B. Management Services									
Administration & Management Overhead (5)	\$3,750.00	\$3,750.00	\$0.00	\$7,500.00	\$3,750.00	\$3,750.00	\$0.00	\$3,750.00	-\$3,750.00
Financial Accounting (6)	\$5,999.99	\$5,999.99	\$0.00	\$11,999.98	\$5,999.99	\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Program Management (7)	\$5,999.99	\$5,999.99	\$0.00	\$11,999.98	\$5,999.99	\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$15,749.98	\$15,749.98	\$0.00	\$31,499.96	\$15,749.98	\$15,749.98	\$0.00	\$15,749.98	-\$15,749.98
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,231.25	\$2,231.25	\$0.00	\$4,462.50	\$2,231.25	\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Information Technology	\$2,231.25	\$2,231.25	\$0.00	\$4,462.50	\$2,231.25	\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Management Services	\$17,981.23	\$17,981.23	\$0.00	\$35,962.46	\$17,981.23	\$17,981.23	\$0.00	\$17,981.23	-\$17,981.23
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$25,348.24	\$25,348.24	\$0.00	\$50,696.48	\$25,348.24	\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
Subtotal Participant Intake and Assessment Services	\$25,348.24	\$25,348.24	\$0.00	\$50,696.48	\$25,348.24	\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$43,876.06	\$97,184.32	-\$53,308.26	\$140,354.49	\$104,949.76	\$35,404.73	\$40,745.81	\$90,546.19	-\$49,800.38
Subtotal Business Skills Training for Participants	\$43,876.06	\$97,184.32	-\$53,308.26	\$140,354.49	\$104,949.76	\$35,404.73	\$40,745.81	\$90,546.19	-\$49,800.38
Subtotal Services for Applicants and Participants	\$69,224.30	\$122,532.56	-\$53,308.26	\$191,050.97	\$130,298.00	\$60,752.97	\$40,745.81	\$115,894.43	-\$75,148.62
Contract advance (12)									
Interest on refund from CRA									
Total Financial Contribution	\$96,544.36	\$149,852.62	-\$53,308.26	\$245,691.09	\$162,658.06	\$83,033.03	\$45,785.81	\$143,214.49	-\$97,428.68



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - February 28, 2014

Expense/Anticipated Payment Date	Per Expenditure Summary			Per Expenditure Summary			Per Expenditure Summary		
	Funds Received	MBT0016A-B	Suplus/Deficit	Funds Received	MBT0017A-B	Suplus/Deficit	Funds Received	MBT0018A-B	Suplus/Deficit
	Sep-13	Sep-13	Sep-13	Oct-13	Oct-13	Oct-13	Nov-13	Nov-13	Nov-13
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,200.00	\$4,200.00	\$0.00
Local Business Marketing & Recruitment (2)	\$9,338.83	\$9,338.83	\$0.00	\$18,677.66	\$9,338.83	\$9,338.83	\$9,338.83	\$9,338.83	\$0.00
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$14,700.00	\$14,700.00	\$0.00		\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$9,338.83	\$9,338.83	\$0.00	\$33,377.66	\$24,038.83	\$9,338.83	\$13,538.83	\$13,538.83	\$0.00
B. Management Services									
Administration & Management Overhead (5)	\$3,750.00	\$3,750.00	\$0.00	\$7,500.00	\$3,750.00	\$3,750.00	\$3,750.00	\$3,750.00	\$0.00
Financial Accounting (6)	\$5,999.99	\$5,999.99	\$0.00	\$11,999.98	\$5,999.99	\$5,999.99	\$7,968.74	\$7,968.74	\$0.00
Program Management (7)	\$5,999.99	\$5,999.99	\$0.00	\$11,999.98	\$5,999.99	\$5,999.99	\$5,999.99	\$5,999.99	\$0.00
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$3,816.75	\$3,816.75	\$0.00		\$0.00	\$0.00
Subtotal Administrative & Overhead	\$15,749.98	\$15,749.98	\$0.00	\$35,316.71	\$19,566.73	\$15,749.98	\$17,718.73	\$17,718.73	\$0.00
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,231.25	\$2,231.25	\$0.00	\$4,462.50	\$2,231.25	\$2,231.25	\$2,231.25	\$2,231.25	\$0.00
Subtotal Information Technology	\$2,231.25	\$2,231.25	\$0.00	\$4,462.50	\$2,231.25	\$2,231.25	\$2,231.25	\$2,231.25	\$0.00
Subtotal Management Services	\$17,981.23	\$17,981.23	\$0.00	\$39,779.21	\$21,797.98	\$17,981.23	\$19,949.98	\$19,949.98	\$0.00
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$25,348.24	\$25,348.24	\$0.00	\$50,696.48	\$25,348.24	\$25,348.24	\$25,348.24	\$25,348.24	\$0.00
Subtotal Participant Intake and Assessment Services	\$25,348.24	\$25,348.24	\$0.00	\$50,696.48	\$25,348.24	\$25,348.24	\$25,348.24	\$25,348.24	\$0.00
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$89,873.31	\$79,594.51	\$10,278.80	\$126,421.01	\$110,249.68	\$16,171.33	\$93,723.08	\$122,466.36	-\$28,743.28
Subtotal Business Skills Training for Participants	\$89,873.31	\$79,594.51	\$10,278.80	\$126,421.01	\$110,249.68	\$16,171.33	\$93,723.08	\$122,466.36	-\$28,743.28
Subtotal Services for Applicants and Participants	\$115,221.55	\$104,942.75	\$10,278.80	\$177,117.49	\$135,597.92	\$41,519.57	\$119,071.32	\$147,814.60	-\$28,743.28
Contract advance (12)							-\$25,000.00		-\$25,000.00
Interest on refund from CRA									
Total Financial Contribution	\$142,541.61	\$132,262.81	\$10,278.80	\$250,274.36	\$181,434.73	\$68,839.63	\$127,560.13	\$181,303.41	-\$53,743.28



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - February 28, 2014

Expense/Anticipated Payment Date	Per Expenditure Summary			Per Expenditure Summary		
	Funds Received	MBT0019A-B	Suplus/Deficit	Funds Received	MBT0020A-B	Suplus/Deficit
	Dec-13	Dec-13	Dec-13	Jan-14	Jan-14	Jan-14
A Micro-Business Owner Outreach						
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$11,130.00	-\$11,130.00
Local Business Marketing & Recruitment (2)	\$9,338.83	\$9,338.83	\$0.00	\$0.00	\$9,338.83	-\$9,338.83
Program Website (3)		\$0.00	\$0.00		\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)		\$0.00	\$0.00		\$1,050.00	-\$1,050.00
Subtotal Micro-Business Outreach	\$9,338.83	\$9,338.83	\$0.00	\$0.00	\$21,518.83	-\$21,518.83
B. Management Services						
Administration & Management Overhead (5)	\$3,750.00	\$3,750.00	\$0.00	\$0.00	\$3,750.00	-\$3,750.00
Financial Accounting (6)	\$7,968.74	\$7,968.74	\$0.00	\$0.00	\$7,968.74	-\$7,968.74
Program Management (7)	\$5,999.99	\$5,999.99	\$0.00	\$0.00	\$5,714.28	-\$5,714.28
Third Party Audit of program expenditures		\$0.00	\$0.00		\$0.00	\$0.00
Subtotal Administrative & Overhead	\$17,718.73	\$17,718.73	\$0.00	\$0.00	\$17,433.02	-\$17,433.02
Provincial trainee registration tracking and certification (8)		\$0.00	\$0.00		\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,231.25	\$2,231.25	\$0.00	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Information Technology	\$2,231.25	\$2,231.25	\$0.00	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Management Services	\$19,949.98	\$19,949.98	\$0.00	\$0.00	\$19,664.27	-\$19,664.27
C Participant Intake and Assessment Services						
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$25,348.24	\$25,348.24	\$0.00	\$0.00	\$25,348.24	-\$25,348.24
Subtotal Participant Intake and Assessment Services	\$25,348.24	\$25,348.24	\$0.00	\$0.00	\$25,348.24	-\$25,348.24
D Business Skills Training for Participants						
Anticipated Training Funding Dispersed/Month (11)	\$65,273.10	\$110,760.41	-\$45,487.31	\$110,100.51	\$61,262.74	\$48,837.77
Subtotal Business Skills Training for Participants	\$65,273.10	\$110,760.41	-\$45,487.31	\$110,100.51	\$61,262.74	\$48,837.77
Subtotal Services for Applicants and Participants	\$90,621.34	\$136,108.65	-\$45,487.31	\$110,100.51	\$86,610.98	\$23,489.53
Contract advance (12)	-\$50,000.00		-\$50,000.00	-\$25,000.00		-\$25,000.00
Interest on refund from CRA						
Total Financial Contribution	\$69,910.15	\$165,397.46	-\$95,487.31	\$85,100.51	\$127,794.08	-\$42,693.57



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - February 28, 2014

Expense/Anticipated Payment Date	Funds Received Feb-14	Per Expenditure Summary MBT0020C	Per Expenditure Summary MBT0021A	Per Expenditure Summary MBT0021A-B	Suplus/Deficit Feb-14
		Feb-14	Feb-14	Feb-14	
A Micro-Business Owner Outreach					
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$21,630.00	\$0.00	\$10,500.00	\$10,500.00	\$11,130.00
Local Business Marketing & Recruitment (2)	\$18,677.66	\$0.00	\$9,338.83	\$9,338.83	\$9,338.83
Program Website (3)		\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$1,050.00	\$0.00	\$0.00	\$0.00	\$1,050.00
Subtotal Micro-Business Outreach	\$41,357.66	\$0.00	\$19,838.83	\$19,838.83	\$21,518.83
B. Management Services					
Administration & Management Overhead (5)	\$7,500.00	\$0.00	\$3,750.00	\$3,750.00	\$3,750.00
Financial Accounting (6)	\$13,968.73	\$0.00	\$5,999.99	\$5,999.99	\$7,968.74
Program Management (7)	\$11,714.27	\$0.00	\$5,999.99	\$5,999.99	\$5,714.28
Third Party Audit of program expenditures		\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$33,183.00	\$0.00	\$15,749.98	\$15,749.98	\$17,433.02
Provincial trainee registration tracking and certification (8)		\$0.00		\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$4,462.50	\$0.00	\$2,231.25	\$2,231.25	\$2,231.25
Subtotal Information Technology	\$4,462.50	\$0.00	\$2,231.25	\$2,231.25	\$2,231.25
Subtotal Management Services	\$37,645.50	\$0.00	\$17,981.23	\$17,981.23	\$19,664.27
C Participant Intake and Assessment Services					
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$50,696.48	\$0.00	\$25,348.24	\$25,348.24	\$25,348.24
Subtotal Participant Intake and Assessment Services	\$50,696.48	\$0.00	\$25,348.24	\$25,348.24	\$25,348.24
D Business Skills Training for Participants					
Anticipated Training Funding Dispersed/Month (11)	\$297,663.70	\$126,265.69	\$160,607.18	\$286,872.87	\$10,790.83
Subtotal Business Skills Training for Participants	\$297,663.70	\$126,265.69	\$160,607.18	\$286,872.87	\$10,790.83
Subtotal Services for Applicants and Participants	\$348,360.18	\$126,265.69	\$185,955.42	\$312,221.11	\$36,139.07
Contract advance (12)	-\$50,000.00				-\$50,000.00
Interest on refund from CRA					
Total Financial Contribution	\$377,363.34	\$126,265.69	\$223,775.48	\$350,041.17	\$27,322.17

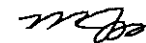
**Micro Business Owner Training Project
BC CHAMBER OF COMMERCE
Monthly Claim Report**

Period: From February 11 to 28, 2014

A. Micro Business Owner Outreach		
Total Micro Business Owner Outreach Costs		\$0.00
B. Management Services Costs		
- Administration and overhead costs: - Administration and Management Overhead - Financial Accounting - Program Management - Third party audit of program expenditures		\$0.00
	Sub Total Admin/Overhead:	\$0.00
- Information technology expenses: - Provincial trainee registration tracking and certification - Hosting, maintenance and support		\$0.00
	Sub Total Information technology expenses:	\$0.00
	Total Management Services Costs:	\$0.00
C. Participant Intake and Assessment Services		
Intake and Assessment Services		\$0.00
D. Business Skills Training for Participants		
Number of participants:		
Total Participant Costs (maximum of \$1,500 per participant)		\$367,080.51
Total Invoiced Costs for February 11 to 28, 2014		\$367,080.51
Less: reduction of accounting advance		(\$25,000.00)
Less: Funds received in February 2014:		
Financial reimbursements re: Participant overages received in Feb 2014		(\$828.12)
Net GST refund		\$0.00
TOTAL Claim Amount for February 11 to 28, 2014		\$341,252.39
SUMMARY		
Net surplus for February per FC0021		\$25,828.12
Claim for February 11-28, 2014 - see above		\$341,252.39
Payment to be made per signed MBT0020C - awaiting funding		(\$367,080.51)
Accountable Advance (per Schedule "B-2" of the Agreement)		\$0.00

All claimed costs are in accordance with the Eligible Costs described in Schedule "B-2" of the Agreement.

Signature:



Mark Jess, CGA on behalf of Sharon Clark, CA, MBT Program Manager, Financial Accounting

Print Name: Mark Jess

Date: Mar 7, 2014

Signature:



Wayne Poncia, MBT Program Manager

Print Name: WC Poncia

Date: Mar 7, 2014



BC Chamber of Commerce - MBT Pilot Project
Financial Contribution Statement of Account as at February 28, 2014

Statement #: FC0021

#1201, 750 West Pender Street
Vancouver, BC V6C 2T8
T 604.683.0700 F 604.683.0416
www.bschamber.org

Description	Ref #	Date	Eligible Costs under Section A, B & C of Schedule "B-2" - Financial		Eligible Costs under Section D Business Skills Training - of Schedule "B-2" - Financial		Total Funding Claim amounts:	Notes and Attachments
			Contribution Claim amounts:		Contribution Claim amounts:			
Funds received in February 2014:								
BC Chamber of Commerce Monthly Claim Report	December 20-January 10	01/16/2014	\$ 41,531.34	\$	\$ 61,262.74	\$	\$ 102,794.08	Includes \$25k reduction to accounting advance
BC Chamber of Commerce Monthly Claim Report	January 11-January 25	02/04/2014	\$ -	\$	\$ 75,793.78	\$	\$ 75,793.78	Includes \$25k reduction to accounting advance
BC Chamber of Commerce Monthly Claim Report	January 26-February 10	02/17/2014	\$ 38,168.30	\$	\$ 160,607.18	\$	\$ 198,775.48	Includes \$25k reduction to accounting advance
Funds distributed in February 2014:								
Expenditure Summary - January 11/14 - January 25/14	MBT0020C	01/28/2014	\$ -	\$	\$ (126,265.69)	\$	\$ (126,265.69)	ok
Expenditure Summary - January 26/13 - February 10/14	MBT0021A	02/17/2014	\$ (63,168.30)	\$	\$ (160,607.18)	\$	\$ (223,775.48)	ok
Net (Deficit) Surplus for February 2014			\$ 16,531.34	\$	\$ 10,790.83	\$	\$ 27,322.17	
Net surplus carried forward:								
Financial Contribution Statement of Account for June 2012	FC0001	06/30/2012	\$ 25,771.04	\$	\$ -	\$	\$ 25,771.04	
Financial Contribution Statement of Account for July 2012	FC0002	08/07/2012	\$ 35,100.00	\$	\$ 45,000.00	\$	\$ 80,100.00	
Financial Contribution Statement of Account for August 2012	FC0003	09/07/2012	\$ 35,100.00	\$	\$ 115,000.00	\$	\$ 150,100.00	
Financial Contribution Statement of Account for September 2012	FC0004	10/11/2012	\$ 50,500.00	\$	\$ 112,807.17	\$	\$ 163,307.17	
Financial Contribution Statement of Account for October 2012	FC0005	11/06/2012	\$ (128,096.89)	\$	\$ 157,425.56	\$	\$ 29,328.67	
Financial Contribution Statement of Account for November 2012	FC0006	12/04/2012	\$ (65,068.39)	\$	\$ (48,771.42)	\$	\$ (113,839.81)	
Financial Contribution Statement of Account for December 2012	FC0007	01/06/2013	\$ 80,468.41	\$	\$ 152,900.39	\$	\$ 233,368.80	
Financial Contribution Statement of Account for January 2013	FC0008	02/07/2013	\$ (18,847.28)	\$	\$ (2,213.44)	\$	\$ (21,060.72)	
Financial Contribution Statement of Account for February 2013	FC0009	03/08/2013	\$ (56,179.51)	\$	\$ (91,980.65)	\$	\$ (148,160.16)	
Financial Contribution Statement of Account for March 2013	FC0010	04/09/2013	\$ (56,179.51)	\$	\$ (83,108.63)	\$	\$ (139,288.14)	
Financial Contribution Statement of Account for April 2013	FC0011	05/08/2013	\$ (64,848.30)	\$	\$ (76,709.28)	\$	\$ (141,557.58)	
Financial Contribution Statement of Account for May 2013	FC0012	06/08/2013	\$ (52,668.30)	\$	\$ (66,092.76)	\$	\$ (118,761.06)	
Financial Contribution Statement of Account for June 2013	FC0013	07/04/2013	\$ (52,668.30)	\$	\$ (639.96)	\$	\$ (53,308.26)	
Financial Contribution Statement of Account for July 2013	FC0014	08/08/2013	\$ 47,628.30	\$	\$ 35,404.73	\$	\$ 83,033.03	
Financial Contribution Statement of Account for August 2013	FC0015	09/06/2013	\$ (47,628.30)	\$	\$ (49,800.38)	\$	\$ (97,428.68)	
Financial Contribution Statement of Account for September 2013	FC0016	10/07/2013	\$ -	\$	\$ 10,278.80	\$	\$ 10,278.80	
Financial Contribution Statement of Account for October 2013	FC0017	11/12/2013	\$ 52,668.30	\$	\$ 16,171.33	\$	\$ 68,839.63	
Financial Contribution Statement of Account for November 2013	FC0018	12/09/2013	\$ (25,000.00)	\$	\$ (28,743.28)	\$	\$ (53,743.28)	
Financial Contribution Statement of Account for December 2013	FC0019	01/06/2014	\$ (25,000.00)	\$	\$ (70,487.31)	\$	\$ (95,487.31)	
Financial Contribution Statement of Account for January 2014	FC0020	02/04/2014	\$ (66,531.34)	\$	\$ 23,837.77	\$	\$ (42,693.57)	
Financial reimbursements re: Participant overages & reimbursements from training providers for dropped/cancelled courses			\$ -	\$	\$ 18,160.44	\$	\$ 18,160.44	Reimbursement from Participants for training courses exceeding the \$1500 limit
Net Funding Contribution on hand for February 2014			\$ (314,948.73)	\$	\$ 179,230.91	\$	\$ (135,717.82)	
Net HST/GST Refund for 2012 Q4 (+ Interest) & 2013 Q1, Q2, Q3 & Q4	Funding and Expenditure Summary		\$ 68,008.76	\$	\$ 93,537.18	\$	\$ 161,545.94	
Total Funding Contribution on hand for February 2014	Reconciled to Bank Statement:		\$ (246,939.97)	\$	\$ 272,768.09	\$	\$ 25,828.12	

I, Wayne Pondia, Project Manager, BC Chamber of Commerce MBT Program, declare that the above services for January 2014 have been performed as required under the signed Agreement dated May 10, 2012 between the Province of British Columbia Ministry of Jobs, Tourism and Innovation and the BC Chamber of Commerce.

WC Pondia

For the BCCC: Wayne Pondia, MBT Program Manager

Mar 7, 2014

Date:

Mar 7, 2014

Date:

Reviewed and approved by: Mark Jess, CGA on behalf of Sharon Clark, CA, MBT Program Manager, Financial Accounting



MBT0021A

BC Chamber of Commerce - MBT Pilot Project
Expenditure Summary - Jan 25/14 - Feb 10/14

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YYYY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
Non-training expenses:										
1	Rethink Learning Inc	2211	100%	02/01/2014	\$ 2,231.25	\$ -	\$ 106.25	\$ 2,125.00	\$ 2,231.25	
2	Rethink Learning Inc	2212	100%	02/01/2014	\$ 9,338.83	\$ -	\$ 444.71	\$ 8,894.12	\$ 9,338.83	
3	Rethink Learning Inc	2213	100%	02/01/2014	\$ 25,348.24	\$ -	\$ 1,207.06	\$ 24,141.18	\$ 25,348.24	
4	Wayne Poncia	1049	100%	02/01/2014	\$ 5,999.99	\$ -	\$ 285.71	\$ 5,714.28	\$ 5,999.99	
5	S Clark & Co	1022	100%	02/01/2014	\$ 5,999.99	\$ -	\$ 285.71	\$ 5,714.28	\$ 5,999.99	
6	BC Chamber of Commerce	1006.14	100%	02/01/2014	\$ 3,750.00	\$ -	\$ 178.57	\$ 3,571.43	\$ 3,750.00	
6B	Rethink Learning Inc	2208	100%	01/09/2014	\$ 10,500.00	\$ -	\$ 500.00	\$ 10,000.00	\$ 10,500.00	
					\$ 63,168.30	\$ -	\$ 3,008.01	\$ 60,160.29	\$ 63,168.30	
Training related invoices:										
1282	Q College Inc.	1036	100%	01/28/2014	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1283	College of the Rockies	12992	100%	01/17/2014	\$ 135.00	\$ -	\$ -	\$ 135.00	\$ 135.00	
1284	College of the Rockies	12993	100%	01/17/2014	\$ 135.00	\$ -	\$ -	\$ 135.00	\$ 135.00	
1285	College of the Rockies	12994	100%	01/17/2014	\$ 270.00	\$ -	\$ -	\$ 270.00	\$ 270.00	
1286	Business Advisory Team	2014-01-PSANAI	25%	01/28/2014	\$ 1,260.00	\$ -	\$ 60.00	\$ 1,200.00	\$ 315.00	
1287	College of the Rockies	12989	100%	01/17/2014	\$ 135.00	\$ -	\$ -	\$ 135.00	\$ 135.00	
1288	College of the Rockies	12990	100%	01/17/2014	\$ 135.00	\$ -	\$ -	\$ 135.00	\$ 135.00	
1289	College of the Rockies	12991	100%	01/17/2014	\$ 135.00	\$ -	\$ -	\$ 135.00	\$ 135.00	
1290	Business Advisory Team	2014-01-VMILLS	25%	01/28/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1291	College of the Rockies	12995	100%	01/17/2014	\$ 135.00	\$ -	\$ -	\$ 135.00	\$ 135.00	
1292	College of the Rockies	12996	100%	01/17/2014	\$ 270.00	\$ -	\$ -	\$ 270.00	\$ 270.00	
1293	Q College Inc.	1035	100%	01/28/2014	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 624.75	
1294	Camosun College	118115	100%	01/27/2014	\$ 393.75	\$ -	\$ 18.75	\$ 375.00	\$ 393.75	
1295	Camosun College	118145	100%	01/27/2014	\$ 335.00	\$ -	\$ -	\$ 335.00	\$ 335.00	
1296	Camosun College	118135	100%	01/27/2014	\$ 275.00	\$ -	\$ -	\$ 275.00	\$ 275.00	
1297	Camosun College	118125	100%	01/27/2014	\$ 261.45	\$ -	\$ 12.45	\$ 249.00	\$ 261.45	
1298	Debbie Palmer Presents	183	25%	01/28/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1299	Debbie Palmer Presents	184	25%	01/28/2014	\$ 945.00	\$ -	\$ 45.00	\$ 900.00	\$ 236.25	
1300	Power Up Marketing	52	25%	01/27/2014	\$ 7,875.00	\$ -	\$ 375.00	\$ 7,500.00	\$ 1,968.75	
1301	PACE Business Centre	1194	25%	01/28/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1302	PACE Business Centre	1193	25%	01/28/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1303	Mike Porter Designs	11002	100%	01/28/2014	\$ 1,050.00	\$ -	\$ 50.00	\$ 1,000.00	\$ 1,050.00	COMPLETE
1304	Debbie Palmer Presents	185	25%	01/28/2014	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 196.88	
1305	Q College Inc.	1034	100%	01/28/2014	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 624.75	
1306	Excel Career College	4669490	100%	01/27/2014	\$ 798.00	\$ -	\$ 38.00	\$ 760.00	\$ 798.00	
1307	Excel Career College	4669489	100%	01/27/2014	\$ 504.00	\$ -	\$ 24.00	\$ 480.00	\$ 504.00	
1308	Excel Career College	4669488	100%	01/27/2014	\$ 777.00	\$ -	\$ 37.00	\$ 740.00	\$ 777.00	
1309	Think Partner Coaching	277	25%	01/24/2014	\$ 4,003.13	\$ -	\$ 190.63	\$ 3,812.50	\$ 1,000.78	
1310	The Big Picture Coach Inc.	2014-214	25%	01/24/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1311	Executive Web Club	1640	25%	01/26/2014	\$ 4,213.13	\$ -	\$ 200.63	\$ 4,012.50	\$ 1,053.28	
1312	Vancouver Community College	50101319	100%	01/27/2014	\$ 37.24	\$ -	\$ 1.77	\$ 35.47	\$ 37.24	
1313	Clarity Business Strategies	2026	25%	01/27/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1314	WCG International Consultants Ltd.	PINV004092 CM	100%	01/30/2014	\$ (630.00)	\$ (67.50)	\$ -	\$ (562.50)	\$ (630.00)	
1315	WCG International Consultants Ltd.	PINV005000 CM	100%	01/30/2014	\$ (630.00)	\$ (67.50)	\$ -	\$ (562.50)	\$ (630.00)	
1316	WCG International Consultants Ltd.	PINV005001 CM	100%	01/30/2014	\$ (590.62)	\$ -	\$ (28.12)	\$ (562.50)	\$ (590.62)	
1317	WCG International Consultants Ltd.	PINV004034 CM	100%	01/30/2014	\$ (1,260.00)	\$ (135.00)	\$ -	\$ (1,125.00)	\$ (1,260.00)	
1318	WCG International Consultants Ltd.	PINV004082 CM	100%	01/30/2014	\$ (630.00)	\$ (67.50)	\$ -	\$ (562.50)	\$ (630.00)	
1319	WCG International Consultants Ltd.	PINV004050 CM	100%	01/30/2014	\$ (1,260.00)	\$ (135.00)	\$ -	\$ (1,125.00)	\$ (1,260.00)	
1320	WCG International Consultants Ltd.	PINV004034B CM	100%	01/30/2014	\$ (1,890.00)	\$ (202.50)	\$ -	\$ (1,687.50)	\$ (1,890.00)	
1321	WCG International Consultants Ltd.	PINV003898 CM	100%	01/30/2014	\$ (1,890.00)	\$ (202.50)	\$ -	\$ (1,687.50)	\$ (1,890.00)	
1322	Camosun College	119235	100%	01/30/2014	\$ 204.75	\$ -	\$ 9.75	\$ 195.00	\$ 204.75	
1323	Camosun College	119245	100%	01/30/2014	\$ 204.75	\$ -	\$ 9.75	\$ 195.00	\$ 204.75	
1324	Camosun College	119255	100%	01/30/2014	\$ 204.75	\$ -	\$ 9.75	\$ 195.00	\$ 204.75	
1325	Langara College	50149819	100%	01/22/2014	\$ 196.35	\$ -	\$ 9.35	\$ 187.00	\$ 196.35	
1326	Langara College	50149748	100%	01/16/2014	\$ 152.78	\$ -	\$ 7.28	\$ 145.50	\$ 152.78	
1327a	University of the Fraser Valley	50037530	100%	01/21/2014	\$ 299.00	\$ -	\$ -	\$ 299.00	\$ 299.00	
1327b	University of the Fraser Valley	50037672	100%	01/21/2014	\$ 299.00	\$ -	\$ -	\$ 299.00	\$ 299.00	
1328	Main Street Communication Ltd.	30001772014	25%	01/30/2014	\$ 9,745.31	\$ -	\$ 464.06	\$ 9,281.25	\$ 2,435.33	
1329	Mike Porter Designs	110031	100%	01/31/2014	\$ 1,573.95	\$ -	\$ 74.95	\$ 1,499.00	\$ 1,573.95	COMPLETE
1330	AcumenPD	228	100%	02/01/2014	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	COMPLETE
1331	AcumenPD	229	25%	02/01/2014	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 250.00	
1332	Vancouver Island University	SP49480-1	100%	01/27/2014	\$ 209.00	\$ -	\$ -	\$ 209.00	\$ 209.00	
1333	Vancouver Island University	SP49481-1	100%	01/27/2014	\$ 378.00	\$ -	\$ -	\$ 378.00	\$ 378.00	
1334	Power Up Marketing	53	25%	02/03/2014	\$ 1,249.50	\$ -	\$ 59.50	\$ 1,190.00	\$ 312.38	
1335	Power Up Marketing	54	100%	02/04/2014	\$ 325.50	\$ -	\$ 15.50	\$ 310.00	\$ 325.50	COMPLETE
1336	TLB Marketing Essentials	CLN020	25%	02/04/2014	\$ 9,397.50	\$ -	\$ 447.50	\$ 8,950.00	\$ 2,349.38	
1337	Make Your Mark Training & Consulting	4868	100%	01/31/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1338	ClientSave Professional Contact Management Ltd	2216	100%	02/05/2014	\$ (729.75)	\$ -	\$ (34.75)	\$ (695.00)	\$ (729.75)	
1339	ClientSave Professional Contact Management Ltd	2217	100%	02/05/2014	\$ (364.88)	\$ -	\$ (17.38)	\$ (347.50)	\$ (364.88)	
1340	Trainwest Management & Consulting Inc	1460	25%	02/04/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1341	Excel Career College	4669493	100%	01/30/2014	\$ 777.00	\$ -	\$ 37.00	\$ 740.00	\$ 777.00	
1342	Focal Point	103	25%	02/05/2014	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 1,181.25	
1343	In the Black Business Cons.	219	25%	02/02/2014	\$ 1,050.00	\$ -	\$ 50.00	\$ 1,000.00	\$ 262.50	
1344	AcumenPD	226	100%	01/30/2014	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	COMPLETE
1345	Vancouver Community College	5010134	100%	01/30/2014	\$ 359.00	\$ -	\$ -	\$ 359.00	\$ 359.00	



MBT0021A

BC Chamber of Commerce - MBT Pilot Project
Expenditure Summary - Jan 25/14 - Feb 10/14

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YY	Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
1346	Prestige Business & Management Consulting Ltd.	MBT020	25%	02/02/2014		\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 1,181.25	
1347	AcumenPD	227	100%	01/30/2014		\$ 800.00	\$ -	\$ -	\$ 800.00	\$ 800.00	COMPLETE
1348	Think Partner Coaching	280	100%	02/05/2014		\$ (551.25)	\$ -	\$ (26.25)	\$ (525.00)	\$ (551.25)	
1349	Think Partner Coaching	278	25%	02/01/2014		\$ 1,050.00	\$ -	\$ 50.00	\$ 1,000.00	\$ 262.50	
1350	Lyons&Associates	754	100%	01/30/2014		\$ 315.00	\$ -	\$ 15.00	\$ 300.00	\$ 315.00	COMPLETE
1351	AcumenPD	230	25%	02/07/2014		\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 125.00	
1352	AcumenPD	231	25%	02/07/2014		\$ 700.00	\$ -	\$ -	\$ 700.00	\$ 175.00	
1353	Pacific Office Solutions	BE101-16	25%	02/03/2014		\$ 11,919.60	\$ -	\$ 567.60	\$ 11,352.00	\$ 2,979.90	
1354	S22	S22 REFUND	100%	02/15/2014		\$ 94.00	\$ -	\$ -	\$ 94.00	\$ 94.00	REFUND
1355	S22	S22 REFUND	100%	01/15/2014		\$ 350.00	\$ -	\$ -	\$ 350.00	\$ 350.00	REFUND
1356	College of New Caledonia	20228	100%	02/06/2014		\$ 149.00	\$ -	\$ -	\$ 149.00	\$ 149.00	
1357	Q College Inc.	1038	100%	02/06/2014		\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75	
1358	Q College Inc.	1039	100%	02/06/2014		\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1359	Trainwest Management & Consulting Inc	1459	25%	01/31/2014		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1360	PACE Business Centre	1203	25%	02/09/2014		\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 358.05	
1361	PACE Business Centre	1202	25%	02/09/2014		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1362	Okanagan College	M002462	100%	02/07/2014		\$ 197.40	\$ -	\$ 9.40	\$ 188.00	\$ 197.40	
1363	Lyons&Associates	755	100%	02/07/2014		\$ 1,675.80	\$ -	\$ 79.80	\$ 1,596.00	\$ 1,675.80	COMPLETE
1364	Q College Inc.	1041	100%	02/06/2014		\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 624.75	
1365	Q College Inc.	1040	100%	02/06/2014		\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75	
1366	Q College Inc.	1042	100%	02/06/2014		\$ 763.57	\$ -	\$ 36.36	\$ 727.21	\$ 763.57	
1367	The Big Picture Coach Inc.	2014-215	25%	02/05/2014		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1368	L2 Accent Reduction Centre	1	25%	02/05/2014		\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 131.25	
1369	Q College Inc.	1043	100%	02/06/2014		\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75	
1370	Debbie Palmer Presents	186	100%	02/10/2014		\$ 1,050.00	\$ -	\$ 50.00	\$ 1,000.00	\$ 1,050.00	COMPLETE
1371	Make Your Mark Training & Consulting	9309	100%	02/07/2014		\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75	COMPLETE
1372	Mike Porter Designs	11004	100%	02/12/2014		\$ 1,573.95	\$ -	\$ 74.95	\$ 1,499.00	\$ 1,573.95	COMPLETE
1373	Mike Porter Designs	11005	100%	02/12/2014		\$ 1,573.95	\$ -	\$ 74.95	\$ 1,499.00	\$ 1,573.95	COMPLETE
1374	Vancouver Community College	S0101376	100%	02/03/2014		\$ 90.00	\$ -	\$ -	\$ 90.00	\$ 90.00	
1375	Okanagan College	S0236420	100%	12/16/2013		\$ 738.25	\$ -	\$ 26.25	\$ 712.00	\$ 738.25	
1376	Vancouver Island University	SP49592-1	100%	01/31/2014		\$ 509.25	\$ -	\$ 24.25	\$ 485.00	\$ 509.25	
1377	Langara College	S0150826	100%	01/30/2014		\$ 60.11	\$ -	\$ 2.86	\$ 57.25	\$ 60.11	
1378	Make Your Mark Training & Consulting	4686 B	100%	02/07/2014		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1379	Make Your Mark Training & Consulting	4072	100%	02/11/2014		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1380	Dale Carnegie	P189	100%	02/12/2014		\$ 2,762.76	\$ -	\$ 131.56	\$ 2,631.20	\$ 2,762.76	COMPLETE
1381	Executive Web Club	1641	25%	02/05/2014		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1382	PACE Business Centre	1207	25%	02/12/2014		\$ 142.80	\$ -	\$ 6.80	\$ 136.00	\$ 35.70	
						\$ 112,730.23	\$ (877.50)	\$ 5,359.35	\$ 108,248.38	\$ 49,302.24	
Previously issued invoices & partial payments re: completion											
56	WCG International Consultants Ltd.	PINV003898	75%	10/24/2012		\$ 5,040.00	\$ 540.00	\$ -	\$ 4,500.00	\$ 1,890.00	MBT0006A
192	WCG International Consultants Ltd.	PINV004034	75%	01/24/2013		\$ 3,360.00	\$ 360.00	\$ -	\$ 3,000.00	\$ 1,260.00	MBT0008C
201	WCG International Consultants Ltd.	PINV004034B	75%	01/21/2013		\$ 2,520.00	\$ 270.00	\$ -	\$ 2,250.00	\$ 1,890.00	MBT0008C
247	ClientSave Professional Contact Management Ltd	2146	75%	01/21/2013		\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,260.00	MBT0009A
260	WCG International Consultants Ltd.	PINV004050	75%	01/30/2013		\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,260.00	MBT0009A
277	Community Futures of Central Kootenay	CLN 1	75%	02/08/2013		\$ 1,120.00	\$ 120.00	\$ -	\$ 1,000.00	\$ 840.00	MBT0009A
278	Susan Peach	1332	75%	02/10/2013		\$ 4,704.00	\$ 504.00	\$ -	\$ 4,200.00	\$ 1,260.00	MBT0009A
294	WCG International Consultants Ltd.	PINV004082	75%	02/13/2013		\$ 840.00	\$ 90.00	\$ -	\$ 750.00	\$ 630.00	MBT0009B
298	WCG International Consultants Ltd.	PINV004092	75%	02/21/2013		\$ 840.00	\$ 90.00	\$ -	\$ 750.00	\$ 630.00	MBT0009B
304	Susan Peach	1341	75%	02/25/2013		\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,260.00	MBT0009B
342	WCG International Consultants Ltd.	PINV005000	75%	03/04/2013		\$ 840.00	\$ 90.00	\$ -	\$ 750.00	\$ 630.00	MBT0010A
459	WCG International Consultants Ltd.	PINV005001	75%	04/25/2013		\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 590.62	MBT0011B
575	Executive Web Club	14	75%	06/14/2013		\$ 7,875.00	\$ -	\$ 375.00	\$ 7,500.00	\$ 1,181.25	MBT0013B
618	ClientSave Professional Contact Management Ltd	2195	75%	06/24/2013		\$ 729.75	\$ -	\$ 34.75	\$ 695.00	\$ 547.32	MBT0013B
685	Power Up Marketing	33	75%	07/23/2013		\$ 3,249.75	\$ -	\$ 154.75	\$ 3,095.00	\$ 468.56	MBT0014B
690	ClientSave Professional Contact Management Ltd	2202	75%	08/01/2013		\$ 729.75	\$ -	\$ 34.75	\$ 695.00	\$ 547.31	MBT0015A
722	WebFriendly	1795	75%	08/01/2013		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0015A
732	Executive Web Club	27	75%	08/23/2013		\$ 2,203.95	\$ -	\$ 104.95	\$ 2,099.00	\$ 1,181.25	MBT0015B
775	Main Street Communication Ltd.	23001662013	75%	09/12/2013		\$ 5,188.75	\$ -	\$ 247.08	\$ 4,941.67	\$ 1,181.25	MBT0016A
781	Power Up Marketing	38	75%	09/07/2013		\$ 3,711.75	\$ -	\$ 176.75	\$ 3,535.00	\$ 393.75	MBT0016A
786	Executive Web Club	29	75%	09/09/2013		\$ 3,096.46	\$ -	\$ 147.45	\$ 2,949.01	\$ 1,141.09	MBT0016A
906	Pacific Office Solutions	BE101-08	75%	10/08/2013		\$ 10,281.60	\$ -	\$ 489.60	\$ 9,792.00	\$ 1,389.15	MBT0017A
907	Susan Peach	1443	75%	10/09/2013		\$ 2,661.75	\$ -	\$ 126.75	\$ 2,535.00	\$ 149.63	MBT0017A
922	Debbie Palmer Presents	172	75%	10/24/2013		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0017B
923	Susan Peach	1446	75%	10/21/2013		\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 1,181.25	MBT0017B
935	PACE Business Centre	1146	75%	10/20/2013		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0017B
940	Main Street Communication Ltd.	25001692013	75%	10/23/2013		\$ 9,975.00	\$ -	\$ 475.00	\$ 9,500.00	\$ 4,232.81	MBT0017B
949	Power Up Marketing	43	75%	10/21/2013		\$ 2,199.75	\$ -	\$ 104.75	\$ 2,095.00	\$ 393.75	MBT0017B
981	TLB Marketing Essentials	CLN013	75%	11/02/2013		\$ 3,360.00	\$ -	\$ 160.00	\$ 3,200.00	\$ 2,362.50	MBT0018A
986	PACE Business Centre	1164	75%	11/01/2013		\$ 1,488.00	\$ -	\$ 70.86	\$ 1,417.14	\$ 1,116.00	MBT0018A
1002	Clemens Rettich Business Consulting Ltd.	2013-545	75%	10/30/2013		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018A
1014	Pacific Office Solutions	BE101-10	75%	10/28/2013		\$ 4,652.00	\$ -	\$ 222.00	\$ 4,430.00	\$ 463.05	MBT0018A
1017	Susan Peach	1451	75%	11/11/2013		\$ 2,866.50	\$ -	\$ 136.50	\$ 2,730.00	\$ 1,181.25	MBT0018A
1021	PACE Business Centre	1167	75%	11/10/2013		\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 1,074.15	MBT0018A
1025	The Big Picture Coach Inc.	2013-212	75%	11/08/2013		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018A
1026	Main Street Communication Ltd.	26001712013	75%	11/08/2013		\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 1,181.25	MBT0018A
1027	Coach Kyle / Actionwest Business Solutions Ltd	1131	75%	11/11/2013		\$ 1,573.95	\$ -	\$ 74.95	\$ 1,499.00	\$ 1,180.46	MBT0018A



MBT0021A

BC Chamber of Commerce - MBT Pilot Project
Expenditure Summary - Jan 25/14 - Feb 10/14

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YYYY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
1032	PACE Business Centre	1166	75%	11/10/2013	\$ 1,041.60	\$ -	\$ 49.60	\$ 992.00	\$ 781.20	MBT0018A
1034	Coach Kyle / Actionwest Business Solutions Ltd	1130	75%	11/11/2013	\$ 1,573.95	\$ -	\$ 74.95	\$ 1,499.00	\$ 1,180.46	MBT0018A
1045	Debbie Palmer Presents	174	75%	11/12/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018B
1053	Main Street Communication Ltd.	27001722013	75%	11/21/2013	\$ 4,200.00	\$ -	\$ 200.00	\$ 4,000.00	\$ 393.76	MBT0018B
1055	Clemens Rettich Business Consulting Ltd.	2013-550	75%	11/21/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 590.62	MBT0018B
1057	Coach Kyle / Actionwest Business Solutions Ltd	1133	75%	11/18/2013	\$ 1,573.95	\$ -	\$ 74.95	\$ 1,499.00	\$ 1,180.46	MBT0018B
1058	TLB Marketing Essentials	CLN014	75%	11/20/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018B
1060	Think Partner Coaching	264	75%	11/22/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018B
1062	Coach Kyle / Actionwest Business Solutions Ltd	1134	75%	11/25/2013	\$ 957.60	\$ -	\$ 45.60	\$ 912.00	\$ 718.20	MBT0018B
1084	Clemens Rettich Business Consulting Ltd.	2013-492	75%	09/09/2013	\$ 1,542.19	\$ -	\$ 73.44	\$ 1,468.75	\$ 1,082.88	MBT0018B
1093	WebFriendly	1809	75%	11/22/2013	\$ 1,500.00	\$ -	\$ 71.43	\$ 1,428.57	\$ 1,125.00	MBT0018B
1098	Thrive Business Strategies Inc	10	75%	11/15/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0019B
1108	Think Partner Coaching	265	75%	11/30/2013	\$ 3,701.25	\$ -	\$ 176.25	\$ 3,525.00	\$ 1,181.25	MBT0019B
1111	PACE Business Centre	1171	75%	11/30/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 1,074.15	MBT0019B
1113	AcumenPD	216	75%	12/02/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 375.00	MBT0019B
1115	Pacific Office Solutions	BE101-12	75%	12/02/2013	\$ 16,629.90	\$ -	\$ 791.90	\$ 15,838.00	\$ 2,017.57	MBT0019B
1120	Oakray Marketing Services Ltd.	MBT-13-009	75%	12/02/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 393.75	MBT0019B
1121	TLB Marketing Essentials	CLN016	75%	12/04/2013	\$ 7,875.00	\$ -	\$ 375.00	\$ 7,500.00	\$ 4,725.00	MBT0019B
1121	TLB Marketing Essentials	CLN016	75%	12/04/2013	\$ 7,875.00	\$ -	\$ 375.00	\$ 7,500.00	\$ 1,181.25	MBT0019B
1128	Think Partner Coaching	268	75%	12/06/2013	\$ 2,642.85	\$ -	\$ 125.85	\$ 2,517.00	\$ 1,181.25	MBT0019B
1136	Debbie Palmer Presents	180	75%	12/10/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0019B
1138	Main Street Communication Ltd.	28001742013	75%	12/11/2013	\$ 3,937.50	\$ -	\$ 187.50	\$ 3,750.00	\$ 1,771.87	MBT0019B
1155	Susan Peach	1459	75%	12/13/2013	\$ 2,667.00	\$ -	\$ 127.00	\$ 2,540.00	\$ 622.12	MBT0019B
1156	Think Partner Coaching	270	75%	12/14/2013	\$ 2,520.00	\$ -	\$ 120.00	\$ 2,400.00	\$ 708.75	MBT0019B
1156	Think Partner Coaching	270	75%	12/14/2013	\$ 2,520.00	\$ -	\$ 120.00	\$ 2,400.00	\$ 1,181.25	MBT0019B
1159	Clemens Rettich Business Consulting Ltd.	2013-578	75%	12/16/2013	\$ 1,443.75	\$ -	\$ 68.75	\$ 1,375.00	\$ 1,082.81	MBT0019B
1165	Focal Point	87	75%	12/16/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0019B
1166	Power Up Marketing	48	75%	12/16/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	MBT0019B
1183	Coach Kyle / Actionwest Business Solutions Ltd	1135	75%	12/21/2013	\$ 1,102.50	\$ -	\$ 52.50	\$ 1,050.00	\$ 826.87	MBT0020B
1195	Think Partner Coaching	271	75%	12/20/2014	\$ 2,100.00	\$ -	\$ 100.00	\$ 2,000.00	\$ 393.75	MBT0020B
1198	Power Up Marketing	49	75%	01/03/2014	\$ 8,174.25	\$ -	\$ 389.25	\$ 7,785.00	\$ 2,043.57	MBT0020B
1199	Think Partner Coaching	272	75%	01/03/2014	\$ 3,675.00	\$ -	\$ 175.00	\$ 3,500.00	\$ 984.37	MBT0020B
1205	TLB Marketing Essentials	CLN017	75%	01/07/2014	\$ 13,020.00	\$ -	\$ 620.00	\$ 12,400.00	\$ 6,221.25	MBT0020B
1209	Susan Peach	1462	75%	01/08/2014	\$ 908.25	\$ -	\$ 43.25	\$ 865.00	\$ 122.07	MBT0020B
1213	Debbie Palmer Presents	182	75%	01/08/2014	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 590.62	MBT0020B
1215	Executive Web Club	50	75%	12/20/2013	\$ 4,827.90	\$ -	\$ 229.90	\$ 4,598.00	\$ 471.71	MBT0020B
1223	TLB Marketing Essentials	CLN018	75%	01/15/2014	\$ 6,720.00	\$ -	\$ 320.00	\$ 6,400.00	\$ 5,040.00	MBT0020C
1224	Main Street Communication Ltd.	29001752014	75%	01/15/2014	\$ 9,515.62	\$ -	\$ 453.12	\$ 9,062.50	\$ 2,017.94	MBT0020C
1232	Think Partner Coaching	273	75%	01/10/2014	\$ 5,118.75	\$ -	\$ 243.75	\$ 4,875.00	\$ 393.75	MBT0020C
1233	Power Up Marketing	51	75%	01/19/2014	\$ 2,268.00	\$ -	\$ 108.00	\$ 2,160.00	\$ 1,405.69	MBT0020C
1243	Susan Peach	1465	75%	01/22/2014	\$ 3,123.75	\$ -	\$ 148.75	\$ 2,975.00	\$ 1,405.69	MBT0020C
1267	TLB Marketing Essentials	CLN019	75%	01/23/2014	\$ 7,140.00	\$ -	\$ 340.00	\$ 6,800.00	\$ 4,173.75	MBT0020C
1268	Thrive Business Strategies Inc	11	75%	12/31/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0020C
1300	Power Up Marketing	52	75%	01/27/2014	\$ 7,875.00	\$ -	\$ 375.00	\$ 7,500.00	\$ 1,968.75	SEE ABOVE
1309	Think Partner Coaching	277	75%	01/24/2014	\$ 4,003.13	\$ -	\$ 190.63	\$ 3,812.50	\$ 541.41	SEE ABOVE
1328	Main Street Communication Ltd.	30001772014	75%	01/30/2014	\$ 9,745.31	\$ -	\$ 464.06	\$ 9,281.25	\$ 1,968.75	SEE ABOVE
1336	TLB Marketing Essentials	CLN020	75%	02/04/2014	\$ 8,032.50	\$ -	\$ 382.50	\$ 7,650.00	\$ 5,670.00	SEE ABOVE
					\$ 286,311.11	\$ 2,604.00	\$ 12,452.72	\$ 271,254.39	\$ 111,304.94	
					\$ 462,209.64	\$ 1,726.50	\$ 20,820.08	\$ 439,663.06	\$ 223,775.48	

Total payments to be issued:

Rethink Learning Inc	\$ 47,418.32	EFT	15-Feb-14
Wayne Poncia	\$ 5,999.99	EFT	15-Feb-14
S Clark & Co	\$ 5,999.99	EFT	15-Feb-14
BC Chamber of Commerce	\$ 3,750.00	EFT	15-Feb-14
Oakray Marketing Services Ltd.	\$ 393.75	EFT	15-Feb-14
The Big Picture Coach Inc.	\$ 1,968.75	EFT	15-Feb-14
Excel Career College	\$ 2,856.00	EFT	15-Feb-14
Vancouver Island University	\$ 1,096.25	EFT	15-Feb-14
AcumenPD	\$ 2,725.00	EFT	15-Feb-14
Camosun College	\$ 1,879.45	EFT	15-Feb-14
College of New Caledonia	\$ 149.00	Chq	15-Feb-14
College of the Rockies	\$ 1,350.00	EFT	15-Feb-14
Okanagan College	\$ 935.65	EFT	15-Feb-14
WCG International Consultants Ltd.	\$ 0.00	EFT	15-Feb-14
ClientSave Professional Contact Management Ltd	\$ 1,260.00	EFT	15-Feb-14
Power Up Marketing	\$ 9,674.45	EFT	15-Feb-14
In the Black Business Cons.	\$ 262.50	EFT	15-Feb-14
Dale Carnegie	\$ 2,762.76	EFT	15-Feb-14
Main Street Communication Ltd.	\$ 15,183.96	EFT	15-Feb-14
L2 Accent Reduction Centre	\$ 131.25	EFT	15-Feb-14
Susan Peach	\$ 7,182.01	EFT	15-Feb-14
WebFriendly	\$ 2,306.25	EFT	15-Feb-14
Vancouver Community College	\$ 486.24	EFT	15-Feb-14



MBT0021A

BC Chamber of Commerce - MBT Pilot Project
Expenditure Summary - Jan 25/14 - Feb 10/14

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YYYY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes
	PACE Business Centre								\$ 6,801.75	EFT 15-Feb-14
	Langara College								\$ 409.24	EFT 15-Feb-14
	Trainwest Management & Consulting Inc								\$ 787.50	EFT 15-Feb-14
	Prestige Business & Management Consulting Ltd.								\$ 1,181.25	EFT 15-Feb-14
	Community Futures of Central Kootenay								\$ 840.00	EFT 15-Feb-14
	Make Your Mark Training & Consulting								\$ 5,769.75	EFT 15-Feb-14
	Clemens Rettich Business Consulting Ltd.								\$ 3,937.56	EFT 15-Feb-14
	Lyons&Associates								\$ 1,990.80	EFT 15-Feb-14
	Debbie Palmer Presents								\$ 6,011.25	EFT 15-Feb-14
	Clarity Business Strategies								\$ 393.75	EFT 15-Feb-14
	Thrive Business Strategies Inc								\$ 2,362.50	EFT 15-Feb-14
	TLB Marketing Essentials								\$ 32,904.38	EFT 15-Feb-14
	Executive Web Club								\$ 5,422.33	EFT 15-Feb-14
	Q College Inc.								\$ 8,911.57	EFT 15-Feb-14
	University of the Fraser Valley								\$ 598.00	EFT 15-Feb-14
	Pacific Office Solutions								\$ 6,849.67	EFT 15-Feb-14
	Focal Point								\$ 2,362.50	EFT 15-Feb-14
	Think Partner Coaching								\$ 8,459.06	EFT 15-Feb-14
	Business Advisory Team								\$ 708.75	EFT 15-Feb-14
	Coach Kyle / Actionwest Business Solutions Ltd								\$ 5,086.45	EFT 15-Feb-14
	Mike Porter Designs								\$ 5,771.85	EFT 15-Feb-14
	s22								\$ 94.00	Cheq 15-Feb-14
	s22								\$ 350.00	Cheq 15-Feb-14
									\$ 223,775.48	

The BC Chamber of Commerce will be claiming reimbursement of 100% of HST and GST Input Tax Credits in relation to the above expenditures

Monica Nykano
Prepared by: Monica Nykano for Mark Jess, CGA

Feb 17, 2014

Date:

Mark Jess
Reviewed and approved by: Mark Jess for Sharon Clark, CA

Feb 17, 2014

Date:

Denise Douglas
For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

Feb 17, 2014

Date:

John R. Winter
For the BCCC: John Winter, President

Feb 17, 2014

Date:

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B-2 - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"

BC Chamber of Commerce - MBT Pilot Project
Expenditure Summary - Feb 11-28/14

Doc#	Vendor name	Inv #	% to be paid	MM/DD/YYYY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
Training related Invoices:										
1383	Executive Web Club	1642	100%	02/14/2014	\$ (1,554.26)	\$ -	\$ (74.01)	\$ (1,480.25)	\$ (1,554.26)	CREDIT
1384	Lyons&Associates	756	100%	02/13/2014	\$ 941.85	\$ -	\$ 44.85	\$ 897.00	\$ 941.85	COMPLETE
1385	Focal Point	104	100%	02/13/2014	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 3,150.00	COMPLETE
1386	Community Futures of Central Kootenay	CLN 6	100%	02/14/2014	\$ 1,181.25	\$ -	\$ 56.25	\$ 1,125.00	\$ 1,181.25	COMPLETE
1387	Community Futures of Central Kootenay	CLN 7	100%	02/14/2014	\$ 882.00	\$ -	\$ 42.00	\$ 840.00	\$ 882.00	COMPLETE
1388	Community Futures of Central Kootenay	CLN 8	100%	02/14/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1389	PACE Business Centre	1219	100%	02/17/2014	\$ 142.80	\$ -	\$ 6.80	\$ 136.00	\$ 142.80	COMPLETE
1390	PACE Business Centre	1218	100%	02/17/2014	\$ 142.80	\$ -	\$ 6.80	\$ 136.00	\$ 142.80	COMPLETE
1391	PACE Business Centre	1217	100%	02/17/2014	\$ 142.80	\$ -	\$ 6.80	\$ 136.00	\$ 142.80	COMPLETE
1392	Excel Career College	4669517	100%	02/17/2014	\$ 420.00	\$ -	\$ 20.00	\$ 400.00	\$ 420.00	
1393	Pacific Office Solutions	BE101-17	100%	02/15/2014	\$ 6,917.40	\$ -	\$ 329.40	\$ 6,588.00	\$ 6,917.40	COMPLETE
1394	Think Partner Coaching	281	100%	02/15/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1395	Galileo Consulting Ltd/ DottoTech	7	100%	02/17/2014	\$ 4,395.30	\$ -	\$ 209.30	\$ 4,186.00	\$ 4,395.30	COMPLETE
1396	PACE Business Centre	1220	100%	02/17/2014	\$ 142.80	\$ -	\$ 6.80	\$ 136.00	\$ 142.80	COMPLETE
1397	Excel Career College	4669518	100%	02/17/2014	\$ 462.00	\$ -	\$ 22.00	\$ 440.00	\$ 462.00	
1398	Make Your Mark Training & Consulting	9185	100%	02/15/2014	\$ 1,572.90	\$ -	\$ 74.90	\$ 1,498.00	\$ 1,572.90	COMPLETE
1399	Make Your Mark Training & Consulting	9666	100%	02/15/2014	\$ 1,572.90	\$ -	\$ 74.90	\$ 1,498.00	\$ 1,572.90	COMPLETE
1400	Make Your Mark Training & Consulting	9667	100%	02/15/2014	\$ 1,572.90	\$ -	\$ 74.90	\$ 1,498.00	\$ 1,572.90	COMPLETE
1401	Make Your Mark Training & Consulting	3047	100%	02/15/2014	\$ 1,572.90	\$ -	\$ 74.90	\$ 1,498.00	\$ 1,572.90	COMPLETE
1402	Make Your Mark Training & Consulting	8326	100%	02/15/2014	\$ 1,572.90	\$ -	\$ 74.90	\$ 1,498.00	\$ 1,572.90	COMPLETE
1403	Rock Solid Business Coaching Inc	92013B	100%	02/15/2014	\$ 6,142.29	\$ -	\$ 292.49	\$ 5,849.80	\$ 6,142.29	COMPLETE
1404	PACE Business Centre	1208	100%	02/16/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1405	PACE Business Centre	1209	100%	02/16/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1406	PACE Business Centre	1210	100%	02/16/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1407	PACE Business Centre	1211	100%	02/16/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1408	PACE Business Centre	1212	100%	02/16/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1409	PACE Business Centre	1213	100%	02/16/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1410	PACE Business Centre	1214	100%	02/16/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1411	PACE Business Centre	1215	100%	02/16/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1412	PACE Business Centre	1216	100%	02/16/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1413	Power Concepts	8937	100%	02/20/2014	\$ 291.38	\$ -	\$ 13.88	\$ 277.50	\$ 291.38	COMPLETE
1414	Power Concepts	8953	100%	02/20/2014	\$ 1,554.00	\$ -	\$ 74.00	\$ 1,480.00	\$ 1,554.00	COMPLETE
1415	Power Concepts	8938	100%	02/20/2014	\$ 526.05	\$ -	\$ 25.05	\$ 501.00	\$ 526.05	COMPLETE
1416	Power Concepts	8954	100%	02/20/2014	\$ 194.25	\$ -	\$ 9.25	\$ 185.00	\$ 194.25	COMPLETE
1417	Main Street Communication Ltd.	32001792014	100%	02/17/2014	\$ 6,680.62	\$ -	\$ 318.12	\$ 6,362.50	\$ 6,680.62	COMPLETE
1418	Camosun College	122085	100%	02/17/2014	\$ 204.75	\$ -	\$ 9.75	\$ 195.00	\$ 204.75	
1419	Power Concepts	8934	100%	02/20/2014	\$ 582.75	\$ -	\$ 27.75	\$ 555.00	\$ 582.75	COMPLETE
1420	Power Concepts	8935	100%	02/20/2014	\$ 971.25	\$ -	\$ 46.25	\$ 925.00	\$ 971.25	COMPLETE
1421	Power Concepts	8955	100%	02/20/2014	\$ 582.75	\$ -	\$ 27.75	\$ 555.00	\$ 582.75	COMPLETE
1422	Power Concepts	8961	100%	02/20/2014	\$ 1,554.00	\$ -	\$ 74.00	\$ 1,480.00	\$ 1,554.00	COMPLETE
1423	Power Concepts	8962	100%	02/20/2014	\$ 291.38	\$ -	\$ 13.88	\$ 277.50	\$ 291.38	COMPLETE
1424	Prestige Business & Management Consulti	MBT021	100%	02/17/2014	\$ 918.75	\$ -	\$ 43.75	\$ 875.00	\$ 918.75	COMPLETE
1425	ClientSave Professional Contact Managem	2211	100%	01/06/2014	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 787.50	COMPLETE
1426	Power Up Marketing	55	100%	02/07/2014	\$ 5,809.13	\$ -	\$ 276.63	\$ 5,532.50	\$ 5,809.13	COMPLETE
1427	Langara College	50151054	100%	02/06/2014	\$ 305.00	\$ -	\$ -	\$ 305.00	\$ 305.00	
1428	Rock Solid Business Coaching Inc	Credit 02/18/2014	100%	01/18/2014	\$ (2,457.00)	\$ (72.00)	\$ (55.00)	\$ (2,385.00)	\$ (2,457.00)	CREDIT
1429	Small Business BC	CM1358BC30	100%	02/04/2014	\$ (945.00)	\$ -	\$ (45.00)	\$ (900.00)	\$ (945.00)	CREDIT
1430	Small Business BC	13-588C8109	100%	02/20/2014	\$ (1,002.00)	\$ (102.00)	\$ -	\$ (900.00)	\$ (1,002.00)	CREDIT
1431	Academy of Learning - Surrey	BC507609	100%	02/05/2014	\$ 698.00	\$ -	\$ -	\$ 698.00	\$ 698.00	
1432	PACE Business Centre	1225	100%	02/18/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1433	PACE Business Centre	1224	100%	02/18/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1434	PACE Business Centre	1223	100%	02/18/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1435	Okanagan College	50237640	100%	02/14/2014	\$ 218.40	\$ -	\$ 9.40	\$ 209.00	\$ 218.40	
1436	PACE Business Centre	1222	100%	02/18/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1437	Northwest Community College	31099	100%	02/18/2014	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
1438	Giesbrecht, Goodrich & Co.	01-02-2014	100%	02/24/2014	\$ 5,035.35	\$ -	\$ 239.78	\$ 4,795.57	\$ 5,035.35	COMPLETE
1439	Vancouver Community College	50101229	100%	01/09/2014	\$ 90.00	\$ -	\$ -	\$ 90.00	\$ 90.00	
1440	Q College Inc.	1045	100%	02/20/2014	\$ 700.35	\$ -	\$ 33.35	\$ 667.00	\$ 700.35	
1441	Q College Inc.	1046	100%	02/20/2014	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1442	Q College Inc.	1047	100%	02/20/2014	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1443	ClientSave Professional Contact Managem	2213	100%	01/17/2014	\$ 997.50	\$ -	\$ 47.50	\$ 950.00	\$ 997.50	COMPLETE
1444	Giesbrecht, Goodrich & Co.	CN	100%	02/19/2014	\$ (1,050.00)	\$ (112.50)	\$ -	\$ (937.50)	\$ (1,050.00)	CREDIT
1445	Dale Carnegie	P192	100%	02/19/2014	\$ 109.15	\$ -	\$ 5.20	\$ 103.95	\$ 109.15	COMPLETE
1446	Susan Peach	1467	100%	02/05/2014	\$ 1,249.50	\$ -	\$ 59.50	\$ 1,190.00	\$ 1,249.50	COMPLETE
1447	Q College Inc.	1048	100%	02/20/2014	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1448	Q College Inc.	1049	100%	02/20/2014	\$ 382.68	\$ -	\$ 18.22	\$ 364.46	\$ 382.68	
1449	Q College Inc.	1050	100%	02/20/2014	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1450	Neil Godin International Inc.	Feb.2014.11	100%	02/20/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1451	Neil Godin International Inc.	Feb.2014.13	100%	02/20/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1452	Neil Godin International Inc.	Feb.2014.14	100%	02/20/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1453	Neil Godin International Inc.	Feb.2014.12	100%	02/20/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1454	Community Futures of Central Kootenay	CLN 4-A	100%	02/20/2014	\$ 288.75	\$ -	\$ 13.75	\$ 275.00	\$ 288.75	COMPLETE
1455	Lyons&Associates	758	100%	02/20/2014	\$ 3,977.40	\$ -	\$ 189.40	\$ 3,788.00	\$ 3,977.40	COMPLETE
1456	Community Futures of South Fraser/ CFDC	200	100%	01/31/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	
1457	Community Futures of South Fraser/ CFDC	199	100%	01/31/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	
1458	Community Futures of South Fraser/ CFDC	198	100%	01/31/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	
1459	Make Your Mark Training & Consulting	3584	100%	01/21/2014	\$ 1,572.90	\$ -	\$ 74.90	\$ 1,498.00	\$ 1,572.90	COMPLETE
1460	Make Your Mark Training & Consulting	9490	100%	02/28/2014	\$ 1,572.90	\$ -	\$ 74.90	\$ 1,498.00	\$ 1,572.90	COMPLETE
1461	Camosun College	122925	100%	02/21/2014	\$ 204.75	\$ -	\$ 9.75	\$ 195.00	\$ 204.75	
1462	ClientSave Professional Contact Managem	2191C	100%	07/31/2013	\$ (729.75)	\$ -	\$ (34.75)	\$ (695.00)	\$ (729.75)	CREDIT
1463	PACE Business Centre	1230	100%	02/19/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1464	PACE Business Centre	1227	100%	02/19/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1465	PACE Business Centre	1228	100%	02/19/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1466	PACE Business Centre	1229	100%	02/19/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1467	PACE Business Centre	1234	100%	02/23/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1468	Main Street Communication Ltd.	35001822014	100%	02/24/2014	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 787.50	COMPLETE
1469	Trainwest Management & Consulting Inc	1435CR	100%	02/22/2014	\$ (1,181.25)	\$ -	\$ (56.25)	\$ (1,125.00)	\$ (1,181.25)	CREDIT
1470	Women's Enterprise Centre	13-04-47	100%	02/21/2014	\$ 16,350.00	\$ -	\$ -	\$ 16,350.00	\$ 16,350.00	
1471	PACE Business Centre	1226	100%	02/19/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1472	Lyons&Associates	759	100%	02/21/2014	\$ 105.00	\$ -	\$ 5.00	\$ 100.00	\$ 105.00	COMPLETE
1473	Coach Kyle / Actionwest Business Solution	1130CM	0%	02/22/2014	\$ (367.50)	\$ -	\$ (17.50)	\$ (350.00)	\$ -	CREDIT
1474	Coach Kyle / Actionwest Business Solution	1131CM	0%	02/24/2014	\$ (1,573.95)	\$ -	\$ (74.95)	\$ (1,499.00)	\$ -	CREDIT
1475	Pacific Office Solutions	BE101-18	100%	02/24/2014	\$ 617.40	\$ -	\$ 29.40	\$ 588.00	\$ 617.40	COMPLETE
1476	PACE Business Centre	1232	100%	02/21/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE



BC Chamber of Commerce - MBT Pilot Project

Expenditure Summary - Feb 11-28/14

Doc #	Vendor name	Inv #	% to be paid	Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
1477	PACE Business Centre	1231	100%	02/21/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1478	PACE Business Centre	1233	100%	02/21/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1479	Thompson Rivers University	50008825 B	100%	07/18/2014	\$ 973.24	\$ -	\$ -	\$ 973.24	\$ 973.24	
1480	Thompson Rivers University	50008825 A	100%	02/18/2014	\$ 618.89	\$ -	\$ -	\$ 618.89	\$ 618.89	
1481	Susan Peach	1469	100%	02/23/2014	\$ (609.00)	\$ -	\$ (29.00)	\$ (580.00)	\$ (609.00)	COMPLETE & CREDITS
1482	ClientSave Professional Contact Managem	2221	100%	02/21/2014	\$ (420.00)	\$ (45.00)	\$ -	\$ (375.00)	\$ (420.00)	CREDIT
1483	TLB Marketing Essentials	CLH022	100%	02/24/2014	\$ 3,255.00	\$ -	\$ 155.00	\$ 3,100.00	\$ 3,255.00	COMPLETE
1484	L2 Accent Reduction Centre	CreditMemo 2	100%	02/16/2013	\$ (204.00)	\$ (31.50)	\$ -	\$ (262.50)	\$ (204.00)	CREDIT
1485	L2 Accent Reduction Centre	CreditMemo 1	100%	07/11/2013	\$ (1,181.25)	\$ -	\$ (56.25)	\$ (1,125.00)	\$ (1,181.25)	CREDIT
1486	TLB Marketing Essentials	CLH021	100%	02/13/2014	\$ 4,200.00	\$ -	\$ 200.00	\$ 4,000.00	\$ 4,200.00	COMPLETE
1487	Q College Inc.	CR 12	100%	02/26/2014	\$ (1,044.75)	\$ -	\$ (49.75)	\$ (995.00)	\$ (1,044.75)	CREDIT
1488	Pacific Office Solutions	BE101-18 CR	100%	02/27/2014	\$ (10,604.40)	\$ -	\$ (476.40)	\$ (9,528.00)	\$ (10,604.40)	CREDIT
1489	PACE Business Centre	1235	100%	02/24/2014	\$ 367.50	\$ -	\$ 17.50	\$ 350.00	\$ 367.50	COMPLETE
1490	Main Street Communication Ltd.	330011802014	100%	02/21/2014	\$ 1,050.00	\$ -	\$ 50.00	\$ 1,000.00	\$ 1,050.00	COMPLETE
1491	Priority Management	CM 65002	100%	02/27/2014	\$ (520.80)	\$ (55.80)	\$ -	\$ (465.00)	\$ (520.80)	CREDIT
1492	Northwest Community College	31100	100%	02/18/2014	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
1493	Northwest Community College	31104	100%	02/18/2014	\$ 238.00	\$ -	\$ -	\$ 238.00	\$ 238.00	
1494	Northwest Community College	31103	100%	02/18/2014	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
1495	Northwest Community College	31102	100%	02/18/2014	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
1496	Northwest Community College	31101	100%	02/18/2014	\$ 238.00	\$ -	\$ -	\$ 238.00	\$ 238.00	
1497	Northwest Community College	31105	100%	02/18/2014	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
1498	Northwest Community College	31109	100%	02/18/2014	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
1499	Northwest Community College	31108	100%	02/18/2014	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
1500	Northwest Community College	31107	100%	02/18/2014	\$ 357.00	\$ -	\$ -	\$ 357.00	\$ 357.00	
1501	Northwest Community College	31106	100%	02/18/2014	\$ 238.00	\$ -	\$ -	\$ 238.00	\$ 238.00	
1502	Northwest Community College	31202	100%	02/19/2014	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
1503	Northwest Community College	31201	100%	02/19/2014	\$ 238.00	\$ -	\$ -	\$ 238.00	\$ 238.00	
1504	Northwest Community College	31200	100%	02/19/2014	\$ 238.00	\$ -	\$ -	\$ 238.00	\$ 238.00	
1505	Northwest Community College	31111	100%	02/18/2014	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
1506	Northwest Community College	31110	100%	02/18/2014	\$ 238.00	\$ -	\$ -	\$ 238.00	\$ 238.00	
1507	Northwest Community College	31209	100%	02/19/2014	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
1508	Northwest Community College	31208	100%	02/19/2014	\$ 238.00	\$ -	\$ -	\$ 238.00	\$ 238.00	
1509	Northwest Community College	31207	100%	02/19/2014	\$ 238.00	\$ -	\$ -	\$ 238.00	\$ 238.00	
1510	Northwest Community College	31206	100%	02/19/2014	\$ 238.00	\$ -	\$ -	\$ 238.00	\$ 238.00	
1511	Northwest Community College	31205	100%	02/19/2014	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
1512	Northwest Community College	31204	100%	02/19/2014	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
1513	Northwest Community College	31203	100%	02/19/2014	\$ 238.00	\$ -	\$ -	\$ 238.00	\$ 238.00	
1514	Zenith Training International	MBT115Credit	0%	09/16/2013	\$ (1,120.00)	\$ -	\$ (56.00)	\$ (1,120.00)	\$ -	Credit
1515	zenith Training International	MBT116Credit	0%	09/20/2013	\$ (720.00)	\$ -	\$ (36.00)	\$ (720.00)	\$ -	Credit
1516	Q College Inc.	CR 13	100%	03/04/2014	\$ (1,044.75)	\$ -	\$ (49.75)	\$ (995.00)	\$ (1,044.75)	Credit
1517	Q College Inc.	CR 14	100%	03/04/2014	\$ (1,044.75)	\$ -	\$ (49.75)	\$ (995.00)	\$ (1,044.75)	Credit
1518	Q College Inc.	CR 15	100%	03/04/2014	\$ (714.59)	\$ -	\$ (34.03)	\$ (689.56)	\$ (714.59)	Credit
1519			100%	11/05/2012	\$ 10.00	\$ -	\$ -	\$ -	\$ 10.00	Participant Refund
1520			100%	01/10/2013	\$ 86.70	\$ -	\$ -	\$ -	\$ 86.70	Participant Refund
1521	s22	s22	100%	01/10/2013	\$ 109.00	\$ -	\$ -	\$ -	\$ 109.00	Participant Refund
1522			100%	11/05/2012	\$ 14.99	\$ -	\$ -	\$ -	\$ 14.99	Participant Refund
1523			100%	12/12/2012	\$ 45.00	\$ -	\$ -	\$ -	\$ 45.00	Participant Refund
					\$ 129,461.20	\$ (424.80)	\$ 5,235.21	\$ 124,385.10	\$ 133,334.65	

Previously Issued Invoices & partial payments re: completion

78	Priority Management	64163	75%	10/29/2012	\$ 694.40	\$ 74.40	\$ -	\$ 620.00	\$ 520.80	MBT0006B
242	ClientSave Professional Contact Managem	2147	75%	01/21/2013	\$ 840.00	\$ 90.00	\$ -	\$ 750.00	\$ 630.00	MBT0009A
251	ClientSave Professional Contact Managem	2145	75%	01/21/2013	\$ 840.00	\$ 90.00	\$ -	\$ 750.00	\$ 630.00	MBT0009A
279	Rock Solid Business Coaching Inc	6	75%	02/11/2013	\$ 6,720.00	\$ 720.00	\$ -	\$ 6,000.00	\$ 1,260.00	MBT0009A
310	ClientSave Professional Contact Managem	2168	75%	02/10/2013	\$ 778.40	\$ 83.40	\$ -	\$ 695.00	\$ 583.80	MBT0009B
313	ClientSave Professional Contact Managem	2170	75%	02/25/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,260.00	MBT0009B
315	Giesbrecht, Goodrich & Co.	CLH-011-02-2013	75%	01/25/2013	\$ 8,120.00	\$ 870.00	\$ -	\$ 7,250.00	\$ 830.00	MBT0009B
321	L2 Accent Reduction Centre	216	75%	02/16/2013	\$ 392.00	\$ 42.00	\$ -	\$ 350.00	\$ 294.00	MBT0009B
323	ClientSave Professional Contact Managem	2174	75%	03/06/2013	\$ 840.00	\$ 90.00	\$ -	\$ 750.00	\$ 630.00	MBT0010A
336	Clarity Business Strategies	1774	75%	03/01/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,260.00	MBT0010A
383	Giesbrecht, Goodrich & Co.	02-03-2013	75%	03/25/2013	\$ 3,640.00	\$ 390.00	\$ -	\$ 3,250.00	\$ 420.00	MBT0010B
409	Small Business BC	12-SB8C109	75%	03/28/2013	\$ 1,344.00	\$ 144.00	\$ -	\$ 1,200.00	\$ 1,008.00	MBT0011A
418	Neil Godin International Inc.	3-2013-18	75%	03/31/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,260.00	MBT0011A
463	Pacific Office Solutions	BE101-01	75%	04/23/2013	\$ 8,089.20	\$ -	\$ 385.20	\$ 7,704.00	\$ 4,214.70	MBT0011B
484	Rock Solid Business Coaching Inc.	Mid May	75%	05/09/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 1,812.25	MBT0012A
527	Rock Solid Business Coaching Inc.	End of May	75%	05/29/2013	\$ 7,481.00	\$ -	\$ 356.25	\$ 7,124.75	\$ 2,137.42	MBT0013A
573	ClientSave Professional Contact Managem	2192	75%	06/10/2013	\$ 1,228.50	\$ -	\$ 58.50	\$ 1,170.00	\$ 921.37	MBT0013A
574	ClientSave Professional Contact Managem	2191	75%	06/10/2013	\$ 729.75	\$ -	\$ 34.75	\$ 695.00	\$ 547.33	MBT0013A
625	Debbie Palmer Presents	154	75%	07/08/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,812.25	MBT0014A
627	Neil Godin International Inc.	7-2013-11	75%	07/06/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,812.25	MBT0014A
632	Pacific Office Solutions	BE101-03	75%	07/03/2013	\$ 9,727.20	\$ -	\$ 463.20	\$ 9,264.00	\$ 5,188.05	MBT0014A
643	Executive Web Club	17	75%	07/02/2013	\$ 1,942.50	\$ -	\$ 92.50	\$ 1,850.00	\$ 275.62	MBT0014A
666	Executive Web Club	18	75%	07/15/2013	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 1,812.25	MBT0014B
667	Executive Web Club	19	75%	07/21/2013	\$ 7,914.38	\$ -	\$ 376.88	\$ 7,537.50	\$ 935.16	MBT0014B
677	L2 Accent Reduction Centre	71113	75%	07/11/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,812.25	MBT0014B
681	Executive Web Club	20	75%	07/24/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,812.25	MBT0014B
687	Susan Peach	1421	75%	07/24/2013	\$ 1,412.25	\$ -	\$ 67.25	\$ 1,345.00	\$ 468.58	MBT0014B
700	Clemens Retlich Business Consulting Ltd.	2013-470	75%	08/02/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,812.25	MBT0015A
708	Pacific Office Solutions	BE101-05	75%	07/31/2013	\$ 4,384.80	\$ -	\$ 208.80	\$ 4,176.00	\$ 2,825.55	MBT0015A
730	Pacific Office Solutions	BE101-07	75%	08/25/2013	\$ 16,304.40	\$ -	\$ 776.40	\$ 15,528.00	\$ 7,040.25	MBT0015B
735	Rock Solid Business Coaching Inc	Aug	75%	08/26/2013	\$ 7,484.79	\$ -	\$ 356.42	\$ 7,128.37	\$ 1,122.15	MBT0015B
752	Prestige Business & Management Consulti	MBT014	75%	08/18/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,812.25	MBT0015B
770	Trainwest Management & Consulting Inc	1390	75%	07/29/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,812.25	MBT0015B
778	Susan Peach	1433	75%	09/05/2013	\$ 2,884.35	\$ -	\$ 137.35	\$ 2,747.00	\$ 1,812.25	MBT0016A
781	Power Up Marketing	38	75%	09/07/2013	\$ 3,711.75	\$ -	\$ 176.75	\$ 3,535.00	\$ 393.76	MBT0016A
786	Executive Web Club	29	75%	09/09/2013	\$ 3,096.45	\$ -	\$ 147.45	\$ 2,949.00	\$ (1,111.09)	CREDIT OVERPAYMENT - N
788	In the Black Business Cons.	187	75%	08/31/2013	\$ 1,181.25	\$ -	\$ 56.25	\$ 1,125.00	\$ 855.94	MBT0016A
832	Main Street Communication Ltd.	24001672013	75%	09/12/2013	\$ 3,281.25	\$ -	\$ 156.25	\$ 3,125.00	\$ 590.64	MBT0016B
834	Small Business BC	13-SB8C38	75%	09/12/2013	\$ 1,260.00	\$ -	\$ 60.00	\$ 1,200.00	\$ 945.00	MBT0016B
850	Clemens Retlich Business Consulting Ltd.	2013-515	75%	10/07/2013	\$ 2,100.00	\$ -	\$ 100.00	\$ 2,000.00	\$ 1,812.25	MBT0017A
882	Executive Web Club	34	75%	10/01/2013	\$ 3,568.95	\$ -	\$ 169.95	\$ 3,399.00	\$ 1,495.46	MBT0017A
906	Pacific Office Solutions	BE101-08	75%	10/08/2013	\$ 10,281.60	\$ -	\$ 489.60	\$ 9,792.00	\$ 5,140.80	MBT0017A
907	Susan Peach	1443	75%	10/09/2013	\$ 2,661.75	\$ -	\$ 126.75	\$ 2,535.00	\$ 1,812.25	MBT0017A
923	Susan Peach	1446	75%	10/24/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 1,812.25	MBT0017B
928	Blue Moon Management Inc	1329	75%	10/22/2013	\$ 939.75	\$ -	\$ 44.75	\$ 895.00	\$ 704.81	MBT0017B

BC Chamber of Commerce - MBT Pilot Project
Expenditure Summary - Feb 11-28/14

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YYYY	Inv date	Gross \$	HST	GST	Net \$	Payment	Notes
929	Blue Moon Management Inc	1324	75%	09/19/2013		\$ 939.75	\$ -	\$ 44.75	\$ 895.00	\$ 704.81	MBT00178
930	Blue Moon Management Inc	1330	75%	10/22/2013		\$ 939.75	\$ -	\$ 44.75	\$ 895.00	\$ 704.81	MBT00178
936	Oakray Marketing Services Ltd.	MBT-13-008	75%	09/22/2013		\$ 900.00	\$ -	\$ 42.85	\$ 857.15	\$ 675.00	MBT00178
1014	Pacific Office Solutions	BE101-10	75%	10/28/2013		\$ 4,662.00	\$ -	\$ 222.00	\$ 4,440.00	\$ 2,570.40	MBT0018A
1019	Executive Web Club	44	75%	11/09/2013		\$ 4,459.35	\$ -	\$ 212.35	\$ 4,247.00	\$ 2,753.89	MBT0018A
1022	Trainwest Management & Consulting Inc	1431	75%	11/10/2013		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018A
1024	Neil Godin International Inc.	11-2013-14	75%	11/09/2013		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018A
1030	Trainwest Management & Consulting Inc	1430	75%	11/10/2013		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018A
1039	Prestige Business & Management Consulti	MBT015	75%	11/17/2013		\$ 2,362.50	\$ -	\$ 112.50	\$ 2,250.00	\$ 1,181.25	MBT0018B
1056	Think Partner Coaching	262	75%	11/15/2013		\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 393.75	MBT0018B
1061	Executive Web Club	45	75%	11/19/2013		\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 1,181.25	MBT0018B
1064	Giesbrecht, Goodrich & Co.	CLN-02-11-2013	75%	11/25/2013		\$ 1,837.50	\$ -	\$ 87.50	\$ 1,750.00	\$ 590.62	MBT0018B
1076	Rock Solid Business Coaching Inc	Nov-13	75%	11/25/2013		\$ 4,488.60	\$ -	\$ 213.75	\$ 4,274.85	\$ 1,122.15	MBT0018B
1079	Trainwest Management & Consulting Inc	1399	75%	08/17/2013		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018B
1081	Trainwest Management & Consulting Inc	1435	75%	11/24/2013		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018B
1086	Susan Peach	1454	75%	11/24/2013		\$ 3,974.25	\$ -	\$ 189.25	\$ 3,785.00	\$ 1,649.82	MBT0018B
1091	Focal Point	86	75%	11/25/2013		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018B
1100	Summit Fiscal Management Inc.	5	75%	11/26/2013		\$ 556.00	\$ -	\$ -	\$ 556.00	\$ 417.00	MBT0019B
1101	Summit Fiscal Management Inc.	7	75%	11/26/2013		\$ 556.00	\$ -	\$ -	\$ 556.00	\$ 417.00	MBT0019B
1104	PACE Business Centre	1104	75%	11/30/2013		\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 1,074.15	MBT0019B
1105	PACE Business Centre	1172	75%	11/30/2013		\$ 1,041.60	\$ -	\$ 49.60	\$ 992.00	\$ 781.20	MBT0019B
1109	PACE Business Centre	1173	75%	11/30/2013		\$ 1,488.00	\$ -	\$ 70.86	\$ 1,417.14	\$ 1,116.00	MBT0019B
1110	PACE Business Centre	1170	75%	11/30/2013		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0019B
1115	Pacific Office Solutions	BE101-12	75%	12/02/2013		\$ 16,629.90	\$ -	\$ 791.90	\$ 15,838.00	\$ 9,667.35	MBT0019B
1122	Trainwest Management & Consulting Inc	1438	75%	12/04/2013		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0019B
1123	Clemens Rettich Business Consulting Ltd.	2013-572	75%	12/06/2013		\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 590.62	MBT0019B
1125	Community Futures of Central Kootenay	CLN 4	75%	12/06/2013		\$ 1,286.25	\$ -	\$ 61.25	\$ 1,225.00	\$ 964.69	MBT0019B
1126	Community Futures of Central Kootenay	CLN 5	75%	12/06/2013		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0019B
1135	Prestige Business & Management Consulti	MBT016	75%	12/10/2013		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0019B
1139	Clemens Rettich Business Consulting Ltd.	2013-575	75%	12/11/2013		\$ 1,443.75	\$ -	\$ 68.75	\$ 1,375.00	\$ 1,082.81	MBT0019B
1140	Clemens Rettich Business Consulting Ltd.	2013-574	75%	12/11/2013		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0019B
1141	Clemens Rettich Business Consulting Ltd.	2013-576	75%	12/11/2013		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0019B
1143	Oakray Marketing Services Ltd.	MBT-13-010	75%	12/02/2013		\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 393.75	MBT0019B
1151	Executive Web Club	48	75%	12/13/2013		\$ 3,937.50	\$ -	\$ 187.50	\$ 3,750.00	\$ 2,953.12	MBT0019B
1152	Executive Web Club	46	75%	11/29/2013		\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 1,181.25	MBT0019B
1153	Prestige Business & Management Consulti	MBT017	75%	12/15/2013		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0019B
1155	Susan Peach	1459	75%	12/13/2013		\$ 2,667.00	\$ -	\$ 127.00	\$ 2,540.00	\$ 1,181.25	MBT0019B
1158	Clemens Rettich Business Consulting Ltd.	2013-579	75%	12/16/2013		\$ 131.25	\$ -	\$ 6.25	\$ 125.00	\$ 98.44	MBT0019B
1168	PACE Business Centre	1168	75%	11/24/2013		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,184.40	MBT0019B
1173	Neil Godin International Inc.	8-2013-348	75%	12/15/2013		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0020B
1184	Small Business BC	13-588C30	75%	08/20/2013		\$ 1,260.00	\$ -	\$ 60.00	\$ 1,200.00	\$ 945.00	MBT0020B
1196	PACE Business Centre	1191	75%	01/03/2014		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0020B
1197	PACE Business Centre	1190	75%	01/03/2014		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0020B
1199	Think Partner Coaching	272	75%	01/03/2014		\$ 3,675.00	\$ -	\$ 175.00	\$ 3,500.00	\$ 1,771.88	MBT0020B
1202	Pacific Office Solutions	BE101-14	75%	01/04/2014		\$ 10,714.20	\$ -	\$ 510.20	\$ 10,204.00	\$ 8,035.65	MBT0020B
1205	TLB Marketing Essentials	CLN017	75%	01/07/2014		\$ 13,020.00	\$ -	\$ 620.00	\$ 12,400.00	\$ 3,543.75	MBT0020B
1208	Focal Point	92	75%	01/08/2014		\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 2,362.50	MBT0020B
1209	Susan Peach	1462	75%	01/08/2014		\$ 908.25	\$ -	\$ 43.25	\$ 865.00	\$ 90.56	MBT0020B
1211	Executive Web Club	49	75%	01/03/2014		\$ 6,279.26	\$ -	\$ 299.01	\$ 5,980.25	\$ 3,543.75	MBT0020B
1214	Prestige Business & Management Consulti	MBT018	75%	01/05/2014		\$ 2,821.88	\$ -	\$ 134.38	\$ 2,687.50	\$ 2,116.41	MBT0020B
1215	Executive Web Club	50	75%	12/20/2013		\$ 4,827.90	\$ -	\$ 229.90	\$ 4,598.00	\$ 1,967.96	MBT0020B
1217	The Big Picture Coach Inc.	2014-213	75%	01/13/2014		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0020C
1218	Power Up Marketing	50	75%	01/13/2014		\$ 1,128.75	\$ -	\$ 53.75	\$ 1,075.00	\$ 378.00	MBT0020C
1221	Training Provider Inc dba AK Coaching	1011	75%	01/15/2014		\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 590.62	MBT0020C
1224	Main Street Communication Ltd.	25001752014	75%	01/15/2014		\$ 9,515.62	\$ -	\$ 453.12	\$ 9,062.50	\$ 5,118.77	MBT0020C
1226	Oakray Marketing Services Ltd.	MBT-14-001	75%	01/17/2014		\$ 1,500.00	\$ -	\$ 71.43	\$ 1,428.57	\$ 1,125.00	MBT0020C
1227	Think Partner Coaching	274	75%	01/17/2014		\$ 3,018.75	\$ -	\$ 143.75	\$ 2,875.00	\$ 2,264.06	MBT0020C
1232	Think Partner Coaching	273	75%	01/10/2014		\$ 5,118.75	\$ -	\$ 243.75	\$ 4,875.00	\$ 1,673.53	MBT0020C
1233	Power Up Marketing	51	75%	01/19/2014		\$ 2,268.00	\$ -	\$ 108.00	\$ 2,160.00	\$ 295.31	MBT0020C
1235	Giesbrecht, Goodrich & Co.	CLN-01-01-2014	75%	01/23/2014		\$ 4,136.23	\$ -	\$ 196.96	\$ 3,939.27	\$ 3,102.17	MBT0020C
1239	Prestige Business & Management Consulti	MBT019	75%	01/20/2014		\$ 3,805.88	\$ -	\$ 181.23	\$ 3,624.65	\$ 2,854.41	MBT0020C
1241	Focal Point	100	75%	01/22/2014		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0020C
1248	Pacific Office Solutions	BE101-15	75%	01/20/2014		\$ 8,064.00	\$ -	\$ 384.00	\$ 7,680.00	\$ 6,048.00	MBT0020C
1249	Power Concepts	8907	75%	01/21/2014		\$ 576.45	\$ -	\$ 27.45	\$ 549.00	\$ 432.34	MBT0020C
1250	Trainwest Management & Consulting Inc	1446	75%	01/18/2014		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0020C
1251	Trainwest Management & Consulting Inc	1447	75%	01/18/2014		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0020C
1252	Trainwest Management & Consulting Inc	1448	75%	01/18/2014		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0020C
1257	Rock Solid Business Coaching Inc	Dec-13	75%	12/16/2013		\$ 13,548.33	\$ -	\$ 645.16	\$ 12,903.17	\$ 6,791.95	MBT0020C
1267	TLB Marketing Essentials	CLN019	75%	01/23/2014		\$ 7,140.00	\$ -	\$ 340.00	\$ 6,800.00	\$ 1,181.25	MBT0020C
1269	Executive Web Club	1638	75%	01/23/2014		\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 2,362.50	MBT0020C
1286	Business Advisory Team	2014-01-PSANA1	75%	01/28/2014		\$ 1,260.00	\$ -	\$ 60.00	\$ 1,200.00	\$ 945.00	MBT0021A
1290	Business Advisory Team	2014-01-VMILLS	75%	01/28/2014		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0021A
1298	Debbie Palmer Presents	183	75%	01/28/2014		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0021A
1299	Debbie Palmer Presents	184	75%	01/28/2014		\$ 945.00	\$ -	\$ 45.00	\$ 900.00	\$ 708.75	MBT0021A
1300	Power Up Marketing	52	75%	01/27/2014		\$ 7,875.00	\$ -	\$ 375.00	\$ 7,500.00	\$ 3,937.50	MBT0021A
1301	PACE Business Centre	1194	75%	01/28/2014		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0021A
1302	PACE Business Centre	1193	75%	01/28/2014		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0021A
1304	Debbie Palmer Presents	185	75%	01/28/2014		\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 590.62	MBT0021A
1309	Think Partner Coaching	277	75%	01/24/2014		\$ 4,003.13	\$ -	\$ 190.63	\$ 3,812.50	\$ 2,460.94	MBT0021A
1310	The Big Picture Coach Inc.	2014-214	75%	01/24/2014		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0021A
1311	Executive Web Club	1640	75%	01/26/2014		\$ 4,213.13	\$ -	\$ 200.63	\$ 4,012.50	\$ 3,159.88	MBT0021A
1313	Clarity Business Strategies	2026	75%	01/27/2014		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0021A
1328	Main Street Communication Ltd.	30001772014	75%	01/30/2014		\$ 9,745.31	\$ -	\$ 464.06	\$ 9,281.25	\$ 5,340.23	MBT0021A
1331	AcumenPD	229	75%	02/01/2014		\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 750.00	MBT0021A
1334	Power Up Marketing	53	75%	02/03/2014		\$ 1,249.50	\$ -	\$ 59.50	\$ 1,190.00	\$ 937.12	MBT0021A
1336	TLB Marketing Essentials	CLN020	75%	02/04/2014		\$ 9,397.50	\$ -	\$ 447.50	\$ 8,950.00	\$ 1,378.12	MBT0021A
1340	Trainwest Management & Consulting Inc	1460	75%	02/04/2014		\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0021A
1342	Focal Point	103	75%	02/05/2014		\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 3,543.75	MBT0021A
1343	In the Black Business Cons.	219	75%	02/02/2014		\$ 1,050.00	\$ -	\$ 50.00	\$ 1,000.00	\$ 787.50	MBT0021A
1346	Prestige Business & Management Consulti	MBT020	75%	02/02/2014		\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 3,543.75	MBT0021A
1349	Think Partner Coaching	278	75%	02/01/2014		\$ 1,050.00	\$ -	\$ 50.00	\$ 1,000.00	\$ 787.50	MBT0021A
1351	AcumenPD	230	75%	02/07/2014		\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 375.00	MBT0021A
1352	AcumenPD	231	75%	02/07/2014		\$ 700.00	\$ -	\$ -	\$ 700.00	\$ 525.00	MBT0021A
1353	Pacific Office Solutions	BE101-16	75%	02/03/2014		\$ 11,919.60	\$ -	\$ 567.60	\$ 11,352.00</		



MBT0021B

BC Chamber of Commerce - MBT Pilot Project
Expenditure Summary - Feb 11-28/14

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YYYY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
1361	PACE Business Centre	1202	75%	02/09/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0021A
1367	The Big Picture Coach Inc.	2014-215	75%	02/05/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0021A
1368	L2 Accent Reduction Centre	1	75%	02/05/2014	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 393.75	MBT0021A
1381	Executive Web Club	1641	75%	02/05/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0021A
1382	PACE Business Centre	1207	75%	02/12/2014	\$ 142.80	\$ -	\$ 6.80	\$ 136.00	\$ 107.10	MBT0021A
					\$ 446,470.74	\$ 3,133.80	\$ 19,710.02	\$ 423,626.92	\$ 233,745.86	
					\$ 575,931.94	\$ 2,709.00	\$ 24,945.23	\$ 548,012.02	\$ 367,080.51	
Total payments to be issued:										
	Academy of Learning - Surrey							\$ 698.00	EFT	28-Feb-14
	AcumenPD							\$ 1,650.00	EFT	28-Feb-14
	Blue Moon Management Inc							\$ 2,114.43	EFT	28-Feb-14
	Business Advisory Team							\$ 2,126.25	EFT	28-Feb-14
	Camosun College							\$ 409.50	EFT	28-Feb-14
	Clarity Business Strategies							\$ 2,441.25	EFT	28-Feb-14
	Clemens Rettich Business Consulting Ltd.							\$ 6,496.87	EFT	28-Feb-14
	ClientSave Professional Contact Management Ltd							\$ 5,837.75	EFT	28-Feb-14
	Community Futures of Central Kootenay							\$ 6,072.94	EFT	28-Feb-14
	Community Futures of South Fraser/ CFDC Self Employment Program							\$ 4,725.00	EFT	28-Feb-14
	Dale Carnegie							\$ 109.15	EFT	28-Feb-14
	Debbie Palmer Presents							\$ 3,661.87	EFT	28-Feb-14
	Excel Career College							\$ 882.00	EFT	28-Feb-14
	Executive Web Club							\$ 22,658.24	EFT	28-Feb-14
	Focal Point							\$ 11,418.75	EFT	28-Feb-14
	Galileo Consulting Ltd/ DottoTech							\$ 4,395.30	Chq	28-Feb-14
	Giesbrecht, Goodrich & Co.							\$ 8,728.14	EFT	28-Feb-14
	In the Black Business Cons.							\$ 1,673.44	EFT	28-Feb-14
	L2 Accent Reduction Centre							\$ 393.75	EFT	28-Feb-14
	Langara College							\$ 305.00	EFT	28-Feb-14
	Lyons & Associates							\$ 5,024.25	EFT	28-Feb-14
	Main Street Communication Ltd.							\$ 19,567.76	EFT	28-Feb-14
	Make Your Mark Training & Consulting							\$ 11,010.30	EFT	28-Feb-14
	Neil Godin International Inc.							\$ 11,103.75	EFT	28-Feb-14
	Northwest Community College							\$ 4,165.00	EFT	28-Feb-14
	Oakray Marketing Services Ltd.							\$ 2,193.75	EFT	28-Feb-14
	Okanagan College							\$ 218.40	EFT	28-Feb-14
	PACE Business Centre							\$ 48,013.20	EFT	28-Feb-14
	Pacific Office Solutions							\$ 57,200.85	EFT	28-Feb-14
	Power Concepts							\$ 6,980.15	EFT	28-Feb-14
	Power Up Marketing							\$ 11,750.82	EFT	28-Feb-14
	Prestige Business & Management Consulting Ltd.							\$ 14,158.32	EFT	28-Feb-14
	Priority Management							\$ -	EFT	28-Feb-14
	Q College Inc.							\$ 3,513.19	EFT	28-Feb-14
	Rock Solid Business Coaching Inc							\$ 17,300.21	EFT	28-Feb-14
	Small Business BC							\$ 945.00	EFT	28-Feb-14
	Summit Fiscal Management Inc.							\$ 834.00	EFT	28-Feb-14
	Susan Peach							\$ 7,574.46	EFT	28-Feb-14
	The Big Picture Coach Inc.							\$ 3,543.75	EFT	28-Feb-14
	Think Partner Coaching							\$ 10,926.66	EFT	28-Feb-14
	Thompson Rivers University							\$ 1,592.13	EFT	28-Feb-14
	TLB Marketing Essentials							\$ 13,558.12	EFT	28-Feb-14
	Training Provider Inc dba AK Coaching							\$ 590.62	EFT	28-Feb-14
	Trainwest Management & Consulting Inc							\$ 11,812.50	EFT	28-Feb-14
	Vancouver Community College							\$ 90.00	EFT	28-Feb-14
	Women's Enterprise Centre							\$ 16,350.00	EFT	28-Feb-14
								\$ 10.00	Chq	28-Feb-14
								\$ 86.70	Chq	28-Feb-14
								\$ 109.00	Chq	28-Feb-14
								\$ 14.99	Chq	28-Feb-14
								\$ 45.00	Chq	28-Feb-14
								\$ 367,080.51		

The BC Chamber of Commerce will be claiming reimbursement of 100% of HST and GST Input Tax Credits in relation to the above expenditures

Monica Nykamp
Monica Nykamp (Mar 5, 2014)

Prepared by: Monica Nykamp for Mark Jess, CGA

Mar 5, 2014

Date:

Mark Jess
Mark Jess (Mar 5, 2014)

Reviewed and approved by: Mark Jess for Sharon Clark, CA

Mar 5, 2014

Date:

Denise Douglas
Denise Douglas (Mar 6, 2014)

For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

Mar 6, 2014

Date:

John Winter
John Winter (Mar 6, 2014)

For the BCCC: John Winter, President

Mar 6, 2014

Date:

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B-2 - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"

Allen, Terri JTST:EX

From: Dickson, Valerie JTST:EX
Sent: Friday, March 14, 2014 10:42 AM
To: Hazemi, Leila JTST:EX
Subject: Chamber

Exact 13/14 allocation from the contract commitment card is \$1,969,506

s22

s13

s13

VALERIE DICKSON | Program Manager
Industry/Sector Unit
Labour Market Programs Branch | Labour Market & Immigration Division
Ministry of Jobs, Tourism and Skills Training | Province of British Columbia
p: 250.387.7539 | c: s17 | e: valerie.dickson@gov.bc.ca

Allen, Terri JTST:EX

From: Dickson, Valerie JTST:EX
Sent: Wednesday, March 19, 2014 11:53 AM
To: Caven, Sherry JTST:EX
Subject: Payment for the Chamber
Attachments: Payment Request Second half of February 2014.docx

Hi Sherry –

Are you able to get this payment signed off and on its way today?

s22

VALERIE DICKSON | Program Manager

Industry/Sector Unit

Labour Market Programs Branch | Labour Market & Immigration Division

Ministry of Jobs, Tourism and Skills Training | Province of British Columbia

p: 250.387.7539 | c: s17 e: valerie.dickson@gov.bc.ca

Allen, Terri JTST:EX

From: Dickson, Valerie JTST:EX
Sent: Wednesday, March 19, 2014 12:01 PM
To: Caven, Sherry JTST:EX
Subject: RE: Payment for the Chamber

Great – thanks!

From: Caven, Sherry JTST:EX
Sent: Wednesday, March 19, 2014 11:56 AM
To: Dickson, Valerie JTST:EX
Subject: RE: Payment for the Chamber

Hi Val,

I have printed it off and signed good and services on your behalf and it is in with Leila for her signature. Probably won't make it in today's mail but I will prepare it for tomorrow's pick up.

From: Dickson, Valerie JTST:EX
Sent: Wednesday, March 19, 2014 11:53 AM
To: Caven, Sherry JTST:EX
Subject: Payment for the Chamber

Hi Sherry –

Are you able to get this payment signed off and on its way today?

s22

VALERIE DICKSON | Program Manager
Industry/Sector Unit
Labour Market Programs Branch | Labour Market & Immigration Division
Ministry of Jobs, Tourism and Skills Training | Province of British Columbia
p: 250.387.7539 | c: s17 e: valerie.dickson@gov.bc.ca

Allen, Terri JTST:EX

From: Dickson, Valerie JTST:EX
Sent: Wednesday, March 19, 2014 4:28 PM
To: Hazemi, Leila JTST:EX
Subject: for tomorrow - question from Chamber

s13

From: Wayne [[mailto:](#)] s22
Sent: Wednesday, March 19, 2014 4:20 PM
To: Dickson, Valerie JTST:EX
Subject: checking in

Hi Valerie,

Welcome into the MBT club!

We have a query...

With the anticipated extension, should we be closing the books for this current project and reopening for the 9 month period? Alternately, is this an "extension" and therefore we continue the books through to the end of the extension?

Thanks in advance,

Wayne

Wayne Poncia
MBT Program Manager
BC Chamber of Commerce

tel: s22
cell: s22

Allen, Terri JTST:EX

From: Dickson, Valerie JTST:EX
Sent: Thursday, March 20, 2014 9:02 AM
To: s22
Subject: RE: checking in

Hi Wayne – thanks – I am looking forward to working with you and the rest of the team on this project. As to your question, it is a good one, and I will get back to you on it as soon as I can.

Regards,

Val

VALERIE DICKSON | Program Manager
Industry/Sector Unit
Labour Market Programs Branch | Labour Market & Immigration Division
Ministry of Jobs, Tourism and Skills Training | Province of British Columbia
p: 250.387.7539 | c: s17 e: valerie.dickson@gov.bc.ca

From: Wayne [mailto:s22]
Sent: Wednesday, March 19, 2014 4:20 PM
To: Dickson, Valerie JTST:EX
Subject: checking in

Hi Valerie,

Welcome into the MBT club!

We have a query...

With the anticipated extension, should we be closing the books for this current project and reopening for the 9 month period? Alternately, is this an "extension" and therefore we continue the books through to the end of the extension?

Thanks in advance,

Wayne

Wayne Poncia
MBT Program Manager
BC Chamber of Commerce

s22
tel: s22
cell: s22

Allen, Terri JTST:EX

From: Mark Jess [mark@jessandco.ca]
Sent: Sunday, March 23, 2014 10:39 PM
To: Dickson, Valerie JTST:EX; Beck, Adrienne JTST:EX
Cc: 'Wayne@Poncia.com' (s22) Sharon Clark
Subject: BCCC MBT - BC Claim form for March 1-15/14
Attachments: BC Claim Form - March 1-15 2014 - signed.pdf; MBT0022A - Expenditure summary - signed.pdf; MBT0022A - Invoices.pdf; mark.vcf

Hi Valerie,

Please find attached the signed BC Claim form for the MBT program for the period of March 1-15, 2014.

I have also attached the signed MBT0022A and corresponding invoice support to substantiate the claim.

I will be preparing the final financial contribution and reconciliations once the month-end has completed and our final GST return has been filed.

Please let me know if you require any additional information or have any questions.

Many thanks,

Mark

--

Mark Jess, BA, CPA, CGA

Jess & Co., CGA
e: mark@jessandco.ca
p: 778-440-7443
c: s22
www.jessandco.ca

This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system.

For further information on our Privacy and Confidentiality Policies, please visit our website at: www.jessandco.ca and look under the privacy tab.

This email is free from viruses and malware because avast! Antivirus protection is active.
<http://www.avast.com>

**Micro Business Owner Training Project
BC CHAMBER OF COMMERCE
Monthly Claim Report**

Period: From March 1 to 15, 2014

A. Micro Business Owner Outreach		
	Total Micro Business Owner Outreach Costs	\$9,338.83
B. Management Services Costs		
	- Administration and overhead costs: - Administration and Management Overhead - Financial Accounting - Program Management - Third party audit of program expenditures	\$3,750.00 \$7,968.87 \$5,999.99
	Sub Total Admin/Overhead:	\$17,718.86
	- Information technology expenses: - Provincial trainee registration tracking and certification - Hosting, maintenance and support	\$0.00 \$2,231.25
	Sub Total Information technology expenses:	\$2,231.25
	Total Management Services Costs:	\$19,950.11
C. Participant Intake and Assessment Services		
	Intake and Assessment Services	\$57,891.68
D. Business Skills Training for Participants		
	Number of participants: _____	
	Total Participant Costs (maximum of \$1,500 per participant)	\$0.00
Total Invoiced Costs for March 1-15, 2014		\$87,180.62
Less: reduction of accounting advance		\$0.00
TOTAL Claim Amount for March 1 to 15, 2014		\$87,180.62

All claimed costs are in accordance with the Eligible Costs described in Schedule "B-2" of the Agreement.

Signature: _____

Mark Jess, CGA on behalf of Sharon Clark, CA, MBT Program Manager, Financial Accounting

Print Name: Mark Jess Date: Mar 23, 2014

Signature: _____

Wayne Poncia, MBT Program Manager

Print Name: WC Poncia Date: Mar 23, 2014



MBT0022A

BC Chamber of Commerce - MBT Pilot Project
Expenditure Summary - March 2014

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YYYY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
Non-training expenses:										
1	Rethink Learning Inc	2217	100%	03/01/2014	\$ 2,231.25	\$ -	\$ 106.25	\$ 2,125.00	\$ 2,231.25	
2	Rethink Learning Inc	2218	100%	03/01/2014	\$ 9,338.83	\$ -	\$ 444.71	\$ 8,894.12	\$ 9,338.83	
3	Rethink Learning Inc	2219	100%	03/01/2014	\$ 25,348.24	\$ -	\$ 1,207.06	\$ 24,141.18	\$ 25,348.24	
4	Gardiner, Poncia & Associates	1051	100%	03/01/2014	\$ 5,999.99	\$ -	\$ 285.71	\$ 5,714.28	\$ 5,999.99	
5	S Clark & Co	1023	100%	03/01/2014	\$ 7,968.87	\$ -	\$ 379.47	\$ 7,589.40	\$ 7,968.87	
6	BC Chamber of Commerce	1008.14	100%	03/01/2014	\$ 3,750.00	\$ -	\$ 178.57	\$ 3,571.43	\$ 3,750.00	
6B	Rethink Learning Inc	1006	100%	03/01/2014	\$ 32,543.44	\$ -	\$ 1,549.69	\$ 30,993.75	\$ 32,543.44	
					\$ 87,180.62	\$ -	\$ 4,151.46	\$ 83,029.16	\$ 87,180.62	
Total payments to be issued:										
Rethink Learning Inc									\$ 69,461.76	EFT 17-Mar-14
Gardiner, Poncia & Associates									\$ 5,999.99	EFT 17-Mar-14
S Clark & Co									\$ 7,968.87	EFT 17-Mar-14
BC Chamber of Commerce									\$ 3,750.00	EFT 17-Mar-14
									\$ 87,180.62	

The BC Chamber of Commerce will be claiming reimbursement of 100% of HST and GST Input Tax Credits in relation to the above expenditures

Monica Nykamp
Prepared by: Monica Nykamp for Mark Jess, CGA

Mar 19, 2014

Date:

Mark Jess
Reviewed and approved by: Mark Jess for Sharon Clark, CA

Mar 19, 2014

Date:

Denise Douglas
For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

Mar 19, 2014

Date:

John R. Winter
For the BCCC: John Winter, President

Mar 19, 2014

Date:

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B-2 - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"

- 1 - INV.2217 Rethink.pdf
- 2 - INV.2218 Rethink.pdf
- 3 - INV.2219 Rethink.pdf
- 4 - INV.1051 Gardiner, Poncia & Assoc.pdf
- 5 - INV.1023 SClarke.PDF
- 6 - INV.1008.14 BC Chamber.PDF
- 6B - INV.1006 Rethink.pdf

Allen, Terri JTST:EX

Full Name: Mark Jess
Last Name: Jess
First Name: Mark
Company: Jess & Co., CGA

Business Address: 2880 Richmond Road
Victoria BC V8R 4T7

Business: 778-440-7443
Mobile: s22

E-mail: mark@jessandco.ca
E-mail Display As: Mark Jess (mark@jessandco.ca)

Allen, Terri JTST:EX

From: Dickson, Valerie JTST:EX
Sent: Tuesday, March 25, 2014 7:54 AM
To: Caven, Sherry JTST:EX
Subject: FW: Payment update
Attachments: mark.vcf; Payment Request Second half of February 2014.docx; Progress Payment Invoice #C13LMSS008-06.pdf

Importance: High

Hi Sherry - can you please check to see if the payment request for the Chamber has gone in and where it is at in the process?

NR

NR

Thanks

VALERIE DICKSON | Program Manager
Industry/Sector Unit
Labour Market Programs Branch | Labour Market & Immigration Division Ministry of Jobs,
Tourism and Skills Training | Province of British Columbia
p: 250.387.7539 | c: s17 e: valerie.dickson@gov.bc.ca

-----Original Message-----

From: Mark Jess [<mailto:mark@jessandco.ca>]
Sent: Monday, March 24, 2014 3:33 PM
To: Dickson, Valerie JTST:EX
Cc: Sharon Clark; s22 ; Robert Bailey
Subject: Re: Payment update

Many thanks, Valerie!

On 03/24/2014 3:29 PM, Dickson, Valerie JTST:EX wrote:

> Hi Mark. The payment was generated last week
>

> ----- Original Message -----

> **From:** Mark Jess [<mailto:mark@jessandco.ca>]
> **Sent:** Monday, March 24, 2014 02:43 PM
> **To:** Dickson, Valerie JTST:EX
> **Cc:** Sharon Clark < s22 >; ' s22
> s22) s22
> **Subject:** Payment update
>

> Hi Valerie,

> We are getting emails from vendors requesting an update on the final
> invoice payments. There have also been some vendors stating that they
> will begin charging interest on outstanding invoices.

> Can you please provide an update on the status of the final payment
> and advise how the Province would like to handle any interest charges
> from vendors?

> Thanks, Valerie!

> Mark

>

--

Mark Jess, BA, CPA, CGA

Jess & Co., CGA

e: mark@jessandco.ca

p: 778-440-7443

c: s22

www.jessandco.ca

This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system.

For further information on our Privacy and Confidentiality Policies, please visit our website at: www.jessandco.ca and look under the privacy tab.

This email is free from viruses and malware because avast! Antivirus protection is active.
<http://www.avast.com>

Allen, Terri JTST:EX

From: Dickson, Valerie JTST:EX
Sent: Wednesday, March 26, 2014 10:40 AM
To: s22
Subject: RE: checking in

Hi Wayne – our preference is to close off and start fresh with the 2014/15 allocation. That is what we will be doing at this end anyway.

From: Wayne [mailto:s22]
Sent: Wednesday, March 19, 2014 4:20 PM
To: Dickson, Valerie JTST:EX
Subject: checking in

Hi Valerie,

Welcome into the MBT club!

We have a query...

With the anticipated extension, should we be closing the books for this current project and reopening for the 9 month period? Alternately, is this an "extension" and therefore we continue the books through to the end of the extension?

Thanks in advance,

Wayne

Wayne Poncia
MBT Program Manager
BC Chamber of Commerce

tel: s22
cell: s22

Allen, Terri JTST:EX

From: Dickson, Valerie JTST:EX
Sent: Tuesday, April 8, 2014 12:51 PM
To: 'Mark Jess'
Cc: 'Robert Bailey (robert@rethinklearning.com)'; Caven, Sherry JTST:EX
Subject: RE: Fwd: FW: DIRECT DEPOSIT CONFIRMATION

Thanks Mark – I will look into as soon as possible and give you a status update by Friday (if it has not already been processed will have it aimed to be processed by then also)

From: Mark Jess [mailto:mark@jessandco.ca]
Sent: Tuesday, April 8, 2014 12:23 PM
To: Dickson, Valerie JTST:EX
Cc: Caven, Sherry JTST:EX; 'Robert Bailey (robert@rethinklearning.com)'
Subject: Re: Fwd: FW: DIRECT DEPOSIT CONFIRMATION

Thanks, Valerie - no worries. Feel free to call me if you have any questions or if I can assist at all.

s22

Regards,

Mark

On 04/08/2014 12:00 PM, Dickson, Valerie JTST:EX wrote:

Hi Mark – s22 I am working through my emails and files and will look into where things are at with the BCCA contract and payment. I suspect it will be Friday before I get back to you.

From: Mark Jess [mailto:mark@jessandco.ca]
Sent: Tuesday, April 8, 2014 11:53 AM
To: Black, Tracy L JTST:EX
Cc: Dickson, Valerie JTST:EX; Caven, Sherry JTST:EX
Subject: Re: Fwd: FW: DIRECT DEPOSIT CONFIRMATION

Hi Tracy,

Can you advise the ETA for the \$87,180.62 payment? We are just preparing the final financial contribution reports and should have those to you by the end of the week.

Regards,

Mark

On 04/02/2014 9:12 AM, Black, Tracy L JTST:EX wrote:

Hi Mark,

It looks like this payment is from a contract that you have with another part of our ministry – Chris Gilmore is the contact person on that. Something on competitiveness? Ring a bell. If you need more info, you can contact him at Christopher.Gilmore@gov.bc.ca or 250-952-0139 but when I spoke to him this morning, he confirmed it was from that contract.

Regarding our payment, it looks like Val did the paperwork but hadn't had a chance to submit it for signature

s22

s22 Hope this helps. Feel free to contact me if you have any further questions.

Regards,
Tracy

From: Mark Jess [<mailto:mark@jessandco.ca>]
Sent: Monday, March 31, 2014 12:20 PM
To: Black, Tracy L JTST:EX
Subject: Fwd: Fwd: FW: DIRECT DEPOSIT CONFIRMATION

Hi Tracy,

My name is Mark Jess from Jess & Co., CGA. We provide the accounting support for the BCCC MBT Pilot. We submitted a claim form for March 1-15 expenses for the program of \$87,180.62 and have received confirmation that a payment will be processed of \$67,600 - do you happen to know where the difference lies?

Many thanks,

Mark

----- Original Message -----

Subject: Fwd: FW: DIRECT DEPOSIT CONFIRMATION
Date: Mon, 31 Mar 2014 12:16:30 -0700
From: Mark Jess
Organization: Jess & Co., CGA
To: Dickson, Valerie JTST:EX
CC: 'Beck, Adrienne JTST:EX'

Hi Valerie,

Can you please provide a quick explanation for the difference between the March 1-15 claim of \$87,180.62 and the deposit to be received tomorrow of \$67,600?

Many thanks,

Mark

----- Original Message -----

Subject: FW: DIRECT DEPOSIT CONFIRMATION
Date: Mon, 31 Mar 2014 18:30:08 +0000
From: BC Chamber of Commerce General Mailbox

To: Mark Jess, Monica Nykamp

Please see the email below for direct deposit.

Sara Walsh
Administrative Assistant
604.638.8115 | swalsh@bcchamber.org | www.bcchamber.org

BC Chamber of Commerce | The Voice of Business in BC

-----Original Message-----

From: Province.of.British.Columbia@jaws.cas.gov.bc.ca
[mailto:Province.of.British.Columbia@jaws.cas.gov.bc.ca]
Sent: March-27-14 1:02 PM
To: BC Chamber of Commerce General Mailbox
Subject: DIRECT DEPOSIT CONFIRMATION

PLEASE DO NOT RESPOND TO THIS EMAIL

The Government of BC will make the following payment to you via
Electronic Funds Transfer on the deposit date below.

Deposit Date: Apr 01, 2014
Deposit Amount: \$67,600.00
Supplier Name: THE BRITISH COLUMBIA CHAMBER OF COMMERCE
Supplier Number: s17
Supplier Location: 004
Issuing Ministry: MA

Payment Number: 00007059504

Invoice Number: 104087
Invoice Date: Mar 26 2014
Invoice Amount: 67,600.00

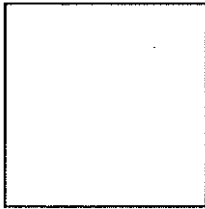
Description: Contract

- - - - -
- - - - -

For payment inquiries, please contact ENQUIRY BC
Victoria: 250-387-6121 Vancouver: 604-660-2421 Elsewhere in BC:
1-800-663-7867

Note: Using courier font to view this message may improve
alignment.

* * * * * End of Message * * * * *



This email is free from viruses and malware because avast! Antivirus protection is active.

--

Mark Jess, BA, CPA, CGA

Jess & Co., CGA

e: mark@jessandco.ca

p: 778-440-7443

c: s22

www.jessandco.ca

This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system.

For further information on our Privacy and Confidentiality Policies, please visit our website at: www.jessandco.ca and look under the privacy tab.



This email is free from viruses and malware because avast! Antivirus protection is active.

--

Mark Jess, BA, CPA, CGA

Jess & Co., CGA

e: mark@jessandco.ca

p: 778-440-7443

c: s22

www.jessandco.ca

This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system.

For further information on our Privacy and Confidentiality Policies, please visit our website at: www.jessandco.ca and look under the privacy tab.



This email is free from viruses and malware because avast! Antivirus protection is active.

Allen, Terri JTST:EX

From: Dickson, Valerie JTST:EX
Sent: Tuesday, April 8, 2014 1:10 PM
To: Caven, Sherry JTST:EX
Subject: Payment Request first half of March 2014.docx
Attachments: Payment Request first half of March 2014.docx

Hi – not sure if this ever came to you. If not, can we get it signed off and processed asap?

NR

NR If it has been signed and sent to finance already, can you let me know where it is at

thanks

Allen, Terri JTST:EX

From: Dickson, Valerie JTST:EX
Sent: Wednesday, April 9, 2014 8:32 AM
To: Hazemi, Leila JTST:EX
Subject: RE: BC Chamber Meeting

Here are the Chamber bullets – let me know if u need anything else

- From May 2012 to March 2014, the Chamber was provided \$3,410,183 in LMA funding to do skills assessments, develop training plans and deliver training to 1,450 LMA eligible micro business owners (those with less than five employees)
- Under the new Canada-British Columbia Job Fund Agreement, the Chamber was provided a contract extension for the period April 1, 2014 to December 31, 2014 to train an additional 549 participants for a budget of \$956,993.
- 50 percent of participants must be micro business owners formally eligible under the LMA, and the other 50% can be offered to all other micro business owners that meet the general eligibility criteria of being a micro business owner in British Columbia

From: Hazemi, Leila JTST:EX
Sent: Tuesday, April 8, 2014 2:47 PM
To: Dickson, Valerie JTST:EX
Subject: RE: BC Chamber Meeting

Cause she's going to ask (as I'm sure you already know) – can you pls draft two bullets. One with past funding amount and services and then second with 14/15 details. Thanks!

PS- thought I copied you on this.....?????

From: Hazemi, Leila JTST:EX
Sent: Tuesday, April 8, 2014 2:38 PM
To: Ferguson, Suzanne A JTST:EX
Subject: BC Chamber Meeting

Just looking in the LMP Branch Correspondence BN/IN file in our division common folder and we found this note for a meeting with the chamber on Friday. Not to intrude....but it doesn't mention their current training program we fund (14/15 budget of almost \$1M). Think that's worth mentioning so Dave and Scott remember we do already provide some support to small business?

~leila

Allen, Terri JTST:EX

From: Dickson, Valerie JTST:EX
Sent: Thursday, April 10, 2014 3:41 PM
To: 'Mark Jess'
Cc: Caven, Sherry JTST:EX
Subject: RE: Fwd: FW: DIRECT DEPOSIT CONFIRMATION

Hi Mark – the payment was initiated today. You should have it in a week or so. I apologize for the delay in payment s22
as I did not get a chance to hand it over to someone else before I left.

VALERIE DICKSON | Program Manager
Industry/Sector Unit
Labour Market Programs Branch | Labour Market & Immigration Division
Ministry of Jobs, Tourism and Skills Training | Province of British Columbia
p: 250.387.7539 | c: s17 e: valerie.dickson@gov.bc.ca

From: Mark Jess [<mailto:mark@jessandco.ca>]
Sent: Tuesday, April 8, 2014 11:53 AM
To: Black, Tracy L JTST:EX
Cc: Dickson, Valerie JTST:EX; Caven, Sherry JTST:EX
Subject: Re: Fwd: FW: DIRECT DEPOSIT CONFIRMATION

Hi Tracy,

Can you advise the ETA for the \$87,180.62 payment? We are just preparing the final financial contribution reports and should have those to you by the end of the week.

Regards,

Mark

On 04/02/2014 9:12 AM, Black, Tracy L JTST:EX wrote:

Hi Mark,

It looks like this payment is from a contract that you have with another part of our ministry – Chris Gilmore is the contact person on that. Something on competitiveness? Ring a bell. If you need more info, you can contact him at Christopher.Gilmore@gov.bc.ca or 250-952-0139 but when I spoke to him this morning, he confirmed it was from that contract.

Regarding our payment, it looks like Val did the paperwork but hadn't had a chance to submit it for signature s22 Hope this helps. Feel free to contact me if you have any further questions.

Regards,
Tracy

From: Mark Jess [<mailto:mark@jessandco.ca>]
Sent: Monday, March 31, 2014 12:20 PM
To: Black, Tracy L JTST:EX
Subject: Fwd: Fwd: FW: DIRECT DEPOSIT CONFIRMATION

Hi Tracy,

My name is Mark Jess from Jess & Co., CGA. We provide the accounting support for the BCCC MBT Pilot. We submitted a claim form for March 1-15 expenses for the program of \$87,180.62 and have received confirmation that a payment will be processed of \$67,600 - do you happen to know where the difference lies?

Many thanks,

Mark

----- Original Message -----

Subject:Fwd: FW: DIRECT DEPOSIT CONFIRMATION
Date:Mon, 31 Mar 2014 12:16:30 -0700
From:Mark Jess
Organization:Jess & Co., CGA
To:Dickson, Valerie JTST:EX
CC:'Beck, Adrienne JTST:EX'

Hi Valerie,

Can you please provide a quick explanation for the difference between the March 1-15 claim of \$87,180.62 and the deposit to be received tomorrow of \$67,600?

Many thanks,

Mark

----- Original Message -----

Subject:FW: DIRECT DEPOSIT CONFIRMATION
Date:Mon, 31 Mar 2014 18:30:08 +0000
From:BC Chamber of Commerce General Mailbox
To:Mark Jess , Monica Nykamp

Please see the email below for direct deposit.

Sara Walsh
Administrative Assistant
604.638.8115 | swalsh@bcchamber.org | www.bcchamber.org

BC Chamber of Commerce | The Voice of Business in BC

-----Original Message-----

From: Province.of.British.Columbia@jaws.cas.gov.bc.ca
[<mailto:Province.of.British.Columbia@jaws.cas.gov.bc.ca>]
Sent: March-27-14 1:02 PM
To: BC Chamber of Commerce General Mailbox
Subject: DIRECT DEPOSIT CONFIRMATION

PLEASE DO NOT RESPOND TO THIS EMAIL

The Government of BC will make the following payment to you via Electronic Funds Transfer on the deposit date below.

Deposit Date: Apr 01, 2014
Deposit Amount: \$67,600.00
Supplier Name: THE BRITISH COLUMBIA CHAMBER OF COMMERCE
Supplier Number: s17
Supplier Location: 004
Issuing Ministry: MA

Payment Number: 00007059504

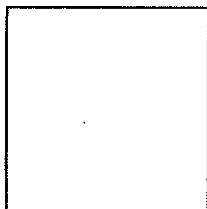
Invoice Number: 104087
Invoice Date: Mar 26 2014
Invoice Amount: 67,600.00

Description: Contract

For payment inquiries, please contact ENQUIRY BC
Victoria: 250-387-6121 Vancouver: 604-660-2421 Elsewhere in BC: 1-800-663-7867

Note: Using courier font to view this message may improve alignment.

* * * * * End of Message * * * * *



This email is free from viruses and malware because avast! Antivirus protection is active.

--
Mark Jess, BA, CPA, CGA

Jess & Co., CGA
e: mark@jessandco.ca
p: 778-440-7443
c: s22

www.jessandco.ca

This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system.

For further information on our Privacy and Confidentiality Policies, please visit our website at: www.jessandco.ca and look under the privacy tab.



This email is free from viruses and malware because avast! Antivirus protection is active.

Allen, Terri JTST:EX

From: Robert Bailey [robert@rethinklearning.com]
Sent: Monday, April 14, 2014 7:35 AM
To: Dickson, Valerie JTST:EX
Subject: Re: contract summary to March 31, 2014

Contract summary May 10, 2012 to March 31, 2014

Contract value - \$3,410,183

Target number of participants – 1,450

Average cost per participant based on overall cost - \$2,351.85

Total number of participants screened – 2,712

Total number of participants accepted – 1,781

Total number of participants entering training – 1,303

Total number of participants completing training – Need more clarification around this one. We had some people who finished one course but not another they were signed up for. What exactly do you want for this number?

Average training expenditure per person (just the training purchase costs) - \$1,427

Robert Bailey
President
Rethink Learning Inc. ®

Phone: 778-747-0144
Cell: s22
Fax: 1-877-880-8779

Website: <http://www.rethinklearning.com>
LinkedIn: s22
Twitter: s22

On Apr 9, 2014, at 8:24 AM, Dickson, Valerie JTST:EX <Valerie.Dickson@gov.bc.ca> wrote:

Hi Robert – I just want to clean up a few loose ends for the contract up until March 31, 2014 . Being relatively new to the contract, I want to make sure I have the numbers right.

Can you check these numbers and add any that are missing if you have them? If any of these numbers are already included in the reporting, I apologize. I just want to make sure I have them right. If you don't have easy access to any of this, let me know.

Thanks very much

Val

Contract summary May 10, 2012 to March 31, 2014

Contract value - \$3,410,183

Target number of participants – 1,450

Average cost per participant based on overall cost - \$2,351.85

Total number of participants screened –

Total number of participants accepted –

Total number of participants entering training –

Total number of participants completing training –

Average training expenditure per person (just the training purchase costs) -

VALERIE DICKSON | Program Manager

Industry/Sector Unit

Labour Market Programs Branch | Labour Market & Immigration Division

Allen, Terri JTST:EX

From: Dickson, Valerie JTST:EX
Sent: Wednesday, April 23, 2014 10:40 AM
To: Hazemi, Leila JTST:EX
Subject: FW: FW: BCCC MBT - BC Claim form for March 1-15/14
Attachments: 20140410142659.pdf

s13
s13 Here is the email from their accountant and my response to it. s13
s13

VALERIE DICKSON | Program Manager
Industry/Sector Unit
Labour Market Programs Branch | Labour Market & Immigration Division Ministry of Jobs,
Tourism and Skills Training | Province of British Columbia
p: 250.387.7539 | c: s17 e: valerie.dickson@gov.bc.ca

-----Original Message-----

From: Dickson, Valerie JTST:EX
Sent: Wednesday, April 23, 2014 10:38 AM
To: 'Mark Jess'
Subject: RE: FW: BCCC MBT - BC Claim form for March 1-15/14

Hi Mark Can you give me an idea of how much the overpayment might be? Approximation is ok. I need this info before I can let you know about the go forward plan (send cheque or apply to extension, and the advance for the extension).

The original contract has not been signed yet. It has to be signed by our ADM s13
s13 Here is the scanned version that was signed him. I was going to send out a copy of the original once it is signed, but as you only get a copy anyway, for your purposes it really makes no difference.

Claims once a month is my understanding also. I was wondering more about the March 15th to 31st claim, but that is what you are currently working on apparently, so we are all good

VALERIE DICKSON | Program Manager
Industry/Sector Unit
Labour Market Programs Branch | Labour Market & Immigration Division Ministry of Jobs,
Tourism and Skills Training | Province of British Columbia
p: 250.387.7539 | c: s17 e: valerie.dickson@gov.bc.ca

-----Original Message-----

From: Mark Jess [mailto:mark@jessandco.ca]
Sent: Wednesday, April 23, 2014 10:29 AM
To: Dickson, Valerie JTST:EX
Subject: Re: FW: BCCC MBT - BC Claim form for March 1-15/14

Hi Valerie,

Thanks for checking in! We are still finalizing the records for the prior contract - there will be a refund due to the Province which we will provide information on when the final reconciliations are complete.
I expect that either we will be forwarding a cheque to you or we will be applying these funds to the extension.

Do you know if the final extension has been signed by all parties?

Robert said he was going to ask you for the final signed extension

s22

s22 If you have the final extension agreements, can you please forward me a copy?

Also, do you know what the status is on the accountable advance for the extension? Will it be transferred to the BCCC account information previously provided?

Finally, in terms of claims - we have not sent in a claim since the last claim you have processed. My understanding is that we will only be submitting one claim per month - the April claim will be sent within the first 5 business days of May.

Thanks, Valerie!

Regards,

Mark

On 04/23/2014 10:06 AM, Dickson, Valerie JTST:EX wrote:

> Hi Mark - I just wanted to check with you on the claims. The last record of a claim I have is this one that goes to March 15th. Is this the last claim you submitted or am I missing something?

s22

s13

s13

>
> thanks
>
> VALERIE DICKSON | Program Manager
> Industry/Sector Unit
> Labour Market Programs Branch | Labour Market & Immigration Division
> Ministry of Jobs, Tourism and Skills Training | Province of British
> Columbia
> p: 250.387.7539 | c: s17 e: valerie.dickson@gov.bc.ca
>
>

> -----Original Message-----

> From: Mark Jess [mailto:mark@jessandco.ca]
> Sent: Sunday, March 23, 2014 10:39 PM
> To: Dickson, Valerie JTST:EX; Beck, Adrienne JTST:EX
> Cc: s22 (s22 Sharon Clark
> Subject: BCCC MBT - BC Claim form for March 1-15/14
>

> Hi Valerie,

>
> Please find attached the signed BC Claim form for the MBT program for the period of March 1-15, 2014.
>

> I have also attached the signed MBT0022A and corresponding invoice support to substantiate the claim.
>

> I will be preparing the final financial contribution and reconciliations once the month-end has completed and our final GST return has been filed.

>

> Please let me know if you require any additional information or have any questions.

>

> Many thanks,

>

> Mark

>

> --

> Mark Jess, BA, CPA, CGA

>

> Jess & Co., CGA

> e: mark@jessandco.ca

> p: 778-440-7443

> c: s22

> www.jessandco.ca

>

> This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system.

>

> For further information on our Privacy and Confidentiality Policies, please visit our website at: www.jessandco.ca and look under the privacy tab.

>

>

>

> ---

> This email is free from viruses and malware because avast! Antivirus protection is active.

> <http://www.avast.com>

--

Mark Jess, BA, CPA, CGA

Jess & Co., CGA

e: mark@jessandco.ca

p: 778-440-7443

c: s22

www.jessandco.ca

This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system.

For further information on our Privacy and Confidentiality Policies, please visit our website at: www.jessandco.ca and look under the privacy tab.

This email is free from viruses and malware because avast! Antivirus protection is active.
<http://www.avast.com>

CONTRACT AMENDMENT
Amendment # 5

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, represented by the Minister of Jobs, Tourism and Skills Training and the Minister Responsible for Labour
(the "Province", "we", "us", or "our", as applicable)

AND

THE BRITISH COLUMBIA CHAMBER OF COMMERCE, a society incorporated under the laws of British Columbia (Society No. S-0018607), and having an office at #1201 - 750 West Pender Street, Vancouver, B.C. V6C 2T8
(the "Service Provider" "you" or "your" as applicable)

BACKGROUND

- A. The parties entered into an agreement identified as contract number C133921119 and dated the 10th day of May, 2012 (the "Agreement").
- B. The parties subsequently entered into Contract Amendment #1, on the 6th day of July 2012.
- C. The parties subsequently entered into Contract Amendment #2, on the 1st day of October 2012.
- D. The parties subsequently entered into Contract Amendment #3, on the 3rd day of April 2013.
- E. The parties subsequently entered into Contract Amendment #4, on the 17th day of October 2013.
- F. The Parties have agreed to amend the Agreement as subsequently amended on the terms and conditions set out herein.

AGREEMENT

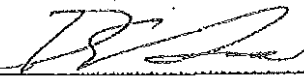
The parties agree as follows:

- (1) That the attached Schedule A-1 is added to the Agreement for the period April 1, 2014 to December 31, 2014. The revised Term of the Agreement is: May 10, 2012 to December 31, 2014.
- (2) That the attached Schedule B-4 is added to the Agreement for the period April 1, 2014 to December 31, 2014. The contract value is increased by \$ 956,993.00 for a total revised aggregate contract value of \$4,367,176.

(3) In all other respects, the Agreement is confirmed.

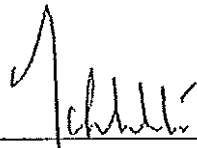
Regardless of the date of execution or delivery of this Contract Amendment #5, this Contract Amendment #5 is effective as of March 31, 2014.

SIGNED AND DELIVERED on the ____ day
of _____, _____ on behalf of
the Province by its authorized representative:

Signature: 

Print name: P. Scott MacDonald

SIGNED AND DELIVERED on the 4 day
of April, 2014 by or on the
behalf of the Service Provider (or by its authorized
signatory or signatories if the Contractor is a
corporation)

Signature: 

Print name: John R. Winter

Schedule "A - 1" – Services

DEFINITIONS

1.0 In this Agreement, unless the context otherwise requires:

- a) "Applicant" means an individual who is referred to an Intake and Assessment Agency for a Eligibility Review;
- b) "Business Skills Training" means training in the generic skills required to manage a small business, such as basic bookkeeping and accounting, business management, marketing, human resource management, and computer/IT skills, but does not include skills training in areas specific to a particular type of business (e.g. cooking skills for a restaurant owner; washing machine repair for a Laundromat owner);
- c) "Canada-BC Labour Market Agreement" or "LMA" means the agreement signed February 20, 2008 between the Government of Canada and the Province to provide funding for labour market development initiatives for unemployed individuals who do not qualify for Employment Insurance benefits, programs or services and employed, low skilled individuals with no recognized labour market credentials;
- d) "Chamber Learning Network" a partnership arrangement trademarked owned by the BC Chamber of Commerce that includes the BC Chamber, Local Chambers of Commerce, industry groups, and other Training Providers;
- e) "Eligibility Criteria" means the criteria set out in Section 5.2 (a) of this Schedule "A" that must be met in order for an Applicant to participate in the MBT Pilot;
- f) "Eligibility Review" means a basic review conducted by a Intake and Assessment Agent on all Applicants to determine if each Applicant meets the Eligibility Criteria;
- g) "Intake and Assessment Agency" means an approved sub-contractor under this Agreement that the Recipient will use for the delivery of Participant Intake and Assessment Services as described in Section 5.0 of this Schedule "A";
- h) "Intake and Assessment Services" means those Services to be provided by the Recipient as described in Section 5.0 of this Schedule "A";
- i) "Local Chambers of Commerce" means the 120 Chambers of Commerce and Boards of Trade operating in British Columbia.
- j) "Management Services" means those services described in Section 7.0 of this Schedule "A";
- k) "Micro-Business Owner" means a Self-Employed Individual with fewer than five employees, and includes a Self-Employed Individual with no employees;

- l) **"Micro-Business Owner Outreach Services"** means those Services to be provided by the Recipient as described in Section 4.0 of this Schedule A;
- m) **"Participant"** means a Micro-Business Owner who is determined by a Intake and Assessment Agency to meet the Eligibility Criteria, and who has been formally accepted into the MBT Pilot;
- n) **"Participant Training Plan"** means the document prepared by an Intake and Assessment Agency that identifies the Business Skills Training that a Participant will undertake as part of their participation in the MBT Pilot;
- o) **"PCTIA -Accredited Institutions"** mean private career training institutions in BC that have received accreditation through the Private Career Training Institutions Agency;
- p) **"Private Career Training Institutions Agency" or "PCTIA"** is the British Columbia crown agency created to establish basic education standards for registered institutions, provide consumer protection to the students and prospective students of registered institutions, and establish the standards of quality that must be met by PCTIA-Accredited Institutions;
- q) **"Private Trainer"** means a person or legal entity that provides Business Skills Training and is not:
- A school, as defined under the *School Act*,
 - A francophone education authority, as defined under the *School Act*,
 - An independent school, as defined under the *Independent School Act*,
 - An institution established under the *University Act*, the *Royal Roads University Act*, the *College and Institutes Act*, the *Institute of Technology Act*, or the *Open Learning Agency Act*, or
 - A post-secondary institution established in Canada that is funded in whole or in part by the Government of Canada or by a province;
- r) **"Public Post-Secondary Institution"** means any one of the 11 universities, 11 colleges or 3 institutes that are publicly funded in British Columbia, and are listed in Appendix 7 to Schedule A of this Agreement;
- s) **"Self-Employed Individual"** means a working owner of an incorporated or unincorporated business, farm or professional practice;
- t) **"Service Period"** means the period in which the Services are delivered by the Recipient, beginning on April 1, 2014 and ending December 31, 2014.
- u) **"Training Provider"** means an organization that (i) will be providing Business Skills Training to a Participant and (ii) that is a PCTIA -Accredited Institution, or a Public Post-secondary Institution. A Training Provider may or may not be a member of the Chamber Learning Network.

B. MBT PILOT OBJECTIVES

2.0 The objectives of the MBT Pilot are as follows:

- a) Pilot the delivery of a Business Skills Training initiative aimed at low-skilled Micro-Business Owners who have fewer than five employees (82% of BC's small businesses, or approximately 322,000 businesses, are micro-businesses);
- b) Create awareness and understanding of why Business Skills Training is important and facilitate the referral and access to the Business Skills Training required by Micro-Business Owners;
- c) Test the delivery of Business Skills Training to support business growth, job creation and increased productivity. BC's productivity has recently slipped from 6th to 7th place in Canada. Productivity can be increased by improving human capital through strategic investments in human resources such as skills training, adding to physical capital through investment and innovating business processes. It is estimated that approximately 74,000 of the self-employed individuals in BC (a group which includes Micro-Business Owners) have been identified as having low skills. To address this challenge, the MBT Pilot will test the delivery of Business Skills Training to such individuals.

C. OVERVIEW OF MBT PILOT SERVICES AND ACTIVITIES

- 3.0 The Recipient must deliver the MBT Pilot in all regions of British Columbia and must ensure that Micro-Business Owners from throughout British Columbia will have the opportunity to access the Services.
- 3.1 For the purposes of the MBT Pilot, the Recipient must provide the Services for MicroBusiness Owners only.
- 3.2 The Recipient must ensure that participation in the MBT Pilot will be open to all eligible Micro-Business Owners and will not be restricted to the Recipient's members, and/or to members of Local Chambers of Commerce.
- 3.3 The MBT Pilot will consist of four key areas of service activity as follows: a) Micro-Business Owner Outreach Services; b) Participant Intake and Assessment Services; c) Business Skills Training; and d) Management Services.

D. MICRO-BUSINESS OWNER OUTREACH SERVICES

- 4.0 The Recipient must deliver Micro-Business Owner Outreach Services through Local Chambers of Commerce and organizations acceptable to the Province. The Micro-Business Owner Outreach Services will include but not be limited to:
 - a) Coordinating and delivering information and awareness sessions regarding the MBT Pilot to business owners and employers;
 - b) Building awareness regarding the general importance of business management skills, and the training opportunities available under the MBT Pilot, through ongoing engagement and communication activities such as in-person visits, telephone and conference calls, information materials, and a website;

- c) Encouraging Micro-Business Owners to access the Participant Intake and Assessment Services available through the MBT Pilot, including using telephone solicitation to inform Micro-Business Owners of the opportunity;
- d) Providing potentially eligible Micro-Business Owners with referrals to Intake and Assessment Agencies for an Eligibility Review to determine eligibility and acceptance into the MBT Pilot. Regardless of the number of referrals, the Recipient will monitor and control the total number of Participants to ensure that target of 549 Participants is not exceeded; and
- e) Delivering the overall Micro-Business Owner Outreach Services within the maximum cost as identified in Section 2.0 (A) of Schedule "B-4" to this Agreement.

E. PARTICIPANT INTAKE AND ASSESSMENT SERVICES

- 5.0 The Recipient must sub-contract with Intake and Assessment Agencies to deliver Intake and Assessment Services. Intake and Assessment Agencies will be selected by the Recipient in consultation with Local Chambers of Commerce, and must be service providers with demonstrated experience conducting skills assessments and developing training plans. Before any subcontracted services may begin, the Recipient must ensure:
 - (a) that all sub-contractors have been approved, in writing by the Province, pursuant to Section 8.0 of this Schedule "A"; and
 - (b) that the Recipient enters into a legally binding agreement with each approved sub-contractor as described in Schedule "C" to this Agreement.
- 5.1 To the greatest extent possible, the Recipient must ensure that Participant Intake and Assessment Services are available within each regional district of British Columbia. For further clarity, the Participant Intake and Assessment Services may be delivered by electronic or virtual means, and nothing under this Agreement obligates the Recipient to fund in-person delivery in all regional districts.
- 5.2 The Recipient must ensure that Participant Intake and Assessment Services include the following:
 - a) **Eligibility Review**
 - i. The Intake and Assessment Agency must complete an Eligibility Review on all Applicants to determine whether each Applicant meets the Eligibility Criteria prior to acceptance of the Applicant into the MBT Pilot. **A minimum of 50% of Participants enrolled must be Participants who would have been eligible under the LMA (refer to Definitions), specifically employed and low-skilled.**
 - ii. To be eligible, an Applicant must be determined by the Intake and Assessment Agency to be *either* a Micro-Business Owner *or* a Micro-Business Owner *and* "low skilled".
 - o For the purposes of the MBT Pilot a "low skilled" individual is defined as an individual who does not have any post-secondary education towards a university degree and
 - o does not have a high-school diploma (or equivalent), or

- has a high-school diploma (or equivalent) but does not have any recognized certification.

For the purposes of the MBT Pilot, recognized certification is a credential that is recognized by industry (or within specific occupational sectors) to provide required job-specific skills. For example, a Class 1 driver's license would be considered to be recognized certification. Credentials such as FoodSafe, WHMIS, and Serving it Right are excluded from this definition of recognized certification. An individual is considered to have recognized certification even if they are not currently using that skill in the workforce or if they are pursuing another career path. For instance, a certified insurance agent who is working in an industry other than the insurance industry would not be eligible to participate in the MBT Pilot.

- iii. In addition to ensuring the Applicant is either a Micro-Business Owner or a Micro-Business Owner who is low-skilled, the Intake and Assessment Agency must determine if the Applicant is:
 - legally entitled to work in Canada;
 - 19 years of age or older;
 - a resident of British Columbia;
 - not a full-time post-secondary student;
 - not a high school student;
 - not eligible for Employment Insurance payments and benefits; and
 - at the time the training is to take place, not participating in another Canada-British Columbia Job Fund program.
 - iv. All Applicants referred by the Recipient to the Intake and Assessment Agency must be accepted as a Participant prior to receiving a business skills assessment and a Participant Training Plan.
 - v. The Intake and Assessment Agency must ensure all Participants complete the Participant Intake Form set out in Appendix 1 to this Schedule "A".
 - vi. If an Applicant does not meet the Eligibility Criteria, the Intake and Assessment Agency may provide a condensed business skills assessment and referrals to appropriate Training Providers. The Intake and Assessment Agency will advise the ineligible Applicant that s/he is not eligible for the MBT Pilot and is solely responsible for any and all training costs the Applicant may incur.
- b) Business Skills Assessment
- i. The Intake and Assessment Agency will provide all Participants with a business skills assessment to determine their training needs, taking into account the Participant's educational and business experience and unique business needs.

- c) **Development of a Participant Training Plan**
 - i. The Intake and Assessment Agency will prepare a Participant Training Plan for each Participant to document the Business Skills Training options they are eligible to receive under the MBT Pilot.
 - ii. The Intake and Assessment Agency must ensure that the Business Skills Training identified in the Participant Training Plan must support the deficiencies and gaps identified in the business skills assessment.
 - iii. Each Participant Training Plan must include a minimum of two options for suitable training and will include the type of training, duration, name of trainer(s), training location(s), cost, and the rationale for the training and how it will benefit the Participant.
 - iv. Training options must include at least one Training Provider who is not a member of the Chamber Learning Network.
 - v. The Intake and Assessment Agency will inform the Participant that the maximum total training cost covered by the MBT Pilot per Participant is \$1,000, and that costs in excess of \$1,000 will be the sole responsibility of the Participant.
 - vi. The Participant will make the final determination of which training option they would like to pursue under the MBT Pilot.
- d) **Monitoring and support**
 - i. Following the development of the Participant Training Plan, the Intake and Assessment Agency will provide support to the Participant as needed for the duration of their participation in the MBT Pilot. This will include monitoring the Participant to ensure they follow through with choosing and attending appropriate training.
 - ii. Upon Participant completion of Participant Training Plan activities, the Intake and Assessment Agency will administer to each Participant the Participant Exit Form set out in Appendix 2 to this Schedule "A".

F. BUSINESS SKILLS TRAINING FOR PARTICIPANTS

- 6.0 The Recipient must ensure that the Intake and Assessment Agency will work with the Participant to enroll in the training program of the Participant's choice. The Recipient will collect the Participant Intake Form and the Participant Training Plans from the Intake and Assessment Agency. The Recipient is responsible for the payment of all training invoices. Prior to payment of any invoice, the Recipient must ensure that the Intake and Assessment Agency has demonstrated that the approved Business Skills Training:
 - (a) meets the requirements set out in this Agreement;
 - (b) is supported in the Participant Training Plan; and

- (c) was approved by the Intake and Assessment Agency and the Recipient before the Business Skills Training activity commenced.

The Recipient must ensure that Business Skills Training activities are limited to:

- a) **Structured training purchased from a 'Training Provider'** on behalf of the Participant. Structured training programs must directly address the deficiencies and gaps identified in the business skills assessment and are documented in the Participant Training Plan. Purchases from a Training Provider must be supported by an invoice, to be included on the Participant's file. Structured training that is already fully funded through another source and otherwise free to the Participant (e.g. adult basic education) cannot be invoiced as a training cost to the MBT Pilot by the Recipient. Training may be provided online or in-person.
- b) **Training materials**, including textbooks, course workbooks and other resources which are required for the Participant to successfully complete their Participant Training Plan. All purchased training materials must be documented in the Participant Training Plan, including the reason each the training material is required, and the associated cost.
- c) **Travel costs for out of town training**. Travel costs must only be approved in cases where the structured training is not available within 32 kilometers of the Participant's business premises, and cannot be accessed through electronic means. Further limitations on travel costs, including the types of expenses that can be covered, and maximum amounts for each type of expense, are outlined in Appendix 4 to this Schedule "A". All travel costs for out of town training must be documented in the Participant Training Plan, including the reason the travel cost support is required, and associated cost, where not otherwise specified in Appendix 4 to this Schedule "A".

G. MANAGEMENT SERVICES

7.0 Management Services are the administration and overhead costs associated with the management of the MBT Pilot. The Recipient is responsible for Management Services, including the following activities:

- a) Managing agreements and relationships with sub-contractors, to ensure their compliance with the terms of this Agreement, and to optimize their performance in meeting the objectives of the MBT Pilot;
- b) Collecting and maintaining data and reporting on delivered Services and results;
- c) Managing finance and administration of the MBT Pilot (including office supplies and equipment, banking costs etc);
- d) Managing facilities and staff (wages and mandatory employment-related costs, rent and utilities);
- e) Ensuring that personal information is collected, used, and disclosed in accordance with the Schedule E of this Agreement;
- f) Ensuring that a third party financial audit of the agreement is carried out, if requested by the Province, before the end of the Term, to ensure financial

accountability against Eligible Expenses as set out in Schedule "B-4" to this Agreement;

- g) Managing the contract budget as follows:
 - i. Ensure that the total costs for Micro-Business Owner Outreach and Management Services do not exceed the Maximum Amounts for each of these Service Activity Components as set out in the table to Schedule "B-4" to this Agreement, regardless of the number of Participants recruited to participate in the Pilot.
 - ii. Ensure that cost for Participant Intake and Assessment Services are managed within the average cost of \$385.47 per Applicant, based on 549 potential Applicants. The Recipient is also required to manage the total cost does not exceed the Maximum Amounts for this Service Activity Component as set out in the table to Schedule "B-4" to this Agreement regardless of the level of service required per Participant, based on the expectation for Services as required in Section 5.0 of Schedule A to this Agreement.
 - iii. Ensure that expenditures for Business Skills Training do not exceed \$1,000 per Participant (including any costs incurred for structured training, support costs and travel costs). The Recipient is also required to manage the total cost does not exceed the \$548,000 Maximum Amounts for this Service Activity Component as set out in the table to Schedule "B-4" to this Agreement . The final amount payable to the Recipient will be based, in part, on the actual invoices submitted to support Business Skills Training activities as per Section 6.0 of this Schedule, and Section 12.0 of Schedule "B-4" to this Agreement; and
- h) Any other requirements necessary to fulfill the obligations of the Recipient as set out in this Agreement.

H. PILOT DELIVERY

8.0 The Recipient must deliver the MBT Pilot within the following requirements.

a) MBT PILOT SERVICE DELIVERY

- i. The Recipient must provide to the Province for approval, a list of all sub-contractors the Recipient intends to use for the delivery of the Intake and Assessment Services. All sub-contractors must be legal entities and must be qualified to deliver the Intake and Assessment Services as set out in Section 5 of the Schedule "A" to this Agreement. The Recipient must: confirm that (i) the identified sub-contractors are legal entities by attaching a copy of the corporate registration for each sub-contractor, (ii) demonstrate that each sub-contractor is qualified to deliver the Intake and Assessment Services, including the business skills assessment , and (iii) include the name and business location of the sub-contractor, the geographic area(s) in which the sub-contractor will deliver Intake and Assessment Services, and the approaches the sub-contractor will use to deliver Intake and Assessment Services in communities where in-person services will not be offered.

- ii. Upon commencement of delivery of the MBT Pilot, and throughout the Term, the Recipient must provide to the Province the following forms and reports, in accordance with this Schedule "A" and Schedule "B-4" to the Agreement.
 - a) A Participant Intake Form, attached as Appendix 1 to this Schedule "A", completed by each Participant accepted into the MBT Pilot,
 - b) A Participant Exit Form attached as Appendix 2 to this Schedule "A", completed by each Participant upon completion of his or her Participant Training Plan activities,
 - c) A Monthly Activity Report must be completed by the Recipient on a monthly basis to document Participant eligibility and intake and exit dates. The format for this report is attached as Appendix 3 to this Schedule "A".
- iii. The Recipient must provide the Province with a quarterly status report that documents:
 - a) the number of information and awareness sessions delivered to business owners and employers; and
 - b) the number of potentially eligible Micro-Business Owners referred to Intake and Assessment Agencies; and
 - c) the number of potentially eligible Micro-Business Owners completing eligibility interviews conducted by Intake and Assessment Agencies; and
 - d) the number of participants completing Participant Training Plans, and
 - e) the types of structured training programs, training materials, and travel costs funded
 - f) during the quarter, and cumulatively for the program to date. The quarterly status report must also break this information out by geographic region.
- iv. Any other reports as required under this Schedule "A" and/or Schedule "B-4" to this Agreement.

b) PILOT CONCLUSION AND WIND DOWN

- i. The Recipient must not accept new Participants into the MBT Pilot after October 31, 2014 in order to ensure all Services are completed prior to the end of the Service Period.
- ii. The Recipient must provide to the Province a final report at the conclusion of the MBT Pilot, and this report must include the following information:
 - a) Overall summary of the MBT Pilot model, delivery structure, the types and levels of services delivered, results achieved, outcomes and lessons learned while highlighting the successes of the MBT Pilot and opportunities for future programming of a similar nature;
 - b) Total number of Applicants assessed against the Eligibility Criteria;
 - c) Total number of Participants that received a business skills assessment and completed a "Participant Intake Form";
 - d) Total number of Participants accepted into the MBT Pilot;

- e) Total number of Participants that received a Participant Training Plan;
 - f) A breakdown on the types of training provided to Participants under the MBT Pilot, including a list of training taken with each Training Provider, subject matter of training, and length of training; and
 - g) Total number of Participants completing a "Participant Exit Form" upon completion of their Participant Training Plan.
- iii. If requested by the Province, the Recipient will provide to the Province a second third party financial audit of the expenditures incurred and claimed from the Province under the Agreement between July 1, 2013 and the end of the Service Period, to confirm that all of these expenditures are consistent with, and allowable under, the terms and conditions of this Agreement, including Schedule "B-4".

I. GOVERNANCE

- 9.0 The Province has identified the governance model set out in Article 13.01 for the MBT Pilot with the goal to resolve all contract management and performance issues as early as possible.
- 9.1 On a monthly basis, or as otherwise required, representatives of the Province will meet via teleconference with representatives of the Recipient to identify and resolve issues as they arise and at the lowest levels, using a collaborative approach.
- 9.2 Where issues occur and cannot be resolved pursuant to Section 9.1 above, such issues will be escalated to senior management representatives for the Province and the Recipient for further discussion and resolution.
- 9.3 In the event a dispute cannot be resolved in accordance with Sections 9.0 to 9.2 inclusive, such dispute will be resolved in accordance with Article 13 of this Agreement.

Schedule "B-4" – Financial Contribution

A. AGREEMENT MAXIMUM

- 1.0 Notwithstanding any other provision of this Agreement, subject to this Schedule, the performance of the Recipient's obligations and the performance of the Services under this Agreement as defined in Schedule "A-1" to this Agreement to the Province's satisfaction, the Province will pay the Recipient a Financial Contribution up to a maximum amount of \$956,993 (the "Maximum Financial Contribution") during the Term of the Agreement.

B. ELIGIBLE COSTS

- 2.0 Payment by the Province of any part of the Financial Contribution will be made on the basis of Eligible Costs for Services performed by or on behalf of the Recipient. "Eligible Costs" for the Service Period of April 1, 2014 through December 31, 2014 consist of the following:

Service Activity Component	Maximum Amounts
FEES:	
A. Micro-Business Owner Outreach as set out in Section 4.0 of Schedule "A-1" to this Agreement	
• Micro-Business Owner Outreach through Local Chambers of Commerce	\$4,500
• Local Business Marketing and Recruitment	\$68,760
• Program Website	\$0
• Marketing Materials, Promotion and Distribution	\$0
<i>Sub-total Micro-Business Outreach</i>	<i>\$73,260</i>
B. Management Services as set out in Section 7.0 of Schedule "A-1" to this Agreement	
• Administration and Management Overhead	\$25,650
• Financial Accounting	\$43,650
• Program Management	\$38,574
• Third party audit of program expenditures	\$0
• Hosting, maintenance and support	\$16,236
<i>Sub- total Management Services</i>	<i>\$124,110</i>
Sub-total Fees	\$197,370

Service Activity Component	Maximum Amounts
SERVICES FOR APPLICANTS & PARTICIPANTS:	
C. Participant Intake and Assessment Services as set out in Sections 5.0 – 5.2 of Schedule “A-1” to this Agreement	
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation	\$211,623
D. Business Skills Training for Participants as set out in Section 6.0 of Schedule “A-1” to this Agreement	
Business Skills Training	\$548,000
<i>Sub-total Services for Applicants and Participants</i>	<i>\$759,623</i>
Total Financial Contribution for Service Period	\$956,993

- 3.0 The Recipient will not charge more than the “Maximum Amount” as set out in the table above for each of the “Service Activity Components” described above (each a “Service Activity Component”) and will not transfer costs or funds from one Service Activity Component to another without prior written approval from the Province.
- 4.0 Funding received by the Recipient for Business Skills Training for Participants shall be kept in a separate account and the Recipient shall provide evidence of such account at the request of the Province.
- 5.0 No costs incurred before or after the Term are Eligible Costs. For greater certainty, a cost described in this Schedule “B” incurred during the Term is eligible even though it may have been invoiced by the supplier, and paid by the Recipient after the Term has ended.
- 6.0 Further to Article 16 of this Agreement, if the Recipient receives a contribution from any other source, the Recipient will deduct from any amounts claimed against the Province for performing the Services an amount equal to the amount received from the other source (i.e. no double dipping will be permitted).
- 7.0 Any Refunds received by the Recipient will be deducted from the amount of any subsequent payment. Any Refunds received by the Recipient after the end of the Term will be returned by the Recipient to the Province by cheque payable to the Minister of Finance within 30 days of receipt of such refunds by the Recipient.
- 8.0 Any interest earned on pre-payment of the Maximum Financial Contribution shall be accounted for by the Recipient. Such interest shall be deemed to be part of the

payment of the Maximum Financial Contribution and shall be used or applied to offset the Province's payments for Services delivered.

- 9.0 The Recipient will not request the payment of any charge or fee from Participants for their participation in the MBT Pilot.
- 10.0 No contribution will be paid with respect to an immediate family member of an officer or board member of the Recipient, unless requested by the Recipient and authorized in writing by the Province. It is the responsibility of the Recipient to request a written authorization from the Province. "Immediate family" means father, mother, step-father, step-mother, foster parent, brother, sister spouse (including common law spouse), child (including child of common law spouse), step-child, ward, father-in-law, mother-in-law, or relative permanently residing with the Recipient's officer or director, as the case may be.

C. TERMS OF PAYMENT:

- 11.0 Payments will be made according to actual expenditures for Eligible Costs incurred by the Recipient, or its approved subcontractors as authorized by the Recipient.
- 12.0 Payment Process and Timing:
- (a) In order to obtain payments under this Agreement, the Recipient must submit a written statement of account, attached to the documents listed in 12.0 (e), in a form satisfactory to the Province containing:
 - o the Recipient's legal name and address;
 - o the date of the statement;
 - o the Recipient's calculation of the actual amounts spent on all Eligible Costs claimed under this Agreement, including a declaration that the Services for which the Recipient claims Services have been performed;
 - o a chronological listing, in reasonable detail, of all expenditures (not commitments) incurred by the Recipient within the statement period, with receipts attached, if applicable. If the Recipient is claiming reimbursement of any applicable taxes paid or payable by the Recipient in relation to those expenses, a description of any credits, rebates, refunds or remissions the Recipient is entitled to from the relevant taxation authorities in relation to those taxes must also be attached;
 - o a description of this Agreement to which the statement relates;
 - o a statement number for identification;
 - o Participant Intake Forms for Participants who have been accepted into the MBT Pilot within the statement period;
 - o Participant Exit Forms for Participants who have exited the MBT Pilot within the statement period;

- completed and signed Monthly Activity Forms for each month in the statement period in accordance with Section 8.0 of Schedule "A-1" to this Agreement;
 - completed and signed quarterly status reports, in accordance with Section 8.0(a)(ii) of Schedule "A-1" to this Agreement; and
 - any other payment information reasonably requested by the Province.
 - (b) Subject to the remainder of this section, monthly payments following the execution of this Amendment will be based on actual, eligible expenditures, paid to the Recipient within 30 days of receipt and approval by the Province of the following:
 - i. A completed Monthly Claim Report signed by the Recipient's signing authority;
 - ii. All Participant Intake and Exit Forms (Appendix 1 and 2); and
 - iii. A completed and signed Monthly Activity Report (Appendix 3).
 - (c) Following execution of this Amendment, the Recipient will retain an amount of \$200,000.00 ("Accountable Advance"). The Accountable Advance will be repaid to the Province by way of deductions in the amount of \$50,000 each from the April 2014, May 2014, June 2014, and July 2014 Monthly Claim Reports. For greater certainty, any portion of the Accountable Advance that has not been repaid by the end of the Term will be deemed to be an Overpayment.
 - (d) The Recipient will not receive any further funds from the Province until their cash balance is reduced to the amount of the Accountable Advance.
- 13.0 If, upon review of the written statement of account, the Province determines that any expenses are not Eligible Costs, the payment for the subsequent period will be reduced and the Recipient will be notified in writing. Further, if it is determined that any costs previously reimbursed by the Province to the Recipient under this Agreement are not Eligible Costs, the Recipient will promptly repay to the Province all such amounts.
- 14.0 The Province will issue the final payment (the sum of the final month's invoices for the Service Providers Eligible Costs) within 30 days upon receipt and approval by the Province of the following:
- (a) the final written statement of account (and supporting and/or accompanying documentation as detailed in Section 12.0 of this Schedule "B");
 - (b) the final report, pursuant to Section 8.0 of Schedule "A-1" to this Agreement; and

- (c) third-party financial audit or audits, pursuant to Section 8.0 of Schedule "A-1" and Section 14.0 of Schedule "B" to this Agreement.

15.0 If it is determined that there is an Overpayment by the end of the Term, it will be deemed an amount owing to the Province and returned by the Recipient to the Province (by cheque payable to the Minister of Finance) within 30 days of the end of the Term.

Allen, Terri JTST:EX

From: Mark Jess [mark@jessandco.ca]
Sent: Wednesday, April 23, 2014 12:22 PM
To: Dickson, Valerie JTST:EX
Cc: Sharon Clark; s22 (s22
Subject: Re: FW: BCCC MBT - BC Claim form for March 1-15/14
Attachments: mark.vcf

Hi Valerie,

The overpayment will be about \$25,000 - we are just awaiting the programs final GST refund up to the end of March which was submitted April 13/14.

Thank you for the signed contract. We will contact you if we have any questions.

Regards,

Mark

On 04/23/2014 10:37 AM, Dickson, Valerie JTST:EX wrote:

> Hi Mark Can you give me an idea of how much the overpayment might be? Approximation is ok. I need this info before I can let you know about the go forward plan (send cheque or apply to extension, and the advance for the extension).

>

> The original contract has not been signed yet. It has to be signed by our ADM s13
s13 Here is the scanned version that was signed him. I was going to send out a copy of the original once it is signed, but as you only get a copy anyway, for your purposes it really makes no difference.

>

> Claims once a month is my understanding also. I was wondering more
> about the March 15th to 31st claim, but that is what you are currently
> working on apparently, so we are all good

>

>

>

> VALERIE DICKSON | Program Manager
> Industry/Sector Unit
> Labour Market Programs Branch | Labour Market & Immigration Division
> Ministry of Jobs, Tourism and Skills Training | Province of British
> Columbia
> p: 250.387.7539 | c: s17 e: valerie.dickson@gov.bc.ca

>

>

> -----Original Message-----

> From: Mark Jess [mailto:mark@jessandco.ca]
> Sent: Wednesday, April 23, 2014 10:29 AM
> To: Dickson, Valerie JTST:EX
> Subject: Re: FW: BCCC MBT - BC Claim form for March 1-15/14

>

> Hi Valerie,

>

> Thanks for checking in! We are still finalizing the records for the prior contract - there will be a refund due to the Province which we will provide information on when the final reconciliations are complete.

> I expect that either we will be forwarding a cheque to you or we will be applying these funds to the extension.

>

> Do you know if the final extension has been signed by all parties?

> Robert said he was going to ask you for the final signed extension s22

s22 If you have the final extension agreements, can you please forward me a copy?

>

> Also, do you know what the status is on the accountable advance for the extension? Will it be transferred to the BCCC account information previously provided?

>

> Finally, in terms of claims - we have not sent in a claim since the last claim you have processed. My understanding is that we will only be submitting one claim per month - the April claim will be sent within the first 5 business days of May.

>

> Thanks, Valerie!

>

> Regards,

>

> Mark

>

> On 04/23/2014 10:06 AM, Dickson, Valerie JTST:EX wrote:

>> Hi Mark - I just wanted to check with you on the claims. The last record of a claim I have is this one that goes to March 15th. Is this the last claim you submitted or am I missing something? s22 s13

s13

>>

>> thanks

>>

>> VALERIE DICKSON | Program Manager

>> Industry/Sector Unit

>> Labour Market Programs Branch | Labour Market & Immigration Division

>> Ministry of Jobs, Tourism and Skills Training | Province of British Columbia

>> p: 250.387.7539 | c: s17 e: valerie.dickson@gov.bc.ca

>>

>>

>> -----Original Message-----

>> From: Mark Jess [mailto:mark@jessandco.ca]

>> Sent: Sunday, March 23, 2014 10:39 PM

>> To: Dickson, Valerie JTST:EX; Beck, Adrienne JTST:EX

>> Cc: s22 s22 Sharon Clark

>> Subject: BCCC MBT - BC Claim form for March 1-15/14

>>

>> Hi Valerie,

>>

>> Please find attached the signed BC Claim form for the MBT program for the period of March 1-15, 2014.

>>

>> I have also attached the signed MBT0022A and corresponding invoice support to substantiate the claim.

>>

>> I will be preparing the final financial contribution and reconciliations once the month-end has completed and our final GST return has been filed.

>>

>> Please let me know if you require any additional information or have any questions.

>>
>> Many thanks,
>>
>> Mark
>>
>> --
>> Mark Jess, BA, CPA, CGA
>>
>> Jess & Co., CGA
>> e: mark@jessandco.ca
>> p: 778-440-7443
>> c: s22
>> www.jessandco.ca
>>
>> This message contains confidential information and is intended only for the individual
named. If you are not the named addressee you should not disseminate, distribute or copy this
e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by
mistake and delete this e-mail from your system.
>>
>> For further information on our Privacy and Confidentiality Policies, please visit our
website at: www.jessandco.ca and look under the privacy tab.
>>
>>
>>
>> ---
>> This email is free from viruses and malware because avast! Antivirus protection is active.
>> <http://www.avast.com>
> --
> Mark Jess, BA, CPA, CGA
>
> Jess & Co., CGA
> e: mark@jessandco.ca
> p: 778-440-7443
> c: s22
> www.jessandco.ca
>
> This message contains confidential information and is intended only for the individual
named. If you are not the named addressee you should not disseminate, distribute or copy this
e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by
mistake and delete this e-mail from your system.
>
> For further information on our Privacy and Confidentiality Policies, please visit our
website at: www.jessandco.ca and look under the privacy tab.
>
>
>
> ---
> This email is free from viruses and malware because avast! Antivirus protection is active.
> <http://www.avast.com>

--
Mark Jess, BA, CPA, CGA

Jess & Co., CGA
e: mark@jessandco.ca
p: 778-440-7443
c: s22

www.jessandco.ca

This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system.

For further information on our Privacy and Confidentiality Policies, please visit our website at: www.jessandco.ca and look under the privacy tab.

This email is free from viruses and malware because avast! Antivirus protection is active.
<http://www.avast.com>

Allen, Terri JTST:EX

From: Dickson, Valerie JTST:EX
Sent: Wednesday, April 23, 2014 12:43 PM
To: Hazemi, Leila JTST:EX
Subject: RE: FW: BCCC MBT - BC Claim form for March 1-15/14

Looks like it is going to be about \$25K. So are you saying they need to send a cheque for the overpayment? Would likely be the cleanest way. I think now that we know the amount, I am ok with issuing the advance but your call if you want to wait until we actually get the final 13/14 claim.

VALERIE DICKSON | Program Manager
Industry/Sector Unit
Labour Market Programs Branch | Labour Market & Immigration Division Ministry of Jobs,
Tourism and Skills Training | Province of British Columbia
p: 250.387.7539 | c: s17 | e: valerie.dickson@gov.bc.ca

-----Original Message-----

From: Hazemi, Leila JTST:EX
Sent: Wednesday, April 23, 2014 12:30 PM
To: Dickson, Valerie JTST:EX
Subject: RE: FW: BCCC MBT - BC Claim form for March 1-15/14

s13

s13 Once a number has been landed on and everyone is happy, we can release the payment for 14/15. Thanks for checking in!

~Leila

-----Original Message-----

From: Dickson, Valerie JTST:EX
Sent: Wednesday, April 23, 2014 10:40 AM
To: Hazemi, Leila JTST:EX
Subject: FW: FW: BCCC MBT - BC Claim form for March 1-15/14

s13

s13 Here is the email from their accountant and mv response to it. s13

s13

VALERIE DICKSON | Program Manager
Industry/Sector Unit
Labour Market Programs Branch | Labour Market & Immigration Division Ministry of Jobs,
Tourism and Skills Training | Province of British Columbia
p: 250.387.7539 | c: s17 | e: valerie.dickson@gov.bc.ca

-----Original Message-----

From: Dickson, Valerie JTST:EX
Sent: Wednesday, April 23, 2014 10:38 AM
To: 'Mark Jess'
Subject: RE: FW: BCCC MBT - BC Claim form for March 1-15/14

Hi Mark Can you give me an idea of how much the overpayment might be? Approximation is ok. I need this info before I can let you know about the go forward plan (send cheque or apply to extension, and the advance for the extension).

The original contract has not been signed yet. It has to be signed by our ADM s13
s13 Here is the scanned version that was signed him. I was going to send out a copy of the original once it is signed, but as you only get a copy anyway, for your purposes it really makes no difference.

Claims once a month is my understanding also. I was wondering more about the March 15th to 31st claim, but that is what you are currently working on apparently, so we are all good

VALERIE DICKSON | Program Manager
Industry/Sector Unit
Labour Market Programs Branch | Labour Market & Immigration Division Ministry of Jobs,
Tourism and Skills Training | Province of British Columbia
p: 250.387.7539 | c: s17 e: valerie.dickson@gov.bc.ca

-----Original Message-----

From: Mark Jess [mailto:mark@jessandco.ca]
Sent: Wednesday, April 23, 2014 10:29 AM
To: Dickson, Valerie JTST:EX
Subject: Re: FW: BCCC MBT - BC Claim form for March 1-15/14

Hi Valerie,

Thanks for checking in! We are still finalizing the records for the prior contract - there will be a refund due to the Province which we will provide information on when the final reconciliations are complete.
I expect that either we will be forwarding a cheque to you or we will be applying these funds to the extension.

Do you know if the final extension has been signed by all parties?
Robert said he was going to ask you for the final signed extension s22
s22 If you have the final extension agreements, can you please forward me a copy?

Also, do you know what the status is on the accountable advance for the extension? Will it be transferred to the BCCC account information previously provided?

Finally, in terms of claims - we have not sent in a claim since the last claim you have processed. My understanding is that we will only be submitting one claim per month - the April claim will be sent within the first 5 business days of May.

Thanks, Valerie!

Regards,

Mark

On 04/23/2014 10:06 AM, Dickson, Valerie JTST:EX wrote:

> Hi Mark - I just wanted to check with you on the claims. The last record of a claim I have is this one that goes to March 15th. Is this the last claim you submitted or am I missing

something?

s22

s13

s13

>
> thanks
>
> VALERIE DICKSON | Program Manager
> Industry/Sector Unit
> Labour Market Programs Branch | Labour Market & Immigration Division
> Ministry of Jobs, Tourism and Skills Training | Province of British
> Columbia
> p: 250.387.7539 | c: s17 e: valerie.dickson@gov.bc.ca
>
>

> -----Original Message-----

> From: Mark Jess [mailto:mark@jessandco.ca]
> Sent: Sunday, March 23, 2014 10:39 PM
> To: Dickson, Valerie JTST:EX; Beck, Adrienne JTST:EX
> Cc: 's22' (s22 Sharon Clark
> Subject: BCCC MBT - BC Claim form for March 1-15/14
>

> Hi Valerie,

> Please find attached the signed BC Claim form for the MBT program for the period of March 1-15, 2014.

> I have also attached the signed MBT0022A and corresponding invoice support to substantiate the claim.

> I will be preparing the final financial contribution and reconciliations once the month-end has completed and our final GST return has been filed.

> Please let me know if you require any additional information or have any questions.

> Many thanks,

> Mark

> --

> Mark Jess, BA, CPA, CGA

> Jess & Co., CGA

> e: mark@jessandco.ca

> p: 778-440-7443

> c: s22

> www.jessandco.ca
>

> This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system.

> For further information on our Privacy and Confidentiality Policies, please visit our website at: www.jessandco.ca and look under the privacy tab.
>
>
>
> ---

> This email is free from viruses and malware because avast! Antivirus protection is active.
> <http://www.avast.com>

--
Mark Jess, BA, CPA, CGA

Jess & Co., CGA
e: mark@jessandco.ca
p: 778-440-7443
c: s22
www.jessandco.ca

This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system.

For further information on our Privacy and Confidentiality Policies, please visit our website at: www.jessandco.ca and look under the privacy tab.

This email is free from viruses and malware because avast! Antivirus protection is active.
<http://www.avast.com>

Allen, Terri JTST:EX

From: Dickson, Valerie JTST:EX
Sent: Wednesday, April 30, 2014 4:42 PM
To: Gysbers, Samantha JTST:EX
Subject: FW: micro-business training project information
Attachments: Outcome Summary to March 31, 2014.docx

Looks like I forgot to include the outcomes summary document. Here it is

VALERIE DICKSON | Program Manager
Industry/Sector Unit
Labour Market Programs Branch | Labour Market & Immigration Division
Ministry of Jobs, Tourism and Skills Training | Province of British Columbia
p: 250.387.7539 | c: s17 e: valerie.dickson@gov.bc.ca

From: Dickson, Valerie JTST:EX
Sent: Wednesday, April 30, 2014 3:59 PM
To: Gysbers, Samantha JTST:EX
Cc: Hazemi, Leila JTST:EX
Subject: micro-business training project information

Hi Sam— here is some information on the Micro-Business Training Program. This follows pretty much the same format and content as the information I sent to Catherine on the ESWT program and the CCST contract. Note I did not have anything do with the contract until a month or so ago when s22 so I am not as familiar with it as with the other two (and can't find much in the way of background BN's etc)

Background – this funding was a result of an unsolicited proposal from the Chamber. To the best of my knowledge, the funding was allocated based on the unique relationship and reach of the BC Chamber in regards to small business. Participants have to be micro-business owners, but they do not have to be Chamber members.

Summary of Micro-Business Training Pilot

- The purpose of the project is to provide business skills training to micro-business owners (those with less than 5 employees) who do not have any formal training beyond a high school diploma and could benefit from training to help boost the productivity of their business.
- The contractor is the BC Chamber of Commerce
- The contract began in May 2012 and was to end March 31, 2014.
- It has been extended to December 2014 consistent with the Ministry's approach to ensuring continuity of services during this transitional LMA to CJF period.
- The original budget was \$3,143,025 for a target of 1,200 participants. Participants could get up to \$1,500 to purchase training (reduced to \$1,000 in the most recent amendment due to overall funding cuts)
- The total budget is now at \$4,367,176.00 for a total of 1,999 participants.
- 13/14 allocation was \$1,969,506.
- Client profile – all participants must be micro-business owners, with or without employees. Prior to the most recent amendment, all participants also had to meet the LMA criteria of being low skilled (less than high school or high school but no post secondary or recognized credentials beyond high school
- There have been a number of amendments, primarily to adjust the budget (and increase targets)

- Most of the services are subcontracted, and involve intake, eligibility assessment, the development of training plans and purchasing the training on behalf of the participants.
- Summary of results to March 31, 2014 is in the outcome summary document (I don't have these results specifically for the 13/14 fiscal year)
- There was a mid project third party financial audit of this contract that I am also sending you
- I am not aware of any success stories that have been submitted but I could ask if you want
- I do know that uptake on the program has been strong
- There was a requirement for quarterly reports (in addition to the regular LMA reporting), but these have been fairly informal to date. I am sending you what I could find
- There were some issues early on with the contract, but things seem to be running fairly smoothly right now.
- Eligibility has always been a concern, as many micro business owners do not meet the low skilled criteria but are still in real need of business training (this has been partially addressed in the most recent extension)
- There was also some early issues around the relationships and financial ties between some of the training provided through something called the Chamber Learning Network, the Chamber and the subcontractor responsible for intake and assessment. However, this issue has been monitored throughout the contract and mitigated by the requirement for participants to be provided a minimum of two clear and distinct training options.
- One site visit was conducted in April 2013. No concerns or red flags were raised.
- Overall, the program has been successful, well managed by the Chambers sub contractors and well received by micro business owners.

Let me know if you need anything else.

s22

Cheers

Val

VALERIE DICKSON | Program Manager
 Industry/Sector Unit
 Labour Market Programs Branch | Labour Market & Immigration Division
 Ministry of Jobs, Tourism and Skills Training | Province of British Columbia
 p: 250.387.7539 | c: s17 e: valerie.dickson@gov.bc.ca

C13921119 Project Summary May 10, 2012 to March 31, 2014 (as submitted by Robert Bailey, April 16, 2014)

Contract value - \$3,410,183

Target number of participants – 1,450

Average cost per participant based on overall cost - \$2,351.85

Total number of participants screened – 2,712

Total number of participants accepted – 1,781

Total number of participants entering training – 1,303

Total number of participants completing training –

- Completed all training: 1,192
- Switched classes, cancelled a class, etc: 111

Average training cost per person (training purchase costs only) - \$1,427

Extension April 1, 2014 to December 31, 2014

Extension Amount - \$956,993

Total Contract Value - \$4,367,176.00

Extension Targets – 549

Total Targets – 1,999



BC Chamber of Commerce - MBT Pilot Project

Index for Financial Contribution Statement of Account at March 31, 2013

Items:

1. Written statement of account, including:
 - a) Legal name and address
 - b) Date of Statement
 - c) Calculation of "Eligible Costs: claimed under the agreement, including:
 - Declaration that the services being claimed have been performed
 - Chronological listing of all expenditures
 - Receipts for the above attached
 - Description of HST refunds being claimed
 - d) Calculation of all applicable taxes payable (HST)
 - e) Description of Agreement
 - f) Statement # for ID
2. Participant intake forms for statement period
3. Participant exit forms for statement period
4. Completed and signed monthly activity form
5. Completed and signed quarterly status reports
6. Any other payment information
7. Completed and signed Provincial Claim form

Notes & attachments:

See FC Stmt of Acct - FC0010
See FC Stmt of Acct - FC0010

See Expenditure Summaries - March 2013
See Expenditure Summaries - March 2013
See invoice packages
See HST Summary - March 2013
See Expenditure Summaries - March 2013
See FC Stmt of Acct - FC0010
See FC Stmt of Acct - FC0010

Documents to be submitted separately
Documents to be submitted separately
Documents to be submitted separately
Documents to be submitted separately
None to note
No Claim for March 13



BC Chamber of Commerce - MBT Pilot Project
March 2013 - HST Credit Summary

Statement #: FC0010

#1201, 750 West Pender Street
Vancouver, BC V6C 2T8
T 604.683.0700 F 604.683.0416
www.bccchamber.org

Description	Ref #:	Date:	ITC's due		Date of return filed:	Refunds received:	Date of refunds received:	Analysis of Refunds Received					
			Claim amounts:					HST refund on Services	HST refund on Training				
HST ITC's claimed or to be claimed:													
<u>2012 Q2 HST return to be filed prior to July 2012</u>													
Expenditure Summary - June 2012	MBT0001	6/30/12	\$	34,623.71	8/01/12	\$	34,623.71	5/02/13	\$	34,623.71			
<u>2012 Q3 HST return to be filed prior to October 2012</u>													
Expenditure Summary - July 2012	MBT0002	8/07/12	\$	3,532.37	10/30/12	\$	11,187.39	5/02/13	\$	3,532.37			
Expenditure Summary - August 2012	MBT0003	9/07/12	\$	3,007.38					\$	3,007.38			
Expenditure Summary - September 2012	MBT0004	10/10/12	\$	4,647.64					3007.37	1640.27			
			\$	11,187.39					\$	9,547.12	1640.27		
<u>2012 Q4 HST return to be filed prior to January 2013</u>													
Expenditure Summary - October 2012	MBT0005a	10/17/12	\$	1,168.80	1/18/13		41,943.33	5/02/13		\$	1,168.80		
Expenditure Summary - October 2012	MBT0005b	10/25/12	\$	2,021.18						\$	2,021.18		
Expenditure Summary - October 2012	MBT0005c	11/05/12	\$	10,289.60					\$	10,289.60			
Expenditure Summary - November 2012	MBT0006a	11/16/12	\$	3,087.88						\$	3,087.88		
Expenditure Summary - November 2012	MBT0006b	11/28/12	\$	12,496.49					6971.6	5524.89			
Expenditure Summary - December 2012	MBT0007	12/04/12	\$	10,935.27					6971.6	3963.67			
Expenditure Summary - January 2013	MBT0008a	1/04/13	\$	1,944.11						\$	1,944.11		
			\$	41,943.33						\$	24,232.80	\$	17,710.53
										\$	68,403.63	\$	19,350.80
<u>2013 Q1 HST return to be filed prior to April 30, 2013</u>													
Expenditure Summary - January 2013	MBT0008a	1/04/13	\$	1,365.60					Refund for 3 qtrs to 31/12/12 \$		87,754.43		
Expenditure Summary - January 2013	MBT0008b	1/14/13	\$	8,076.03					Refund paid 5 Feb 13		\$	87,925.14	
Expenditure Summary - January 2013	MBT0008c	1/31/13	\$	8,306.68					Interest		\$	(170.71)	
Expenditure Summary - January 2013	MBT0008d	2/04/13	\$	-									
Expenditure Summary - February 2013	MBT0009A	2/14/13	\$	12,135.27									
Expenditure Summary - February 2013	MBT0009B	2/27/13	\$	4,703.11									
Expenditure Summary - March 2013	MBT0010A	3/14/13	\$	10,436.11									
Expenditure Summary - March 2013	MBT0010B	3/27/13	\$	4,684.01									
ITC refundable as at March 31 2013													
			\$	49,706.81									
Total ITC's as at March 31, 2013									\$	137,461.24		87,754.43	

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12.0(b) of Schedule B - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - March 2013

SUMMARY

Expense/Anticipated Payment Date	Total Reimbursements Received from			Total Expenditure	Total Surplus/Deficit	Total Eligible Costs per Schedule B	Balance of Eligible Costs to be Received
	Total Funds Received from Province	Participants exceeding \$1500 Limit	Total Refunds Received from CRA Q4 2012				
	Period to 31 Mar 2013	Period to 31 Mar 2013	Period to 31 Mar 2013	Period to 31 Mar 2013	Period to 31 Mar 2013		
A Micro-Business Owner Outreach							
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$55,720.00		\$3,318.00	-\$40,938.00	\$18,102.00	\$92,400.00	\$33,362.00
Local Business Marketing & Recruitment (2)	\$77,645.65		\$3,201.87	-\$97,568.46	-\$16,720.95	\$189,000.00	\$108,152.48
Program Website (3)	\$8,000.00		\$0.00	-\$8,000.00	\$0.00	\$8,000.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$40,000.00		\$0.00	-\$40,000.00	\$0.00	\$40,000.00	\$0.00
Subtotal Micro-Business Outreach	\$181,365.65	\$0.00	\$6,519.87	-\$186,504.46	\$1,381.05	\$329,400.00	\$141,514.48
B. Management Services							
Administration & Management Overhead (5)	\$83,285.72		\$4,142.84	-\$91,142.84	-\$8,714.28	\$125,000.00	\$37,571.44
Financial Accounting (6)	\$48,457.09		\$2,057.11	-\$61,257.07	-\$10,742.86	\$120,000.00	\$69,485.79
Program Management (7)	\$48,457.09		\$2,057.11	-\$61,257.07	-\$10,742.86	\$120,000.00	\$69,485.79
Third Party Audit of program expenditures	\$0.00		\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
Subtotal Administrative & Overhead	\$180,199.90	\$0.00	\$6,257.06	-\$215,656.97	-\$25,200.00	\$371,000.00	\$182,543.03
Provincial trainee registration tracking and certification (8)	\$85,000.00			-\$85,000.00	-\$85,000.00	\$85,000.00	\$524.99
Hosting, Maintenance, & Support (9)	\$18,020.00		\$1,290.00	-\$22,780.00	-\$3,470.00	\$44,625.00	\$25,315.00
Subtotal Information Technology	\$103,020.00	\$0.00	\$765.01	-\$107,780.00	-\$3,994.99	\$129,625.00	\$25,839.99
Subtotal Management Services	\$283,219.90	\$0.00	\$9,022.07	-\$321,436.97	-\$29,194.99	\$500,625.00	\$208,383.02
C Participant Intake and Assessment Services							
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$210,752.47		\$8,690.82	-\$264,828.72	-\$45,385.42	\$513,000.00	\$293,556.71
Subtotal Participant Intake and Assessment Services	\$210,752.47	\$0.00	\$8,690.82	-\$264,828.72	-\$45,385.42	\$513,000.00	\$293,556.71
D Business Skills Training for Participants							
Anticipated Training Funding Dispersed/Month (11)	\$765,337.51	\$4,606.59	\$18,803.37	-\$408,277.53	\$380,469.94	\$1,800,000.00	\$1,015,859.12
Subtotal Business Skills Training for Participants	\$765,337.51	\$4,606.59	\$18,803.37	-\$408,277.53	\$380,469.94	\$1,800,000.00	\$1,015,859.12
Subtotal Services for Applicants and Participants	\$976,089.98	\$4,606.59	\$27,494.19	-\$673,106.25	\$335,084.52	\$2,313,000.00	\$1,309,415.83
Contract advance (12)							
Interest on refund from CRA			\$170.71		\$170.71		-\$170.71
Total Financial Contribution	\$1,440,675.53	\$4,606.59	\$43,206.84	-\$1,181,047.68	\$307,441.29	\$3,143,025.00	\$1,659,142.62

As per FC0010



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - March 2013

Expense/Anticipated Payment Date	Per Expenditure Summary MBT0001			Per Expenditure Summary MBT0002			Per Expenditure Summary MBT0003			Per Expenditure Summary MBT0004		
	Funds Received	Jun-12	Jun-12	Funds Received	Jul-12	Jul-12	Funds Received	Aug-12	Aug-12	Funds Received	Sep-12	Sep-12
A Micro-Business Owner Outreach												
Micro - Business Owner Outreach through local Chambers of Commerce (1)			\$0.00			\$0.00			\$0.00	\$15,400.00	\$0.00	\$15,400.00
Local Business Marketing & Recruitment (2)	\$37,800.00	\$37,800.00	\$0.00	\$9,450.00		\$9,450.00	\$9,450.00		\$9,450.00	\$9,450.00	\$0.00	\$9,450.00
Program Website (3)	\$8,000.00	\$8,000.00	\$0.00			\$0.00			\$0.00			\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$40,000.00	\$40,000.00	\$0.00			\$0.00			\$0.00			\$0.00
Subtotal Micro-Business Outreach	\$85,800.00	\$85,800.00	\$0.00	\$9,450.00	\$0.00	\$9,450.00	\$9,450.00	\$0.00	\$9,450.00	\$24,850.00	\$0.00	\$24,850.00
B. Management Services												
Administration & Management Overhead (5)	\$5,952.40	\$5,952.40	\$0.00	\$11,507.93	\$11,507.93	\$0.00	\$11,507.93	\$11,507.93	\$0.00	\$11,507.93	\$11,507.93	\$0.00
Financial Accounting (6)	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00
Program Management (7)	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00
Third Party Audit of program expenditures												
Subtotal Administrative & Overhead	\$17,380.96	\$17,380.96	\$0.00	\$22,936.49	\$22,936.49	\$0.00	\$22,936.49	\$22,936.49	\$0.00	\$22,936.49	\$22,936.49	\$0.00
Provincial trainee registration tracking and certification (8)	\$80,625.00	\$80,625.00	\$0.00	\$4,375.00	\$4,375.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00
Subtotal Information Technology	\$82,750.00	\$82,750.00	\$0.00	\$6,500.00	\$6,500.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00
Subtotal Management Services	\$106,130.96	\$106,130.96	\$0.00	\$29,436.49	\$29,436.49	\$0.00	\$25,061.49	\$25,061.49	\$0.00	\$25,061.49	\$25,061.49	\$0.00
C Participant Intake and Assessment Services												
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$102,600.00	\$102,600.00	\$0.00	\$25,650.00		\$25,650.00	\$25,650.00		\$25,650.00	\$25,650.00	\$0.00	\$25,650.00
Subtotal Participant Intake and Assessment Services	\$102,600.00	\$102,600.00	\$0.00	\$25,650.00	\$0.00	\$25,650.00	\$25,650.00	\$0.00	\$25,650.00	\$25,650.00	\$0.00	\$25,650.00
D Business Skills Training for Participants												
Anticipated Training Funding Dispersed/Month (11)	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	\$115,000.00	\$0.00	\$115,000.00	\$120,000.00	\$7,192.83	\$112,807.17
Subtotal Business Skills Training for Participants	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	\$115,000.00	\$0.00	\$115,000.00	\$120,000.00	\$7,192.83	\$112,807.17
Subtotal Services for Applicants and Participants	\$102,600.00	\$102,600.00	\$0.00	\$70,650.00	\$0.00	\$70,650.00	\$140,650.00	\$0.00	\$140,650.00	\$145,650.00	\$7,192.83	\$138,457.17
Contract advance (12)	\$25,771.04		\$25,771.04									
Interest on refund from CRA												
Total Financial Contribution	\$314,302.00	\$288,530.96	\$25,771.04	\$109,536.49	\$29,436.49	\$80,100.00	\$175,161.49	\$25,061.49	\$150,100.00	\$195,861.49	\$32,254.32	\$163,307.17



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - March 2013

Expense/Anticipated Payment Date	Per Expenditure Summary MBT0005A-C			Per Expenditure Summary MBT0006A/B			Per Expenditure Summary MBT0007			Per Expenditure Summary MBT0008A-D		
	Funds Received Oct-12	Oct-12	Suplus/Deficit Oct-12	Funds Received Nov-12	Nov-12	Nov-12	Funds Received Dec-12	Dec-12	Dec-12	Funds Received Jan-13	Jan-13	Jan-13
A Micro-Business Owner Outreach												
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$24,920.00	\$30,968.00	-\$6,048.00	\$0.00	\$0.00	\$0.00	\$15,400.00	\$0.00	\$15,400.00	\$0.00	\$9,968.00	-\$9,968.00
Local Business Marketing & Recruitment (2)	-\$18,388.59	\$9,961.41	-\$28,350.00	\$9,961.41	\$9,961.41	\$0.00	\$9,961.41	\$9,961.41	\$0.00	\$9,961.41	\$9,961.41	\$0.00
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$6,531.41	\$40,929.41	-\$34,398.00	\$9,961.41	\$9,961.41	\$0.00	\$25,361.41	\$9,961.41	\$15,400.00	\$9,961.41	\$19,929.41	-\$9,968.00
B. Management Services												
Administration & Management Overhead (5)	\$17,031.74	\$12,888.88	\$4,142.86	\$12,888.89	\$12,888.89	\$0.00	\$12,888.89	\$12,888.88	\$0.01	\$0.00	\$4,000.00	-\$4,000.00
Financial Accounting (6)	\$8,457.13	\$6,399.99	\$2,057.14	\$6,399.99	\$6,399.99	\$0.00	\$6,399.99	\$6,399.99	\$0.00	\$4,342.85	\$6,399.99	-\$2,057.14
Program Management (7)	\$8,457.13	\$6,399.99	\$2,057.14	\$6,399.99	\$6,399.99	\$0.00	\$6,399.99	\$6,399.99	\$0.00	\$4,342.85	\$6,399.99	-\$2,057.14
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$33,946.01	\$25,688.86	\$8,257.15	\$25,688.87	\$25,688.87	\$0.00	\$25,688.87	\$25,688.87	\$0.01	\$8,685.71	\$16,799.98	-\$8,114.27
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$3,145.00	\$2,380.00	\$765.00	\$2,380.00	\$2,380.00	\$0.00	\$2,380.00	\$2,380.00	\$0.00	\$1,615.00	\$2,380.00	-\$765.00
Subtotal Information Technology	\$3,145.00	\$2,380.00	\$765.00	\$2,380.00	\$2,380.00	\$0.00	\$2,380.00	\$2,380.00	\$0.00	\$1,615.00	\$2,380.00	-\$765.00
Subtotal Management Services	\$37,091.01	\$28,068.86	\$9,022.15	\$28,068.87	\$28,068.87	\$0.00	\$28,068.87	\$28,068.87	\$0.01	\$10,300.71	\$19,179.98	-\$8,879.27
C Participant Intake and Assessment Services												
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	-\$49,911.88	\$27,038.12	-\$76,950.00	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	-\$0.00
Subtotal Participant Intake and Assessment Services	-\$49,911.88	\$27,038.12	-\$76,950.00	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	-\$0.00
D Business Skills Training for Participants												
Anticipated Training Funding Dispersed/Month (11)	\$168,000.00	\$10,573.44	\$157,426.56	\$100,800.00	\$48,771.42	\$52,028.58	\$100,800.00	\$48,699.61	\$52,100.39	\$115,737.51	\$117,950.95	-\$2,213.44
Subtotal Business Skills Training for Participants	\$168,000.00	\$10,573.44	\$157,426.56	\$100,800.00	\$48,771.42	\$52,028.58	\$100,800.00	\$48,699.61	\$52,100.39	\$115,737.51	\$117,950.95	-\$2,213.44
Subtotal Services for Applicants and Participants	\$118,088.12	\$37,611.56	\$80,476.56	\$127,838.12	\$75,809.54	\$52,028.58	\$127,838.12	\$75,737.73	\$52,100.39	\$142,775.63	\$144,989.07	-\$2,213.44
Contract advance (12)	-\$25,771.04	\$0.00	-\$25,771.04		\$0.00			\$0.00			\$0.00	
Interest on refund from CRA												
Total Financial Contribution	\$135,939.50	\$106,609.83	\$29,329.67	\$165,868.40	\$113,839.82	\$52,028.58	\$181,268.40	\$113,768.00	\$67,500.40	\$163,037.75	\$184,098.46	-\$21,060.71
				Nov funds not received in Nov 12	-\$165,868.40		Nov funds received in Dec 12	\$165,868.40				
				Cash deficit for Nov 12	-\$113,839.82		Cash surplus for Dec 12	\$233,368.80				



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - March 2013

Expense/Anticipated Payment Date	Per Expenditure Summary			Per Expenditure Summary			HST refund From CRA	HST refund	HST refund	Due to Province
	Funds Received	MBT0009A-B	Suplus/Deficit	Funds Received	MBT0010A-B	Suplus/Deficit	Quarters 2,3 & 4	Q2	Q3	HST refund relating to Q4
	Feb-13	Feb-13	Feb-13	Mar-13	Mar-13	Mar-13		Note 1	Note 1	Note 1
A Micro-Business Owner Outreach										
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,318.00			\$3,318.00
Local Business Marketing & Recruitment (2)	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$9,961.41	-\$9,961.41	\$7,737.87	-\$4,536.00		\$3,201.87
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$960.00	-\$960.00		\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,800.00	-\$4,800.00		\$0.00
Subtotal Micro-Business Outreach	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$9,961.41	-\$9,961.41	\$16,815.87	-\$10,296.00	\$0.00	\$6,519.87
B. Management Services										
Administration & Management Overhead (5)	\$0.00	\$4,000.00	-\$4,000.00	\$0.00	\$4,000.00	-\$4,000.00	\$8,999.99	-\$7,142.29	-\$4,142.86	\$4,142.84
Financial Accounting (6)	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$6,399.99	-\$6,399.99	\$4,799.97	-\$685.71	-\$2,057.14	\$2,057.11
Program Management (7)	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$6,399.99	-\$6,399.99	\$4,799.97	-\$685.71	-\$2,057.14	\$2,057.11
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Subtotal Administrative & Overhead	\$0.00	\$16,799.98	-\$16,799.98	\$0.00	\$16,799.98	-\$16,799.98	\$18,599.93	-\$8,085.72	-\$8,257.15	\$8,257.06
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,675.00	-\$9,674.99	-\$525.00	-\$524.99
Hosting, Maintenance, & Support (9)	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,380.00	-\$2,380.00	\$2,310.00	-\$255.00	-\$765.00	\$1,290.00
Subtotal Information Technology	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,380.00	-\$2,380.00	\$11,985.00	-\$9,929.99	-\$1,290.00	\$765.01
Subtotal Management Services	\$0.00	\$19,179.98	-\$19,179.98	\$0.00	\$19,179.98	-\$19,179.98	\$30,584.93	-\$12,540.72	-\$9,547.15	\$9,022.07
C Participant Intake and Assessment Services										
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$27,038.12	-\$27,038.12	\$21,002.82	-\$12,312.00		\$8,690.82
Subtotal Participant Intake and Assessment Services	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$27,038.12	-\$27,038.12	\$21,002.82	-\$12,312.00	\$0.00	\$8,690.82
D Business Skills Training for Participants										
Anticipated Training Funding Dispersed/Month (11)	\$0.00	\$91,980.65	-\$91,980.65	\$0.00	\$83,108.63	-\$83,108.63	\$19,350.80	\$0.00	-\$547.43	\$18,803.37
Subtotal Business Skills Training for Participants	\$0.00	\$91,980.65	-\$91,980.65	\$0.00	\$83,108.63	-\$83,108.63	\$19,350.80	\$0.00	\$0.00	\$18,803.37
Subtotal Services for Applicants and Participants	\$0.00	\$119,018.77	-\$119,018.77	\$0.00	\$110,146.75	-\$110,146.75	\$40,353.62	-\$12,512.00	\$0.00	\$27,841.62
Contract advance (12)										
Interest on refund from CRA							\$170.71			\$170.71
Total Financial Contribution	\$0.00	\$148,160.16	-\$148,160.16	\$0.00	\$139,288.14	-\$139,288.14	\$87,925.13	-\$35,148.72	-\$9,547.15	\$43,206.84

Note 1: HST refunds for Q2 and Q3 were accounted for in the cash flow in Oct 12 and Jan 13 and so have been already been deducted from the funding received from the Province in these months. Refund relating to Q4 was included in the cash flow in Apr 13 and so has not been accounted for in funding received from the Province and this amount is therefore due to the Province



BC Chamber of Commerce - MBT Pilot Project
Financial Contribution Statement of Account as at March 31, 2013

Statement #: FC0010

#1201, 750 West Pender Street
Vancouver, BC V6C 2T8
T 604.683.0700 F 604.683.0416
www.bccchamber.org

Description	Ref #:	Date:	Eligible Costs under Section A, B & C of Schedule "B" - Financial	Eligible Costs under Section D "Business Skills Training" of Schedule "B" - Financial	Total Funding Claim amounts:	Notes and Attachments:
			Contribution Claim amounts:	Contribution Claim amounts:		
Funds received in March 2013: BC Chamber of Commerce Monthly Claim Report	March 1-March 31, 2013	3/08/13	\$ -	\$ -	\$ -	
Funds distributed						
Expenditure Summary - Feb 26/13 - Mar 10/13	MBT0010A	3/15/13	\$ (56,179.51)	\$ (31,193.28)	\$ (87,372.79)	Expenditure Summary MBT0010A
Expenditure Summary - Mar 11/13 - Mar 25/13	MBT0010B	3/31/13	\$ -	\$ (51,915.35)	\$ (51,915.35)	Expenditure Summary MBT0010B
Net (Deficit) Surplus for March 2013			\$ (56,179.51)	\$ (83,108.63)	\$ (139,288.14)	
Net surplus carried forward:						
Financial Contribution Statement of Account for June 2012	FC0001	6/30/12	\$ 25,771.04	\$ -	\$ 25,771.04	
Financial Contribution Statement of Account for July 2012	FC0002	8/07/12	\$ 35,100.00	\$ 45,000.00	\$ 80,100.00	
Financial Contribution Statement of Account for August 2012	FC0003	9/07/12	\$ 35,100.00	\$ 115,000.00	\$ 150,100.00	
Financial Contribution Statement of Account for September 2012	FC0004	10/11/12	\$ 50,500.00	\$ 112,807.17	\$ 163,307.17	
Financial Contribution Statement of Account for October 2012	FC0005	11/06/12	\$ (128,096.89)	\$ 157,426.56	\$ 29,329.67	
Financial Contribution Statement of Account for November 2012	FC0006	12/04/12	\$ (65,068.39)	\$ (48,771.42)	\$ (113,839.81)	
Financial Contribution Statement of Account for December 2012	FC0007	1/06/12	\$ 80,468.41	\$ 152,900.39	\$ 233,368.80	
Financial Contribution Statement of Account for January 2013	FC0008	2/07/13	\$ (18,847.28)	\$ (2,213.44)	\$ (21,060.72)	
Financial Contribution Statement of Account for February 2013	FC0009	3/08/13	\$ (56,179.51)	\$ (91,980.65)	\$ (148,160.16)	
Financial reimbursements re: Participant overages			\$ -	\$ 4,606.59	\$ 4,606.59	Reimbursement from Participants for training courses exceeding the \$1500 limit
Net Funding Contribution on hand for March 2013			\$ (97,432.13)	\$ 361,666.57	\$ 264,234.44	
Net HST Refund for 2012 Q4 + Interest	Funding and Expenditure Summary		\$ 24,403.48	\$ 18,803.37	\$ 43,206.85	deducted from funding received up to Mar 13)
Total Funding Contribution on hand for March 2013	Reconciled to Bank Statement		(73,028.65)	380,469.94	307,441.29	

I, Wayne Poncia, Project Manager, BC Chamber of Commerce MBT Program, declare that the above services for March 2013 have been performed as required under the signed Agreement dated May 10, 2012 between the Province of British Columbia Ministry of Jobs, Tourism and Innovation and the BC Chamber of Commerce.

For the BCCC: Wayne Poncia, MBT Program Manager

Apr 8, 2013

Date:

Reviewed and approved by: Sharon Clark, ACA, MBT Program Manager, Financial Accounting

Apr 8, 2013

Date:

BC Chamber of Commerce - MBT Pilot Project

Expenditure Summary - Feb 26/13 - Mar 10/13

Doc #	Vendor name	Inv #	% to be paid	Inv date	Gross \$	HST	Net \$	Payment	Notes:
Non-training expenses:									
1	Rethink Learning Inc	2123	100%	03/01/2013	\$ 2,380.00	\$ 255.00	\$ 2,125.00	\$ 2,380.00	
2	Rethink Learning Inc	2124	100%	03/01/2013	\$ 9,961.41	\$ 1,067.29	\$ 8,894.12	\$ 9,961.41	
3	Rethink Learning Inc	2125	100%	03/01/2103	\$ 27,038.12	\$ 2,896.94	\$ 24,141.18	\$ 27,038.12	
4	Gardiner, Poncia & Associates	1036	100%	03/01/2103	\$ 6,399.99	\$ 685.71	\$ 5,714.28	\$ 6,399.99	
5	S Clark & Co	1011	100%	03/15/2013	\$ 6,399.99	\$ 685.71	\$ 5,714.28	\$ 6,399.99	
6	BC Chamber of Commerce	1009.13	100%	03/01/2013	\$ 4,000.00	\$ 428.57	\$ 3,571.43	\$ 4,000.00	
							\$ -		
					\$ 56,179.51	\$ 6,019.22	\$ 50,160.29	\$ 56,179.51	
Training related invoices:									
323	ClientSave Professional Contact Manag	2174	25%	03/06/2013	\$ 840.00	\$ 90.00	\$ 750.00	\$ 210.00	
324	ClientSave Professional Contact Manag	2175	25%	03/06/2013	\$ 890.40	\$ 95.40	\$ 795.00	\$ 222.60	
325	Zenith Training International	MBT110	25%	03/10/2013	\$ 7,660.80	\$ 820.80	\$ 6,840.00	\$ 1,915.20	
326	Vancouver Island University	SP46923-1	100%	01/28/2013	\$ 189.00	\$ -	\$ 189.00	\$ 189.00	
327	Trainwest Management & Consulting In	1323	25%	03/08/2013	\$ 1,680.00	\$ 180.00	\$ 1,500.00	\$ 420.00	
328	Trainwest Management & Consulting In	1324	25%	03/11/2013	\$ 1,680.00	\$ 180.00	\$ 1,500.00	\$ 420.00	
329	Oakray Marketing Services Ltd.	MBT-13-004	25%	03/09/2013	\$ 750.00	\$ 80.35	\$ 669.65	\$ 187.50	
330	Power up Marketing	18	25%	03/11/2013	\$ 604.80	\$ 64.80	\$ 540.00	\$ 151.20	
331	Giesbrecht, Goodrich & Co.	CLN-012-03-2013	25%	03/11/2013	\$ 7,000.00	\$ 750.00	\$ 6,250.00	\$ 1,750.00	
332	Acumen	1064	100%	03/03/2013	\$ 700.00	\$ -	\$ 700.00	\$ 700.00	COMPLETE
333	Acumen	1065	25%	03/03/2013	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 250.00	
334	Acumen	1066	100%	03/03/2013	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	COMPLETE
335	Acumen	1067	25%	03/03/2013	\$ 700.00	\$ -	\$ 700.00	\$ 175.00	
336	Clarity Business Strategies	1774	25%	03/01/2013	\$ 1,680.00	\$ 180.00	\$ 1,500.00	\$ 420.00	
337	Susan Peach	1354	25%	03/10/2013	\$ 896.00	\$ 96.00	\$ 800.00	\$ 224.00	
338	Dale Carnegie	P129	100%	03/07/2013	\$ 653.02	\$ 31.10	\$ 621.92	\$ 653.02	GST only COMPLETE
339	ClientSave Professional Contact Manag	2173	100%	03/06/2013	\$ 1,674.40	\$ 179.40	\$ 1,495.00	\$ 1,674.40	COMPLETE
340	Vancouver Island University	SP47233-1	100%	02/06/2013	\$ 189.00	\$ -	\$ 189.00	\$ 189.00	
341	Vancouver Island University	SP47234-1	100%	02/06/2013	\$ 378.00	\$ -	\$ 378.00	\$ 378.00	
342	WCG	PINV005000	25%	03/04/2013	\$ 840.00	\$ 90.00	\$ 750.00	\$ 210.00	
343	Main Street Communication Ltd.	12001462013	25%	03/05/2013	\$ 1,008.00	\$ 108.00	\$ 900.00	\$ 252.00	
344	Dale Carnegie	K0529	25%	03/04/2013	\$ 1,995.00	\$ 95.00	\$ 1,900.00	\$ 498.75	GST only
345	Discovery Community College	2190	100%	11/13/2013	\$ 150.00	\$ -	\$ 150.00	\$ 150.00	
346	CanScribe Career College	12246	100%	02/25/2013	\$ 175.00	\$ -	\$ 175.00	\$ 175.00	
347	Power up Marketing	17	25%	03/05/2013	\$ 2,559.20	\$ 274.20	\$ 2,285.00	\$ 639.80	
Community Futures of South Fraser/ CFDC									
348	Self Employment Program	100	25%	02/25/2013	\$ 1,620.64	\$ 173.64	\$ 1,447.00	\$ 405.16	
349	Rock Solid Business Coaching Inc	8	100%	02/25/2013	\$ 1,344.00	\$ 144.00	\$ 1,200.00	\$ 1,344.00	

350	Power up Marketing	16	25%	02/26/2013	\$ 6,624.80	\$ 709.80	\$ 5,915.00	\$ 1,656.20
351	Vancouver Island University	SP47235-1	100%	02/06/2013	\$ 189.00	\$ -	\$ 189.00	\$ 189.00
352	Vancouver Island University	SP47232-1	100%	02/06/2013	\$ 189.00	\$ -	\$ 189.00	\$ 189.00
353	Vancouver Island University	SP46921-1	100%	01/28/2013	\$ 189.00	\$ -	\$ 189.00	\$ 189.00
354	Vancouver Island University	SP46920-1	100%	01/28/2013	\$ 189.00	\$ -	\$ 189.00	\$ 189.00
355	Vancouver Island University	SP46919-1	100%	01/28/2013	\$ 189.00	\$ -	\$ 189.00	\$ 189.00
356	Priority Management	64172	25%	11/13/2012	\$ 694.40	\$ 74.40	\$ 620.00	\$ 173.60

\$ 48,121.46 \$ 4,416.89 \$ 43,704.57 \$ 17,578.43

Previously issued invoices - partial payments re: completion

161	Power up Marketing	9	75%	01/03/2013	\$ 2,665.60	\$ 285.60	\$ 2,380.00	\$ 499.80	MBT0008A
170	Oakray Marketing Services Ltd.	MBT-12-007	75%	12/28/2012	\$ 3,750.00	\$ 401.75	\$ 3,348.25	\$ 562.50	MBT0008A
179	Giesbrecht, Goodrich & Co.	CLN-007-01-2013	75%	01/15/2013	\$ 10,360.00	\$ 1,110.00	\$ 9,250.00	\$ 1,260.00	MBT0008B
185	WebFriendly	1779	75%	12/28/2012	\$ 197.00	\$ -	\$ 197.00	\$ 147.75	MBT0008B
212	Small Business BC	12-SBBC71	75%	01/16/2013	\$ 1,344.00	\$ 144.00	\$ 1,200.00	\$ 1,008.00	MBT0008C
213	Power up Marketing	11	75%	01/11/2013	\$ 2,066.40	\$ 221.40	\$ 1,845.00	\$ 666.40	MBT0008C
222	Lift Strategies Inc.	LIFT222	75%	01/14/2013	\$ 1,450.00	\$ 155.40	\$ 1,294.60	\$ 1,087.50	MBT0008C
233	Lift Strategies Inc.	LIFT225	75%	02/01/2013	\$ 1,450.00	\$ 155.00	\$ 1,295.00	\$ 1,087.50	MBT0008C
239	ClientSave Professional Contact Manag	2144	75%	01/21/2013	\$ 1,674.40	\$ 179.40	\$ 1,495.00	\$ 1,255.80	MBT0009A
248	ClientSave Professional Contact Manag	2142	75%	01/21/2013	\$ 1,674.40	\$ 179.40	\$ 1,495.00	\$ 1,255.80	MBT0009A
270	Power up Marketing	13	75%	02/06/2013	\$ 2,139.20	\$ 229.20	\$ 1,910.00	\$ 604.80	MBT0009A
281	Giesbrecht, Goodrich & Co.	CLN-009-02-2013	75%	01/25/2013	\$ 8,120.00	\$ 870.00	\$ 7,250.00	\$ 630.00	MBT0009A
301	Power up Marketing	15	75%	02/23/2013	\$ 1,332.80	\$ 142.80	\$ 1,190.00	\$ 499.80	MBT0009B
307	Power up Marketing	14	75%	02/19/2013	\$ 2,945.60	\$ 315.60	\$ 2,630.00	\$ 499.80	MBT0009B
314	Training Provider Inc dba AK Coaching	1001C	75%	12/10/2012	\$ 840.00	\$ 90.00	\$ 750.00	\$ 630.00	MBT0009B
350	Power up Marketing	16	75%	02/26/2013	\$ 6,624.80	\$ 709.80	\$ 5,915.00	\$ 1,919.40	SEE ABOVE

\$ 48,634.20 \$ 5,189.35 \$ 43,444.85 \$ 13,614.85

Total amount payable per the above invoices:

\$ 152,935.17 \$ 15,625.46 \$ 137,309.71 \$ 87,372.79

See invoices attached

Total payments to be issued:

			Pymt type:	Pymt date:
BC Chamber of Commerce	\$ 4,000.00	EFT	15-Mar-13	
Gardiner, Poncia & Associates	\$ 6,399.99	EFT	15-Mar-13	
Rethink Learning Inc	\$ 39,379.53	EFT	15-Mar-13	
S Clark & Co	\$ 6,399.99	EFT	15-Mar-13	
Oakray Marketing Services Ltd.	\$ 750.00	EFT	15-Mar-13	
Rock Solid Business Coaching Inc	\$ 1,344.00	EFT	15-Mar-13	
Giesbrecht, Goodrich & Co.	\$ 3,640.00	EFT	15-Mar-13	
Lift Strategies Inc.	\$ 2,175.00	EFT	15-Mar-13	
Small Business BC	\$ 1,008.00	EFT	15-Mar-13	
Zenith Training International	\$ 1,915.20	EFT	15-Mar-13	
CanScribe Career College	\$ 175.00	EFT	15-Mar-13	
Vancouver Island University	\$ 1,701.00	EFT	15-Mar-13	
Acumen	\$ 2,125.00	EFT	15-Mar-13	

JTI-2014-00158

Discovery Community College	\$ 150.00	Chq	15-Mar-13
Priority Management	\$ 173.60	EFT	15-Mar-13
WCG	\$ 210.00	EFT	15-Mar-13
ClientSave Professional Contact Management Ltd	\$ 4,618.60	EFT	15-Mar-13
Power up Marketing	\$ 7,137.20	EFT	15-Mar-13
Training Provider Inc dba AK Coaching	\$ 630.00	EFT	15-Mar-13
Dale Carnegie	\$ 1,151.77	EFT	15-Mar-13
Community Futures of South Fraser/ CFDC Self Employment Program	\$ 405.16	EFT	15-Mar-13
Main Street Communication Ltd.	\$ 252.00	EFT	15-Mar-13
Susan Peach	\$ 224.00	EFT	15-Mar-13
WebFriendly	\$ 147.75	EFT	15-Mar-13
Trainwest Management & Consulting Inc	\$ 840.00	EFT	15-Mar-13
Clarity Business Strategies	\$ 420.00	Chq	15-Mar-13
	<u>\$ 87,372.79</u>		

The BC Chamber of Commerce will be claiming reimbursement of 100% of HST Input Tax Credits in relation to the above expenditures

Mark Jess

Prepared by: Mark Jess, CGA

Mar 13, 2013

Date:

Sharon Clark

Reviewed and approved by: Sharon Clark, ACA

Mar 13, 2013

Date:

Denise Douglas

For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

Mar 13, 2013

Date:

WC Pancia

For the BCCC: John Winter, President

Mar 14, 2013

Date:

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"



MBT0010B

BC Chamber of Commerce - MBT Pilot Project

Expenditure Summary - Mar 11/13 - Mar25/13

Doc #	Vendor name	Inv #	% to be paid	Inv date	Gross \$	HST	Net \$	Payment	Notes:
Training related invoices:									
357	Langara College	S0142518	100%	03/13/2013	\$ 795.00	\$ -	\$ 795.00	\$ 795.00	
358	Langara College	S0142516	100%	03/13/2013	\$ 395.00	\$ -	\$ 395.00	\$ 395.00	
359	Langara College	S0142515	100%	03/13/2013	\$ 349.00	\$ -	\$ 349.00	\$ 349.00	
360	Langara College	S0142517	100%	03/13/2013	\$ 400.00	\$ -	\$ 400.00	\$ 400.00	
361	Main Street Communication Ltd.	13001492013	25%	03/13/2013	\$ 3,640.00	\$ 390.00	\$ 3,250.00	\$ 910.00	
362	Dale Carnegie	C108	25%	03/11/2013	\$ 1,995.00	\$ 95.00	\$ 1,900.00	\$ 498.75	GST ONLY
363	Academy of Learning - Langley	6871BCS-1	100%	02/26/2013	\$ 723.00	\$ -	\$ 723.00	\$ 723.00	
364	Trainwest Management & Consulting Inc	1328	25%	03/20/2013	\$ 1,680.00	\$ 180.00	\$ 1,500.00	\$ 420.00	
365	Okanagan College	S0187791	100%	03/31/2013	\$ 3,567.33	\$ 84.33	\$ 3,483.00	\$ 3,103.93	Not paying Martin & Schmuck - re: overages
366	Prestige Business & Management Consulting Ltd	MBT003	25%	03/16/2013	\$ 1,680.00	\$ 180.00	\$ 1,500.00	\$ 420.00	
367	Power up Marketing	19	25%	03/19/2013	\$ 2,665.60	\$ 285.60	\$ 2,380.00	\$ 666.40	
368	Neil Godin International Inc.	3-2013-13	25%	03/15/2013	\$ 1,680.00	\$ 180.00	\$ 1,500.00	\$ 420.00	
369	One on One Software Training	MB BK for BO	0%	03/25/2013	\$ 600.00	\$ -	\$ 600.00	\$ -	Not paying - re: participant overage
370	Priority Management	65040	25%	03/18/2013	\$ 694.40	\$ 74.40	\$ 620.00	\$ 173.60	
371	Vancouver Island University	SP47589-1	0%	03/04/2013	\$ 189.00	\$ -	\$ 189.00	\$ -	Not paying - re: participant overage
372	Debbie Palmer Presents	130	25%	03/19/2013	\$ 672.00	\$ 72.00	\$ 600.00	\$ 168.00	
373	Acumen	1068	100%	03/01/2013	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	COMPLETE
374	Acumen	1069	25%	03/15/2013	\$ 500.00	\$ -	\$ 500.00	\$ 125.00	
375	Acumen	1070	25%	03/15/2013	\$ 500.00	\$ -	\$ 500.00	\$ 125.00	
376	Acumen	1071	100%	03/15/2013	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	COMPLETE
377	Discovery Community College	2193	100%	03/22/2013	\$ 150.00	\$ -	\$ 150.00	\$ 150.00	
378	Discovery Community College	2192	100%	03/22/2013	\$ 155.00	\$ -	\$ 155.00	\$ 155.00	
379	Acumen	1072	100%	03/15/2103	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	COMPLETE
380	Debbie Palmer Presents	131	25%	03/22/2013	\$ 1,086.40	\$ 116.40	\$ 970.00	\$ 271.60	
381	Power up Marketing	20	25%	03/23/2013	\$ 4,239.20	\$ 454.20	\$ 3,785.00	\$ 1,059.80	
382	Zenith Training International	MBT111	25%	03/25/2013	\$ 14,834.40	\$ 1,589.40	\$ 13,245.00	\$ 3,708.60	
383	Giesbrecht, Goodrich & Co.	02-03-2013	25%	03/25/2013	\$ 3,640.00	\$ 390.00	\$ 3,250.00	\$ 910.00	
384	Susan Peach	1362	25%	03/25/2013	\$ 3,858.40	\$ 413.40	\$ 3,445.00	\$ 964.60	
385	The Big Picture Coach Inc.	2013-207	25%	03/25/2013	\$ 1,673.28	\$ 179.28	\$ 1,494.00	\$ 418.32	
					\$ 53,862.01	\$ 4,684.01	\$ 49,178.00	\$ 18,830.60	
Previously issued invoices - partial payments re: completion									
36	One on One Software Training	KC/NY SA1&2	75%	10/09/2012	\$ 1,800.00	\$ -	\$ 1,800.00	\$ 675.00	MBT0005B
47	Power up Marketing	4	75%	11/05/2012	\$ 2,945.60	\$ 315.60	\$ 2,630.00	\$ 499.80	MBT0006A
50	Giesbrecht, Goodrich & Co.	CLN-004-11-2012	75%	11/10/2012	\$ 10,169.60	\$ 1,089.60	\$ 9,080.00	\$ 420.00	MBT0006A
56	WCG	PINV003898	75%	10/24/2012	\$ 5,040.00	\$ 540.00	\$ 4,500.00	\$ 630.00	MBT0006A

JTI-2014-00158

Page 98

73	Zenith Training International	MBT103	75%	11/26/2012	\$ 15,960.00	\$ 1,710.00	\$ 14,250.00	\$ 2,646.00	MBT0006B
75	L2 Accent Reduction Centre	112412	75%	11/24/2012	\$ 1,288.00	\$ 138.00	\$ 1,150.00	\$ 966.00	MBT0006B
120	WebFriendly	1778	75%	11/27/2012	\$ 997.00	\$ 138.00	\$ 859.00	\$ 747.75	MBT0007
179	Giesbrecht, Goodrich & Co.	CLN-007-01-2013	75%	01/15/2013	\$ 10,360.00	\$ 1,110.00	\$ 9,250.00	\$ 420.00	MBT0008B
189	L2 Accent Reduction Centre	11213	75%	01/10/2013	\$ 1,680.00	\$ 180.00	\$ 1,500.00	\$ 1,260.00	MBT0008B
199	Acumen	1051	75%	01/19/2013	\$ 700.00	\$ -	\$ 700.00	\$ 525.00	MBT0008C
230	Zenith Training International	MBT107	75%	01/25/2013	\$ 9,038.40	\$ 968.40	\$ 8,070.00	\$ 1,789.20	MBT0008C
249	Main Street Communication Ltd.	11001452013	75%	02/04/2013	\$ 1,960.00	\$ 210.00	\$ 1,750.00	\$ 630.00	MBT0009A
279	Rock Solid Business Coaching Inc	6	75%	02/11/2013	\$ 6,720.00	\$ 720.00	\$ 6,000.00	\$ 1,260.00	MBT0009A
280	Zenith Training International	MBT108	75%	02/10/2013	\$ 4,300.80	\$ 460.80	\$ 3,840.00	\$ 1,814.40	MBT0009A
281	Giesbrecht, Goodrich & Co.	CLN-009-02-2013	75%	01/25/2013	\$ 8,120.00	\$ 870.00	\$ 7,250.00	\$ 1,050.00	MBT0009A
291	Zenith Training International	MBT109	75%	02/25/2013	\$ 14,784.00	\$ 1,584.00	\$ 13,200.00	\$ 2,520.00	MBT0009B
307	Power up Marketing	14	75%	02/19/2013	\$ 2,945.60	\$ 315.60	\$ 2,630.00	\$ 499.80	MBT0009B
315	Giesbrecht, Goodrich & Co.	CLN-011-02-2013	75%	01/25/2013	\$ 8,120.00	\$ 870.00	\$ 7,250.00	\$ 1,470.00	MBT0009B
325	Zenith Training International	MBT110	75%	03/10/2013	\$ 7,660.80	\$ 820.80	\$ 6,840.00	\$ 2,520.00	MBT0010A
331	Giesbrecht, Goodrich & Co.	CLN-012-03-2013	75%	03/11/2013	\$ 7,000.00	\$ 750.00	\$ 6,250.00	\$ 840.00	MBT0010A
333	Acumen	1065	75%	03/03/2013	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 750.00	MBT0010A
337	Susan Peach	1354	75%	03/10/2013	\$ 896.00	\$ 96.00	\$ 800.00	\$ 672.00	MBT0010A
347	Power up Marketing	17	75%	03/05/2013	\$ 2,559.20	\$ 274.20	\$ 2,285.00	\$ 919.80	MBT0010A
382	Zenith Training International	MBT111	75%	03/25/2013	\$ 14,834.40	\$ 1,589.40	\$ 13,245.00	\$ 7,560.00	Above

\$ 140,879.40 \$ 14,750.40 \$ 126,129.00 \$ 33,084.75

Total amount payable per the above invoices:

\$ 194,741.41 \$ 19,434.41 \$ 175,307.00 \$ 51,915.35

See invoices attached

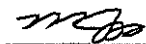
Total payments to be issued:

		Pymt type:	Pymt date:
Academy of Learning - Langley	\$ 723.00	EFT	31-Mar-13
Acumen	\$ 3,025.00	EFT	31-Mar-13
Dale Carnegie	\$ 498.75	EFT	31-Mar-13
Debbie Palmer Presents	\$ 439.60	EFT	31-Mar-13
Discovery Community College	\$ 305.00	Chq	31-Mar-13
Giesbrecht, Goodrich & Co.	\$ 5,110.00	EFT	31-Mar-13
L2 Accent Reduction Centre	\$ 2,226.00	EFT	31-Mar-13
Langara College	\$ 1,939.00	Chq	31-Mar-13
Main Street Communication Ltd.	\$ 1,540.00	EFT	31-Mar-13
Neil Godin International Inc.	\$ 420.00	EFT	31-Mar-13
Okanagan College	\$ 3,103.93	EFT	31-Mar-13
One on One Software Training	\$ 675.00	EFT	31-Mar-13
Power up Marketing	\$ 3,645.60	EFT	31-Mar-13
Prestige Business & Management Consulting Ltd.	\$ 420.00	EFT	31-Mar-13
Priority Management	\$ 173.60	EFT	31-Mar-13
Rock Solid Business Coaching Inc	\$ 1,260.00	EFT	31-Mar-13
Susan Peach	\$ 1,636.60	EFT	31-Mar-13
The Big Picture Coach Inc.	\$ 418.32	EFT	31-Mar-13
Trainwest Management & Consulting Inc	\$ 420.00	EFT	31-Mar-13

Vancouver Island University
WCG
WebFriendly
Zenith Training International

\$	-	EFT	31-Mar-13
\$	630.00	EFT	31-Mar-13
\$	747.75	EFT	31-Mar-13
\$	22,558.20	EFT	31-Mar-13
\$	-	#N/A	31-Mar-13
\$	-	#N/A	31-Mar-13
\$	-	#N/A	31-Mar-13
\$	51,915.35		

The BC Chamber of Commerce will be claiming reimbursement of 100% of HST Input Tax Credits in relation to the above expenditures



Prepared by: Mark Jess, CGA

Mar 26, 2013

Date:



Reviewed and approved by: Sharon Clark, ACA

Mar 27, 2013

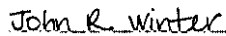
Date:



For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

Mar 27, 2013

Date:



For the BCCC: John Winter, President

Mar 27, 2013

Date:

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"

1 - Rethink, Inv_2123_BCCC.pdf
2 - Rethink, Inv_2124_BCCC.pdf
3 - Rethink, Inv_2125_BCCC.pdf
4 - Invoice_1036_from_Gardiner_Poncia_Associates.pdf
5 - Clark - 1011.PDF
6 - BCCC MBT Pilot Project Invoice March 2013.pdf
323 - ClientSave, 2174.PDF
324 - ClientSave, 2175.PDF
325 - Zenith, MBT110.PDF
326 - VIU, SP46923-1.pdf
327 - Trainwest, 1323.PDF
328 - Trainwest, 1324.PDF
329 - Oakray, MBT-13-004.PDF
330 - PowerUp, 18.PDF
331 - GG&Co, CLN-012-03-2013.PDF
332 - Acumen, 1064.PDF
333 - Acumen, 1065.PDF
334 - Acumen, 1066.PDF
335 - Acumen, 1067.PDF
336 - Clarity Business, 1774.PDF
337 - Susan Peach, 1354.PDF
338 - DaleCarnegie, P129.PDF
339 - ClientSave, 2173.PDF
340 - VIU, SP47233-1.PDF
341 - VIU, SP47234-1.PDF
342 - WCG, PINV005000.PDF
343 - MainStreet, 00012001462013.PDF
344 - DaleCarnegie, K0529.PDF
345 - Discovery, 2190.PDF
346 - CanScribe, 12246.PDF
347 - PowerUp, 17.PDF
348 - CFDC, 100.PDF
349 - RockSolid, 8.PDF
350 - PowerUp, 16.PDF

351 - VIU, SP47235-1.PDF
352 - VIU, SP47232-1.PDF
353 - VIU, SP46921-1.PDF
354 - VIU, SP46920-1.PDF
355 - VIU, SP46919-1.PDF
356 - Priority 64172.PDF

357 - Langara, S0142518.pdf
358 - Langara, S0142516.pdf
359 - Langara, S0142515.pdf
360 - Langara, S0142517.pdf
361 - MainStreet, 13001492013.PDF
362 - DaleCarnegie, C108.PDF
363 - AcademyLearning, 6871BCS-1.pdf
364 - Trainwest, 1328.PDF
365 - Okanagan, S0187791.pdf
366 - Prestige, MBT003.PDF
367 - PowerUp, 19.PDF
368 - NeilGodin, 3-2013-13.PDF
369 - OneOnOne, MB BK for BO.PDF
370 - Priority, 65040.PDF
371 - VIU, SP47589-1.pdf
372 - DebbiePalmer, 130.PDF
373 - Acumen, 1068.PDF
374 - Acumen, 1069.PDF
375 - Acumen, 1070.PDF
376 - Acumen, 1071.PDF
377 - Discovery, 2193.PDF
378 - Discovery, 2192.PDF
379 - Acumen, 1072.PDF
380 - DebbiePalmer, 131.PDF
381 - PowerUp, 20.PDF
382 - Zenith, MBT111.PDF
383 - GG&Co, 02-03-2013.PDF
384 - SusanPeach, 1362.PDF
385 - Big Picture, 2013-207.PDF



BRITISH
COLUMBIA



BC JOBS
PLAN

Funding provided through the Canada-British Columbia Labour Market Agreement.

Canada/British Columbia Labour Market Agreement Monthly Activity Report Template

Name of Program: Micro-Business Training Program

Organization: BC Chamber of Commerce Month: March

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
	-	-		X		
	05-03- 2013	25-06-2013		X		
	-	-	X			
	15-03- 2013	28-05-2013			X	
	20-03- 2013	20-05-2013			X	
	27-03- 2013	26-06-2013	X			
	18-03- 2013	-		X		
	23-03- 2013	24-03-2013			X	
	-	-	X			
	09-04- 2013	13-06-2013		X		
	-	-		X		
	27-05- 2013	24-06-2013	X			

s22

s22

-	-		X		
-	-	X			
-	-	X			
-	-		X		
-	-		X		
-	-		X		
01-05-2013	-		X		
-	-	X			
23-03-2013	24-03-2013		X		
-	-		X		
-	-		X		
-	-			X	
27-03-2013	01-05-2013		X		
-	-		X		
-	-	X			
23-03-2013	24-03-2013			X	
13-05-2013	09-06-2013	X			
25-03-2013	31-08-2013		X		
-	-			X	
-	-		X		
-	-		X		
-	-	X			
23-03-2013	24-03-2013	X			
11-05-2013	12-05-2013			X	
-	-	X			
-	-		X		
05-03-2013	25-06-2013		X		
-	-	X			
-	-		X		
-	-		X		
-	-		X		
-	-		X		
23-07-2013	23-07-2013			X	
02-04-2013	27-05-2013		X		
23-03-2013	24-03-2013		X		
-	-			X	
17-06-2013	-		X		
25-03-2013	-	X			
-	-			X	
-	-		X		
20-04-2013	21-04-2013			X	

s22

-	-		X		
-	-	X			
-	-		X		
15-05-2013	13-06-2013		X		
-	-		X		
-	-	X			
-	-	X			
-	-	X			
-	-		X		
15-03-2013	30-03-2013	X			
27-05-2013	-	X			
09-04-2013	24-06-2013		X		
25-03-2013	30-04-2013	X			
23-03-2013	24-03-2013		X		
18-03-2013	-	X			
-	-		X		
-	-	X			
09-04-2013	13-06-2013	X			

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)

s22

08-03-2013	X		Completed program, will send Exit Form in April
25-03-2013	X		Completed program, will send Exit Form in April
07-03-2013	X		Completed program, will send Exit Form in April
25-03-2013	X		Completed program, will send Exit Form in April
24-03-2013	X		Completed program, will send Exit Form in April
25-03-2013	X		Completed program, will send Exit Form in April
25-03-2013	X		Completed program, will send Exit Form in April
04-03-2013	X		Completed program, will send Exit Form in April
25-03-2013	X		Completed program, will send Exit Form in April
29-03-2013	X		Completed program, will send Exit Form in April
22-03-2013	X		Completed program, will send Exit

			Form in April
	27-03-2013	X	Completed program, Exit Form enclosed
	05-03-2013	X	Completed program, will send Exit Form in April
	24-03-2013	X	Completed program, will send Exit Form in April
	08-03-2013	X	Completed program, will send Exit Form in April
	25-03-2013	X	Completed program, will send Exit Form in April
	27-03-2013	X	Completed program, Exit Form enclosed
	24-03-2013	X	Completed program, will send Exit Form in April
	25-03-2013	X	Completed program, will send Exit Form in April
	14-03-2013	X	Completed program, will send Exit Form in April
	22-03-2013	X	Completed program, will send Exit Form in April
	25-03-2013	X	Completed program, will send Exit Form in April
	25-03-2013	X	Completed program, will send Exit Form in April
	08-03-2013	X	Completed program, will send Exit Form in April
	25-03-2013	X	Completed program, will send Exit Form in April
	27-03-2013	X	Completed program, Exit Form enclosed
	09-03-2013	X	Completed program, will send Exit Form in April
	25-03-2013	X	Completed program, will send Exit Form in April
	25-03-2013	X	Completed program, will send Exit Form in April
	25-03-2013	X	Left program early, please pull Intake Form
	27-03-2013	X	Completed program, will send Exit Form in April

s22

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

	This month
Participants potential (for March, 2012)	160
Participants accepted (for March, 2012)	71
Participants completed program (for March, 2012)	31
Participants not accepted (for March, 2012)	75
Number of participants newly enrolled in Public Post Secondary Institutions*	30
Number of participants newly enrolled in PCTIA training*	7
Number of participants newly enrolled in CLN Member provided training*	102

* We have several participants who are enrolled in more than one category. For a listing of all course enrollments, please ask Robert Bailey.

	This month	Previous month	Change
Participants total (cumulative, to end of month)	1296	1083	213
Participants potential (cumulative, to end of month)	160	124	36
Participants accepted (cumulative, to end of month)	517	446	71
Participants completed program (cumulative, to end of month)	124	93	31
Participants not accepted (cumulative, to end of month)	495	420	75
Newly enrolled Participants in Public Post Secondary Institutions (cumulative, to end of month)	208	178	30
Newly enrolled Participants in PCTIA training (cumulative, to end of month)	68	61	7
Newly enrolled Participants in CLN Member provided training (cumulative, to end of month)	517	415	102

Approved Participant Details

Participant Name	Total # of Employees	Business Sector	Geographic Area	Training Received	Type of Business (Small Business or Not for Profit)

		Total Number of Employees	Business Sector	Geographic Area	Training Received	Type of Business (Not for Profit or Small Business)
s22		1	Professional Services	4. Mainland	None	Profit
		0	Construction	4. Mainland	Social Media	Profit
		0	Arts and Crafts	1. Vancouver Island	None	Profit
		0	Professional Services	4. Mainland	Management	Profit
		0	Professional Services	1. Vancouver Island	Accounting/Computer/Website	Profit
		4	Retail - Other	4. Mainland	Communication/HR	Profit
		0	HighTech/IT	4. Mainland	Business Coaching	Profit
		0	Arts and Crafts	1. Vancouver Island	Marketing & Sales Coaching	Profit
		1	Professional Services	4. Mainland	Computer	Profit
		0	Trades - Other	2. Okanagan	Accounting/Marketing	Profit
		0	Professional Services	4. Mainland	Computer	Profit
		1	HighTech/IT	4. Mainland	Computer/Website	Profit
		3	Industrial - Manufacturing	2. Okanagan	Management	Profit
		1	Professional Services	4. Mainland	Accounting/Computer/Marketing	Profit
		2	Trades - Other	4. Mainland	Business Coaching/Website	Profit
		4	Retail - Other	3. Northern BC	None	Profit
		3	Professional	4. Mainland	Computer	Profit

s22

	Services			
0	Health	4. Mainland	Marketing/Website	Profit
0	HighTech/IT	2. Okanagan	Computer/Website	Profit
3	HighTech/IT	1. Vancouver Island	None	Profit
0	Professional Services	1. Vancouver Island	Marketing	Profit
4	Hospitality	2. Okanagan	Computer/Social Media	Profit
0	Communications	2. Okanagan	Computer/Social Media	Profit
0	HighTech/IT	4. Mainland	Management	Profit
2	Hospitality	2. Okanagan	Marketing/Social Media/Website	Profit
2	Hospitality	2. Okanagan	None	Profit
0	Professional Services	4. Mainland	None	Profit
0	Professional Services	1. Vancouver Island	Marketing	Profit
0	Professional Services	4. Mainland	Accounting/Computer/Website	Profit
0	Trades - Other	3. Northern BC	Marketing	Profit
2	Retail - Food/Bev	2. Okanagan	None	Profit
1	Industrial - Other	2. Okanagan	None	Profit
1	Arts and Crafts	4. Mainland	None	Profit
0	Professional Services	1. Vancouver Island	Marketing/Sales	Profit
0	Hospitality	1. Vancouver Island	Marketing	Profit
4	Trades - Other	4. Mainland	Management/Sales	Profit
0	Industrial - Food/Bev	1. Vancouver Island	Marketing/Sales	Profit
4	Hospitality	2. Okanagan	Computer/Social Media	Profit
0	Retail - Food/Bev	4. Mainland	Social Media	Profit
0	Professional Services	4. Mainland	Accounting/Business Coach/Marketing	Profit
2	Professional Services	2. Okanagan	None	Profit
2	Retail - Food/Bev	1. Vancouver Island	Computer/Website	Profit
2	Health	1. Vancouver Island	Marketing	Profit
3	Industrial - Food/Bev	2. Okanagan	Business Coaching	Profit

s22

0	Industrial - Other	1. Vancouver Island	Communication/Social Media	Profit
0	Retail - Apparel	2. Okanagan	Accounting/Marketing/Sales	Profit
1	Retail - Food/Bev	1. Vancouver Island	Marketing	Profit
1	HighTech/IT	1. Vancouver Island	Business Coaching	Profit
0	Professional Services	1. Vancouver Island	Accounting/Marketing	Profit
1	Arts and Crafts	1. Vancouver Island	Computer/Website	Profit
1	Professional Services	4. Mainland	Accounting	Profit
1	Professional Services	4. Mainland	Computer	Profit
1	HighTech/IT	1. Vancouver Island	Marketing	Profit
0	Agriculture	4. Mainland	Accounting/Website	Profit
0	Retail - Other	4. Mainland	None	Profit
0	Professional Services	1. Vancouver Island	Accounting/Business Coaching	Profit
5*	Trades - Other	4. Mainland	Accounting/Computer	Profit
0	Professional Services	4. Mainland	None	Profit
0	Professional Services	4. Mainland	None	Profit
0	Trades - Automotive	2. Okanagan	None	Profit
4	Trades - Other	4. Mainland	Management	Profit
3	Industrial - Manufacturing	2. Okanagan	Computer/Sales	Profit
0	Retail - Food/Bev	4. Mainland	Computer/Marketing/Social Media/Website	Profit
0	Professional Services	3. Northern BC	Business Coaching/Marketing	Profit
4	Retail - Other	4. Mainland	Communication/HR	Profit
0	Retail - Other	1. Vancouver Island	Marketing/Website	Profit
0	Professional Services	1. Vancouver Island	Marketing	Profit
0	Arts and Crafts	4. Mainland	Business Coaching	Profit
1	HighTech/IT	4. Mainland	Sales	Profit
1	Communications	1. Vancouver Island	None	Profit
0	Trades - Other	4. Mainland	Accounting/Social Media	Profit

*All of Carola's employees

are seasonal

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

Signature: _____ Date: _____

Print Name: _____ Phone: _____

Position: _____ Email: _____

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 lacks 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://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/home.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/any 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 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.

From: Beck, Adrienne JTST:EX
Sent: Tuesday, April 9, 2013 2:40 PM
To: 'Sharon Clark'; 'Mark Jess'
Cc: Beck, Adrienne JTST:EX
Subject: RE: FC0010 - March 2013 Financial Contribution package

Thanks Mark/Sharon!

I've made note of your expenditures/HST credit for the month of March. I believe this now puts your current surplus amount at approx \$302,834. Let me know if that's close to what you're calculating also. As you mentioned below, no March claim form is required as there will be no payment for the month of March – as per Amendment 3.

Adrienne

From: Sharon Clark [mailto: s22]
Sent: Monday, April 8, 2013 5:59 PM
To: Beck, Adrienne JTST:EX
Cc: Rowe, Katherine JTST:EX; XT:Winter, John BCCC:IN; ddouglas@bcchamber.org; s22 'Mark Jess'; 'Sharon Clark'
Subject: FC0010 - March 2013 Financial Contribution package

Hi Adrienne

Please find attached the following:

File 1: Financial Contribution Statement of Account March 2013 – FC0010 package:

- Financial Contribution Statement of Account, March 31, 2013 – Index;
- HST Summary showing unclaimed ITCs paid and the status of HST returns and refunds.
- Funding and Expenditure Summary - June 2012 - March 2013, showing total MBT Program funds received versus expenditures paid.

File 2: FC0010 March 2013 – signed:

- Signed Financial Contribution Statement of Account.

File 3: MBT0010A - Expenditure Summary February 26, 2013 - March 10, 2013 – signed, authorizing payments to be made for Training invoices received up to the 10th.

File 4: MBT0010B - Expenditure Summary March 11, 2013 - March 25, 2013 – signed, authorizing payments to be made for Training invoices received up to the 25th.

File 5: MBT0010A – Invoices supporting File 3 above;

File 6: MBT0010B – Invoices supporting File 4 above;

Please note there is no claim form for the current submission.

Please let me know if you require any further information.

Many thanks

Sharon

Sharon Clark A.C.A
Tel: 250 384 0971
Mob: s22
email: s22



BC Chamber of Commerce - MBT Pilot Project

Index for Financial Contribution Statement of Account at April 30, 2013

Items:

1. Written statement of account, including:
 - a) Legal name and address
 - b) Date of Statement
 - c) Calculation of "Eligible Costs: claimed under the agreement, including:
 - Declaration that the services being claimed have been performed
 - Chronological listing of all expenditures
 - Receipts for the above attached
 - Description of GST/HST refunds being claimed
 - d) Calculation of all applicable taxes payable (GST/HST)
 - e) Description of Agreement
 - f) Statement # for ID
2. Participant intake forms for statement period
3. Participant exit forms for statement period
4. Completed and signed monthly activity form
5. Completed and signed quarterly status reports
6. Any other payment information
7. Completed and signed Provincial Claim form

Notes & attachments:

See FC Stmt of Acct - FC0011
See FC Stmt of Acct - FC0011

See Expenditure Summaries - April 2013
See Expenditure Summaries - April 2013
See Invoice packages
See GST/HST Summary - April 2013
See Expenditure Summaries - April 2013
See FC Stmt of Acct - FC0011
See FC Stmt of Acct - FC0011

Documents to be submitted separately
Documents to be submitted separately
Documents to be submitted separately
Documents to be submitted separately
None to note
See attached BC Claim form for Apr 13



BC Chamber of Commerce - MBT Pilot Project
April 2013 - GST/HST Credit Summary

Statement #: FC0011

#1201, 750 West Pender Street
Vancouver, BC V6C 2T8
T 604.683.0700 F 604.683.0416
www.bccchamber.org

Description	Ref #:	Date:	ITC's due		Date of return filed:	Refunds received:	Date of refunds received:	Analysis of Refunds Received	
			Claim amounts:					HST refund on Services	HST refund on Training
HST ITC's claimed or to be claimed:									
<u>2012 Q2 HST return to be filed prior to July 2012</u>									
Expenditure Summary - June 2012	MBT0001	2012-06-30	\$	34,623.71	2012-08-01	\$	34,623.71	2013-02-05	\$ 34,623.71
<u>2012 Q3 HST return to be filed prior to October 2012</u>									
Expenditure Summary - July 2012	MBT0002	2012-08-07	\$	3,532.37					\$ 3,532.37
Expenditure Summary - August 2012	MBT0003	2012-09-07	\$	3,007.38					\$ 3,007.38
Expenditure Summary - September 2012	MBT0004	2012-10-10	\$	4,647.64					1640.27
			\$	11,187.39	2012-10-30	\$	11,187.39	2013-02-05	\$ 9,547.12 1640.27
<u>2012 Q4 HST return to be filed prior to January 2013</u>									
Expenditure Summary - October 2012	MBT0005a	10-17-12	\$	1,168.80					\$ 1,168.80
Expenditure Summary - October 2012	MBT0005b	10-25-12	\$	2,021.18					\$ 2,021.18
Expenditure Summary - October 2012	MBT0005c	2012-11-05	\$	10,289.60				\$ 10,289.60	
Expenditure Summary - November 2012	MBT0006a	2012-11-16	\$	3,087.88					\$ 3,087.88
Expenditure Summary - November 2012	MBT0006b	2012-11-28	\$	12,496.49				6971.6	5524.89
Expenditure Summary - December 2012	MBT0007	2012-12-04	\$	10,935.27				6971.6	3963.67
Expenditure Summary - January 2013	MBT0008a	2013-01-04	\$	1,944.11					\$ 1,944.11
			\$	41,943.33	2013-01-18		41,943.33	2013-02-05	\$ 24,232.80 \$ 17,710.53
<u>2013 Q1 HST return to be filed prior to April 30, 2013</u>									
Expenditure Summary - January 2013 V1	MBT0008a	2013-01-04	\$	1,365.60					
Expenditure Summary - January 2013 V2	MBT0008a	2013-01-04	\$	1,446.39					
Expenditure Summary - January 2013 V1	MBT0008b	2013-01-14	\$	8,076.03					
Expenditure Summary - January 2013 V2	MBT0008b	2013-01-14	\$	(0.01)					
Expenditure Summary - January 2013 V1	MBT0008c	2013-01-31	\$	8,306.68					
Expenditure Summary - January 2013 V2	MBT0008c	2013-01-31	\$	(0.40)					
Expenditure Summary - January 2013	MBT0008d	2013-02-04	\$	-					
Expenditure Summary - February 2013	MBT0009A	2013-02-14	\$	12,135.27					
Expenditure Summary - February 2013	MBT0009B	2013-02-27	\$	4,703.11					
Expenditure Summary - March 2013	MBT0010A	2013-03-14	\$	10,436.11					
Expenditure Summary - March 2013	MBT0010B	2013-03-27	\$	4,684.01					
Expenditure Summary - April 2013	MBT0011A	2013-04-15	\$	2,028.46					
ITC refundable as at March 31 2013			\$	53,181.25	2013-04-23		-		
<u>2013 Q1 GST return to be filed prior to June 30, 2013</u>									
Expenditure Summary - April 2013	MBT0011A	2013-04-15	\$	3,260.37					
Expenditure Summary - April 2013	MBT0011B	2013-04-29	\$	2,017.30					
Expenditure Summary - April 2013	MBT0011C	2013-05-02	\$	125.00					
ITC refundable as at April 30 2013			\$	5,402.67					
Total ITC's as at April 30, 2013			\$	146,338.35		\$	87,754.43		
Refund for 3 qtrs to 31/12/12									\$ 87,754.43
Refund paid 5 Feb 13									\$ 87,925.14
Interest									\$ (170.71)

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12.0(b) of Schedule B - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - April 2013

SUMMARY

Expense/Anticipated Payment Date	Total Reimbursements					Total Eligible Costs per Schedule B	Balance of Eligible Costs to be Received
	Total Funds Received from Province	Received from Participants exceeding \$1500 Limit	Total Refunds Received from CRA Q4 2012	Total Expenditure	Total Surplus/Deficit		
	Period to 30 Apr 2013	Period to 30 Apr 2013	Period to 30 Apr 2013	Period to 30 Apr 2013	Period to 30 Apr 2013		
A Micro-Business Owner Outreach							
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$55,720.00		\$3,318.00	-\$52,118.00	\$5,922.00	\$92,400.00	\$33,362.00
Local Business Marketing & Recruitment (2)	\$77,645.65		\$3,201.87	-\$160,907.29	-\$26,059.78	\$189,000.00	\$108,152.48
Program Website (3)	\$8,000.00		\$0.00	-\$8,000.00	\$0.00	\$8,000.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$40,000.00		\$0.00	-\$40,000.00	\$0.00	\$40,000.00	\$0.00
Subtotal Micro-Business Outreach	\$181,365.65	\$0.00	\$6,519.87	-\$208,025.29	-\$20,137.78	\$329,400.00	\$141,514.48
B. Management Services							
Administration & Management Overhead (5)	\$83,285.72		\$4,142.84	-\$94,892.84	-\$7,464.28	\$125,000.00	\$37,571.44
Financial Accounting (6)	\$48,457.09		\$2,057.11	-\$67,257.06	-\$16,742.85	\$120,000.00	\$69,485.79
Program Management (7)	\$48,457.09		\$2,057.11	-\$67,257.06	-\$16,742.85	\$120,000.00	\$69,485.79
Third Party Audit of program expenditures	\$0.00		\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
Subtotal Administrative & Overhead	\$180,199.90	\$0.00	\$8,257.06	-\$229,406.95	-\$40,949.98	\$371,000.00	\$182,543.03
Provincial trainee registration tracking and certification (8)	\$85,000.00		-\$524.99	-\$85,000.00	-\$524.99	\$85,000.00	\$524.99
Hosting, Maintenance, & Support (9)	\$18,020.00		\$1,290.00	-\$25,011.25	-\$5,701.25	\$44,625.00	\$25,315.00
Subtotal Information Technology	\$103,020.00	\$0.00	\$765.01	-\$110,011.25	-\$6,226.24	\$129,625.00	\$25,839.99
Subtotal Management Services	\$283,219.90	\$0.00	\$9,022.07	-\$339,418.20	-\$47,176.22	\$500,625.00	\$208,383.02
C Participant Intake and Assessment Services							
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$210,752.47		\$8,690.82	-\$290,176.96	-\$70,733.66	\$513,000.00	\$293,556.71
Subtotal Participant Intake and Assessment Services	\$210,752.47	\$0.00	\$8,690.82	-\$290,176.96	-\$70,733.66	\$513,000.00	\$293,556.71
D Business Skills Training for Participants							
Anticipated Training Funding Dispersed/Month (11)	\$765,337.51	\$6,050.00	\$18,803.37	-\$484,986.81	\$305,204.07	\$1,800,000.00	\$1,009,809.12
Subtotal Business Skills Training for Participants	\$765,337.51	\$6,050.00	\$18,803.37	-\$484,986.81	\$305,204.07	\$1,800,000.00	\$1,009,809.12
Subtotal Services for Applicants and Participants	\$976,089.98	\$6,050.00	\$27,494.19	-\$775,163.77	\$234,470.41	\$2,313,000.00	\$1,303,365.83
Contract advance (12)							
Interest on refund from CRA			\$170.71		\$170.71		-\$170.71
Total Financial Contribution	\$1,440,675.53	\$6,050.00	\$43,206.84	-\$1,322,605.26	\$167,327.12	\$3,143,025.00	\$1,653,092.62

As per FC0011



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - April 2013

Expense/Anticipated Payment Date	Per Expenditure Summary MBT0001			Per Expenditure Summary MBT0002			Per Expenditure Summary MBT0003			Per Expenditure Summary MBT0004		
	Funds Received	Jun-12	Suplus/Deficit	Funds Received	Jul-12	Suplus/Deficit	Funds Received	Aug-12	Aug-12	Funds Received	Sep-12	Suplus/Deficit
A Micro-Business Owner Outreach												
Micro - Business Owner Outreach through local Chambers of Commerce (1)			\$0.00			\$0.00			\$0.00	\$15,400.00	\$0.00	\$15,400.00
Local Business Marketing & Recruitment (2)	\$37,800.00	\$37,800.00	\$0.00	\$9,450.00		\$9,450.00	\$9,450.00		\$9,450.00	\$9,450.00	\$0.00	\$9,450.00
Program Website (3)	\$8,000.00	\$8,000.00	\$0.00			\$0.00			\$0.00			\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$40,000.00	\$40,000.00	\$0.00			\$0.00			\$0.00			\$0.00
Subtotal Micro-Business Outreach	\$85,800.00	\$85,800.00	\$0.00	\$9,450.00	\$0.00	\$9,450.00	\$9,450.00	\$0.00	\$9,450.00	\$24,850.00	\$0.00	\$24,850.00
B. Management Services												
Administration & Management Overhead (5)	\$5,952.40	\$5,952.40	\$0.00	\$11,507.93	\$11,507.93	\$0.00	\$11,507.93	\$11,507.93	\$0.00	\$11,507.93	\$11,507.93	\$0.00
Financial Accounting (6)	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00
Program Management (7)	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00
Third Party Audit of program expenditures												
Subtotal Administrative & Overhead	\$17,380.96	\$17,380.96	\$0.00	\$22,936.49	\$22,936.49	\$0.00	\$22,936.49	\$22,936.49	\$0.00	\$22,936.49	\$22,936.49	\$0.00
Provincial trainee registration tracking and certification (8)	\$80,625.00	\$80,625.00	\$0.00	\$4,375.00	\$4,375.00	\$0.00			\$0.00			\$0.00
Hosting, Maintenance, & Support (9)	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00
Subtotal Information Technology	\$82,750.00	\$82,750.00	\$0.00	\$6,500.00	\$6,500.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00
Subtotal Management Services	\$100,130.96	\$100,130.96	\$0.00	\$29,436.49	\$29,436.49	\$0.00	\$25,061.49	\$25,061.49	\$0.00	\$25,061.49	\$25,061.49	\$0.00
C Participant Intake and Assessment Services												
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$102,600.00	\$102,600.00	\$0.00	\$25,650.00		\$25,650.00	\$25,650.00		\$25,650.00	\$25,650.00	\$0.00	\$25,650.00
Subtotal Participant Intake and Assessment Services	\$102,600.00	\$102,600.00	\$0.00	\$25,650.00	\$0.00	\$25,650.00	\$25,650.00	\$0.00	\$25,650.00	\$25,650.00	\$0.00	\$25,650.00
D Business Skills Training for Participants												
Anticipated Training Funding Dispersed/Month (11)	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	\$115,000.00	\$0.00	\$115,000.00	\$120,000.00	\$7,192.83	\$112,807.17
Subtotal Business Skills Training for Participants	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	\$115,000.00	\$0.00	\$115,000.00	\$120,000.00	\$7,192.83	\$112,807.17
Subtotal Services for Applicants and Participants	\$102,600.00	\$102,600.00	\$0.00	\$70,650.00	\$0.00	\$70,650.00	\$140,650.00	\$0.00	\$140,650.00	\$145,650.00	\$7,192.83	\$138,457.17
Contract advance (12)	\$25,771.04		\$25,771.04									
Interest on refund from CRA												
Total Financial Contribution	\$314,302.00	\$288,530.96	\$25,771.04	\$109,536.49	\$29,436.49	\$80,100.00	\$175,161.49	\$25,061.49	\$150,100.00	\$195,561.49	\$32,254.32	\$163,307.17



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - April 2013

Expense/Anticipated Payment Date	Per Expenditure Summary MBT0005A-C			Per Expenditure Summary MBT0006A/B			Per Expenditure Summary MBT0007			Per Expenditure Summary MBT0008A-D		
	Funds Received Oct-12	Oct-12	Suplus/Deficit Oct-12	Funds Received Nov-12	Nov-12	Nov-12	Funds Received Dec-12	Dec-12	Dec-12	Funds Received Jan-13	Jan-13	Jan-13
A Micro-Business Owner Outreach												
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$24,920.00	\$30,968.00	-\$6,048.00	\$0.00	\$0.00	\$0.00	\$15,400.00	\$0.00	\$15,400.00	\$0.00	\$9,968.00	-\$9,968.00
Local Business Marketing & Recruitment (2)	-\$18,888.89	\$9,961.41	-\$28,850.30	\$9,961.41	\$9,961.41	\$0.00	\$9,961.41	\$9,961.41	\$0.00	\$9,961.41	\$9,961.41	\$0.00
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$6,531.11	\$40,929.41	-\$34,398.00	\$9,961.41	\$9,961.41	\$0.00	\$25,361.41	\$9,961.41	\$15,400.00	\$9,961.41	\$19,929.41	-\$9,968.00
B. Management Services												
Administration & Management Overhead (5)	\$17,031.74	\$12,888.88	\$4,142.86	\$12,888.89	\$12,888.89	\$0.00	\$12,888.89	\$12,888.88	\$0.01	\$0.00	\$4,000.00	-\$4,000.00
Financial Accounting (6)	\$8,457.13	\$6,399.99	\$2,057.14	\$6,399.99	\$6,399.99	\$0.00	\$6,399.99	\$6,399.99	\$0.00	\$4,342.85	\$6,399.99	-\$2,057.14
Program Management (7)	\$8,457.13	\$6,399.99	\$2,057.14	\$6,399.99	\$6,399.99	\$0.00	\$6,399.99	\$6,399.99	\$0.00	\$4,342.85	\$6,399.99	-\$2,057.14
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$33,946.01	\$25,688.86	\$8,257.15	\$25,688.87	\$25,688.87	\$0.00	\$25,688.87	\$25,688.87	\$0.01	\$8,685.71	\$16,799.98	-\$8,114.27
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$3,145.00	\$2,380.00	\$765.00	\$2,380.00	\$2,380.00	\$0.00	\$2,380.00	\$2,380.00	\$0.00	\$1,615.00	\$2,380.00	-\$765.00
Subtotal Information Technology	\$3,145.00	\$2,380.00	\$765.00	\$2,380.00	\$2,380.00	\$0.00	\$2,380.00	\$2,380.00	\$0.00	\$1,615.00	\$2,380.00	-\$765.00
Subtotal Management Services	\$37,091.01	\$28,068.86	\$9,022.15	\$28,068.87	\$28,068.87	\$0.00	\$28,068.87	\$28,068.87	\$0.01	\$10,300.71	\$19,179.98	-\$8,879.27
C Participant Intake and Assessment Services												
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	-\$49,911.88	\$27,038.12	-\$76,950.00	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	-\$0.00
Subtotal Participant Intake and Assessment Services	-\$49,911.88	\$27,038.12	-\$76,950.00	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	-\$0.00
D Business Skills Training for Participants												
Anticipated Training Funding Dispersed/Month (11)	\$168,000.00	\$10,573.44	\$157,426.56	\$100,800.00	\$48,771.42	\$52,028.58	\$100,800.00	\$48,699.61	\$52,100.39	\$115,737.51	\$117,950.95	-\$2,213.44
Subtotal Business Skills Training for Participants	\$168,000.00	\$10,573.44	\$157,426.56	\$100,800.00	\$48,771.42	\$52,028.58	\$100,800.00	\$48,699.61	\$52,100.39	\$115,737.51	\$117,950.95	-\$2,213.44
Subtotal Services for Applicants and Participants	\$118,088.12	\$37,611.56	\$80,476.56	\$127,838.12	\$75,809.54	\$52,028.58	\$127,838.12	\$75,737.73	\$52,100.39	\$142,775.63	\$144,989.07	-\$2,213.44
Contract advance (12)	-\$25,771.04	\$0.00	-\$25,771.04		\$0.00			\$0.00			\$0.00	
Interest on refund from CRA												
Total Financial Contribution	\$135,939.50	\$106,609.83	\$29,329.67	\$165,868.40	\$113,839.82	\$52,028.58	\$181,268.40	\$113,768.00	\$67,500.40	\$163,037.75	\$184,098.46	-\$21,060.71
Nov funds not received in Nov 12 -\$165,868.40												
Cash deficit for Nov 12 -\$118,859.82												
Nov funds received in Dec 12 \$165,868.40												
Cash surplus for Dec 12 \$233,368.80												



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - April 2013

Expense/Anticipated Payment Date	Per Expenditure Summary MBT0009A-B			Per Expenditure Summary MBT0010A-B			Per Expenditure Summary MBT0011A			Per Expenditure Summary MBT0011B			Per Expenditure Summary MBT0011C			Per Expenditure Summary MBT0011A-C		
	Funds Received Feb-13	Feb-13	Suplus/Deficit Feb-13	Funds Received Mar-13	Mar-13	Suplus/Deficit Mar-13	Funds Received Apr-13	Apr-13	Apr-13	Funds Received Apr-13	Apr-13	Apr-13	Funds Received Apr-13	Apr-13	Apr-13	Funds Received Apr-13	Apr-13	Apr-13
A Micro-Business Owner Outreach																		
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,180.00				\$12,180.00			\$12,180.00		-\$12,180.00
Local Business Marketing & Recruitment (2)	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$9,338.83	\$0.00				\$9,338.83			\$9,338.83		-\$9,338.83
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00			\$0.00		\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00			\$0.00		\$0.00
Subtotal Micro-Business Outreach	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$9,338.83	\$12,180.00	\$0.00	\$0.00	\$0.00	\$21,518.83	\$0.00	\$0.00	\$21,518.83	\$0.00	-\$21,518.83
B. Management Services																		
Administration & Management Overhead (5)	\$0.00	\$4,000.00	-\$4,000.00	\$0.00	\$4,000.00	-\$4,000.00	\$0.00	\$3,750.00	\$0.00				\$3,750.00			\$3,750.00		-\$3,750.00
Financial Accounting (6)	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$5,999.99	\$0.00				\$5,999.99			\$5,999.99		-\$5,999.99
Program Management (7)	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$5,999.99	\$0.00				\$5,999.99			\$5,999.99		-\$5,999.99
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00			\$0.00		\$0.00
Subtotal Administrative & Overhead	\$0.00	\$16,799.98	-\$16,799.98	\$0.00	\$16,799.98	-\$16,799.98	\$0.00	\$15,749.98	\$0.00	\$0.00	\$0.00	\$0.00	\$15,749.98	\$0.00	\$0.00	\$15,749.98	\$0.00	-\$15,749.98
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00			\$0.00		\$0.00
Hosting, Maintenance, & Support (9)	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,231.25	\$0.00				\$2,231.25			\$2,231.25		-\$2,231.25
Subtotal Information Technology	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,231.25	\$0.00	\$0.00	\$0.00	\$0.00	\$2,231.25	\$0.00	\$0.00	\$2,231.25	\$0.00	-\$2,231.25
Subtotal Management Services	\$0.00	\$19,179.98	-\$19,179.98	\$0.00	\$19,179.98	-\$19,179.98	\$0.00	\$17,981.23	\$0.00	\$0.00	\$0.00	\$0.00	\$17,981.23	\$0.00	\$0.00	\$17,981.23	\$0.00	-\$17,981.23
C Participant Intake and Assessment Services																		
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$25,348.24	\$0.00				\$25,348.24			\$25,348.24		-\$25,348.24
Subtotal Participant Intake and Assessment Services	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$25,348.24	\$0.00	\$0.00	\$0.00	\$0.00	\$25,348.24	\$0.00	\$0.00	\$25,348.24	\$0.00	-\$25,348.24
D Business Skills Training for Participants																		
Anticipated Training Funding Dispersed/Month (11)	\$0.00	\$91,980.65	-\$91,980.65	\$0.00	\$83,108.63	-\$83,108.63	\$0.00	\$40,347.22	\$24,615.19	\$11,746.87			\$76,709.28			\$76,709.28		-\$76,709.28
Subtotal Business Skills Training for Participants	\$0.00	\$91,980.65	-\$91,980.65	\$0.00	\$83,108.63	-\$83,108.63	\$0.00	\$40,347.22	\$24,615.19	\$11,746.87	\$0.00	\$0.00	\$76,709.28	\$0.00	\$0.00	\$76,709.28	\$0.00	-\$76,709.28
Subtotal Services for Applicants and Participants	\$0.00	\$119,018.77	-\$119,018.77	\$0.00	\$110,146.75	-\$110,146.75	\$0.00	\$65,695.46	\$24,615.19	\$11,746.87	\$0.00	\$0.00	\$102,057.52	\$0.00	\$0.00	\$102,057.52	\$0.00	-\$102,057.52
Contract advance (12)																		
Interest on refund from CRA																		
Total Financial Contribution	\$0.00	\$148,160.16	-\$148,160.16	\$0.00	\$139,288.14	-\$139,288.14	\$0.00	\$93,015.52	\$36,795.19	\$11,746.87	\$0.00	\$0.00	\$141,557.58	\$0.00	\$0.00	\$141,557.58	\$0.00	-\$141,557.58



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - April 2013

Expense/Anticipated Payment Date	HST refund From CRA	HST refund Q2	HST refund Q3	Due to Province HST refund relating to Q4
	Quarters 2,3 & 4	Note 1	Note 1	Note 1
A Micro-Business Owner Outreach				
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$3,318.00			\$3,318.00
Local Business Marketing & Recruitment (2)	\$7,737.87	-\$4,536.00		\$3,201.87
Program Website (3)	\$960.00	-\$960.00		\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$4,800.00	-\$4,800.00		\$0.00
Subtotal Micro-Business Outreach	\$16,815.87	-\$10,296.00	\$0.00	\$6,519.87
B. Management Services				
Administration & Management Overhead (5)	\$8,999.99	-\$714.29	-\$4,142.86	\$4,142.84
Financial Accounting (6)	\$4,799.97	-\$685.71	-\$2,057.14	\$2,057.11
Program Management (7)	\$4,799.97	-\$685.71	-\$2,057.14	\$2,057.11
Third Party Audit of program expenditures	\$0.00			\$0.00
Subtotal Administrative & Overhead	\$18,599.93	-\$2,085.72	-\$8,257.15	\$8,257.06
Provincial trainee registration tracking and certification (8)	\$9,675.00	-\$9,674.99	-\$525.00	-\$524.99
Hosting, Maintenance, & Support (9)	\$2,310.00	-\$255.00	-\$765.00	\$1,290.00
Subtotal Information Technology	\$11,985.00	-\$9,929.99	-\$1,290.00	\$765.01
Subtotal Management Services	\$30,584.93	-\$12,540.72	-\$9,547.15	\$9,022.07
C Participant Intake and Assessment Services				
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$21,002.82	-\$12,512.00		\$8,690.82
Subtotal Participant Intake and Assessment Services	\$21,002.82	-\$12,512.00	\$0.00	\$8,690.82
D Business Skills Training for Participants				
Anticipated Training Funding Dispersed/Month (11)	\$19,350.80	\$0.00	-\$547.45	\$18,803.37
Subtotal Business Skills Training for Participants	\$19,350.80	\$0.00	\$0.00	\$18,803.37
Subtotal Services for Applicants and Participants	\$40,353.62	-\$12,512.00	\$0.00	\$27,494.19
Contract advance (12)				
Interest on refund from CRA	\$170.71			\$170.71
Total Financial Contribution	\$87,925.13	-\$35,148.72	-\$9,547.15	\$43,206.94

Note 1: HST refunds for Q2 and Q3 were accounted for in the cash flow in Oct 12 and Jan 13 and so have been already been deducted from the funding received from the Province in these months. Refund relating to Q4 was included in the cash flow in Apr 13 and so has not been accounted for in funding received from the Province and this amount is therefore due to the Province

**Micro Business Owner Training Project
BC CHAMBER OF COMMERCE
Monthly Claim Report**

Period: From April 1 - April 30, 2013

Accountable Advance, per Schedule "B-2", Part C, Section 12c:	
Accountable Advance to be retained	\$200,000.00
Total funding Contribution on hand as at April 30, 2013, per FC00011	\$167,327.12
TOTAL AMOUNT TO BE CLAIMED	\$32,672.88

All claimed costs are in accordance with the Eligible Costs described in Schedule "B-2" of the Agreement.

Signature: Sharon Clark
Sharon Clark, ACA, MBT Program Manager, Financial Accounting

Print Name: Sharon Clark Date: May 8, 2013

Signature: Wayne Poncia
Wayne Poncia, MBT Program Manager

Print Name: Wayne poncia Date: May 8, 2013



BC Chamber of Commerce - MBT Pilot Project
Financial Contribution Statement of Account as at April 30, 2013

Statement #: FC0011

#1201, 750 West Pender Street
Vancouver, BC V6C 2T8
T 604.683.0700 F 604.683.0416
www.bccchamber.org

Description	Ref #:	Date:	Eligible Costs under Section D "Business Skills Training" of Schedule "B" - Financial		
			Eligible Costs under Section A, B & C of Schedule "B" - Financial Contribution Claim amounts:	Eligible Costs under Section D "Business Skills Training" of Schedule "B" - Financial Contribution Claim amounts:	Total Funding Claim amounts:
Funds received in April 2013: BC Chamber of Commerce Monthly Claim Report			\$ -	\$ -	\$ -
Funds distributed					
Expenditure Summary - Mar 26/13 - Apr 10/13	MBT0011A	2013-04-15	\$ (52,668.30)	\$ (40,347.22)	\$ (93,015.52)
Expenditure Summary - Apr 11/13 - Apr 25/13	MBT0011B	2013-04-30	\$ (12,180.00)	\$ (24,615.19)	\$ (36,795.19)
Expenditure Summary - Apr 11/13 - Apr 25/13	MBT0011C	2013-05-02	\$ -	\$ (11,746.87)	\$ (11,746.87)
Net (Deficit) Surplus for April 2013			\$ (64,848.30)	\$ (76,709.28)	\$ (141,557.58)
Net surplus carried forward:					
Financial Contribution Statement of Account for June 2012	FC0001	2012-06-30	\$ 25,771.04	\$ -	\$ 25,771.04
Financial Contribution Statement of Account for July 2012	FC0002	2012-08-07	\$ 35,100.00	\$ 45,000.00	\$ 80,100.00
Financial Contribution Statement of Account for August 2012	FC0003	2012-09-07	\$ 35,100.00	\$ 115,000.00	\$ 150,100.00
Financial Contribution Statement of Account for September 2012	FC0004	2012-10-11	\$ 50,500.00	\$ 112,807.17	\$ 163,307.17
Financial Contribution Statement of Account for October 2012	FC0005	2012-11-06	\$ (128,096.89)	\$ 157,426.56	\$ 29,329.67
Financial Contribution Statement of Account for November 2012	FC0006	2012-12-04	\$ (65,068.39)	\$ (48,771.42)	\$ (113,839.81)
Financial Contribution Statement of Account for December 2012	FC0007	2012-01-06	\$ 80,468.41	\$ 152,900.39	\$ 233,368.80
Financial Contribution Statement of Account for January 2013	FC0008	2013-02-07	\$ (18,847.28)	\$ (2,213.44)	\$ (21,060.72)
Financial Contribution Statement of Account for February 2013	FC0009	2013-03-08	\$ (56,179.51)	\$ (91,980.65)	\$ (148,160.16)
Financial Contribution Statement of Account for March 2013	FC0010	2013-04-09	\$ (56,179.51)	\$ (83,108.63)	\$ (139,288.14)
Financial reimbursements re: Participant overages			\$ -	\$ 6,050.00	\$ 6,050.00
Net Funding Contribution on hand for April 2013			\$ (162,280.43)	\$ 286,400.70	\$ 124,120.27
Net HST Refund for 2012 Q4 + Interest	Funding and Expenditure Summary		\$ 24,403.48	\$ 18,803.37	\$ 43,206.85
Total Funding Contribution on hand for April 2013	Reconciled to Bank Statement		\$ (137,876.95)	\$ 305,204.07	\$ 167,327.12

Expenditure Summary MBT0011A
Expenditure Summary MBT0011B
Expenditure Summary MBT0011C

Reimbursement from Participants for training courses exceeding the \$1500 limit

Deducted from cash flow in Apr 13 (i.e. not deducted from funding received up to Mar 13)

I, Wayne Poncia, Project Manager, BC Chamber of Commerce MBT Program, declare that the above services for April 2013 have been performed as required under the signed Agreement dated May 10, 2012 between the Province of British Columbia Ministry of Jobs, Tourism and Innovation and the BC Chamber of Commerce.

Wayne Poncia
Date: May 8, 2013
For the BCCC: Wayne Poncia, MBT Program Manager

May 8, 2013

Date:

Sharon Clark
Date: May 8, 2013
Reviewed and approved by: Sharon Clark, ACA, MBT Program Manager, Financial Accounting

May 8, 2013

Date:



BC Chamber of Commerce - MBT Pilot Project
Expenditure Summary - Mar 26/13 - Apr 10/13

Doc #	Vendor name	Inv #	% to be paid	Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
Non-training expenses:										
1	Rethink Learning Inc	2134	100%	01/04/2013	\$ 9,338.83	\$ -	\$ 444.71	\$ 8,894.12	\$ 9,338.83	
2	Rethink Learning Inc	2133	100%	01/04/2013	\$ 2,231.25	\$ -	\$ 106.25	\$ 2,125.00	\$ 2,231.25	
3	Rethink Learning Inc	2135	100%	01/04/2013	\$ 25,348.24	\$ -	\$ 1,207.06	\$ 24,141.18	\$ 25,348.24	
4	Gardiner, Poncia & Associates	1038	100%	04/01/2013	\$ 5,999.99	\$ -	\$ 285.71	\$ 5,714.28	\$ 5,999.99	
5	S Clark & Co	1012	100%	04/15/2013	\$ 5,999.99	\$ -	\$ 285.71	\$ 5,714.28	\$ 5,999.99	
6	BC Chamber of Commerce	1017.13	100%	04/01/2013	\$ 3,750.00	\$ -	\$ 178.57	\$ 3,571.43	\$ 3,750.00	
					\$ -		\$ -	\$ -	\$ -	
					\$ 52,668.30	\$ -	\$ 2,508.01	\$ 50,160.29	\$ 52,668.30	
Training related invoices:										
157	Northwest Community College	27574	100%	12/20/2012	\$ 639.00	\$ -	\$ -	\$ 639.00	\$ 639.00	from MBT0003A - was not paid Initially re: participant overage
220	College of the Rockies	12092	100%	01/15/2013	\$ 258.00	\$ -	\$ -	\$ 258.00	\$ 258.00	from MBT0008C - was not paid Initially re: participant overage
386	s22		100%	03/27/2013	\$ 108.60	\$ -	\$ -	\$ 108.60	\$ 108.60	
387	Okanagan College	50188131 A	100%	03/05/2103	\$ 197.40	\$ -	\$ 9.40	\$ 188.00	\$ 197.40	
388	Okanagan College	50188131 B	100%	03/28/2013	\$ 98.70	\$ -	\$ 4.70	\$ 94.00	\$ 98.70	
389	Okanagan College	50188131 C	100%	03/07/2013	\$ 384.95	\$ 11.28	\$ 13.31	\$ 360.36	\$ 384.95	
390	Trainwest Management & Consulting Inc	1336	25%	04/04/2103	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
391	Debbie Palmer Presents	132	25%	03/23/2103	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 420.00	
392	Trainwest Management & Consulting Inc	1330	25%	03/27/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 420.00	
393	Neil Godin International Inc.	03-2013-15	25%	03/25/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 420.00	
394	CanScribe Career College	12354	100%	03/25/2013	\$ 300.00	\$ -	\$ -	\$ 300.00	\$ 300.00	
395	Main Street Communication Ltd.	14001532013	25%	04/09/2013	\$ 2,362.50	\$ -	\$ 112.50	\$ 2,250.00	\$ 590.63	
396	Royal Roads University	154100-078	100%	03/28/2013	\$ 1,414.80	\$ 19.80	\$ -	\$ 1,395.00	\$ 1,414.80	
397	PACE Business Centre	1307	25%	03/30/2013	\$ 1,114.40	\$ 119.40	\$ -	\$ 995.00	\$ 278.60	
398	Prestige Business & Management Consul	MBT004	25%	03/31/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 420.00	
399	Okanagan College	50188131 D	100%	03/05/2013	\$ 245.00	\$ -	\$ -	\$ 245.00	\$ 245.00	
400	Okanagan College	50188131 E	100%	03/05/2013	\$ 389.00	\$ -	\$ -	\$ 389.00	\$ 389.00	
401	Okanagan College	50188131 F	100%	03/05/2103	\$ 425.75	\$ -	\$ 1.75	\$ 424.00	\$ 425.75	
402	Giesbrecht, Goodrich & Co.	01-04-2013	25%	04/01/2103	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 196.88	
403	Royal Roads University	154100-079	100%	03/28/2013	\$ 450.00	\$ -	\$ -	\$ 450.00	\$ 450.00	
404	Blue Moon Management Inc	1304	25%	03/28/2013	\$ 280.00	\$ 30.00	\$ -	\$ 250.00	\$ 70.00	
405	Camosun College	105155	100%	03/25/2013	\$ 278.88	\$ 29.88	\$ -	\$ 249.00	\$ 278.88	
406	Camosun College	105565	100%	03/25/2013	\$ 222.88	\$ 23.88	\$ -	\$ 199.00	\$ 222.88	
407	Camosun College	105145	100%	03/25/2013	\$ 420.00	\$ 45.00	\$ -	\$ 375.00	\$ 420.00	
408	CanScribe Career College	12382	100%	04/03/2013	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ 150.00	
409	Small Business BC	12-SB8C109	25%	03/28/2013	\$ 1,344.00	\$ 144.00	\$ -	\$ 1,200.00	\$ 336.00	
410	Okanagan College	510188131 G	0%	03/28/2013	\$ 695.10	\$ 69.80	\$ (46.34)	\$ 671.64	\$ -	NOT PAYING INVOICE - PART. HAS TO PAY OVERAGE / PST CREDIT APPLIED
411	Power up Marketing	22	25%	04/07/2013	\$ 3,386.25	\$ -	\$ 161.25	\$ 3,225.00	\$ 846.56	
412	Power up Marketing	21	25%	04/03/2013	\$ 1,512.00	\$ -	\$ 72.00	\$ 1,440.00	\$ 378.00	

413	Thrive Business Strategies Inc	1	25%	04/01/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
414	College of the Rockies	12291	100%	04/03/2013	\$ 484.00	\$ -	\$ -	\$ 484.00	\$ 484.00	
415	ClientSave Professional Contact Manager	2183	100%	03/15/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,680.00	COMPLETE
416	ClientSave Professional Contact Manager	2185	100%	03/15/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,680.00	COMPLETE
417	ClientSave Professional Contact Manager	2184	100%	03/15/2013	\$ 1,674.40	\$ 179.40	\$ -	\$ 1,495.00	\$ 1,674.40	COMPLETE
418	Neil Godin International Inc.	03-2013-18	25%	03/31/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 420.00	
419	ClientSave Professional Contact Manager	2186	25%	02/28/2103	\$ 840.00	\$ 90.00	\$ -	\$ 750.00	\$ 210.00	
420	Camosun College	AG-00006281	100%	03/19/2013	\$ 140.00	\$ -	\$ 6.78	\$ 133.22	\$ 140.00	
421	Camosun College	AG-00006280	100%	03/19/2013	\$ 140.00	\$ -	\$ 6.78	\$ 133.22	\$ 140.00	
422	Zenith Training International	MBT112	25%	04/10/2013	\$ 3,339.00	\$ -	\$ 159.00	\$ 3,180.00	\$ 834.75	
423	Susan Peach	1370	25%	04/10/2013	\$ 1,464.75	\$ -	\$ 69.75	\$ 1,395.00	\$ 366.19	
424	Acumen	1074	100%	03/22/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	COMPLETE
425	Acumen	1073	100%	03/22/2013	\$ 700.00	\$ -	\$ -	\$ 700.00	\$ 700.00	COMPLETE
426	Acumen	1081	100%	04/05/2013	\$ 350.00	\$ -	\$ -	\$ 350.00	\$ 350.00	COMPLETE
427	Acumen	1080	100%	04/05/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	COMPLETE
428	Acumen	1079	100%	04/05/2013	\$ 700.00	\$ -	\$ -	\$ 700.00	\$ 700.00	COMPLETE
429	Acumen	1078	25%	03/28/2013	\$ 700.00	\$ -	\$ -	\$ 700.00	\$ 175.00	
430	Acumen	1076	100%	03/28/2013	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	COMPLETE
431	Acumen	1075	100%	03/22/2013	\$ 400.00	\$ -	\$ -	\$ 400.00	\$ 400.00	COMPLETE

\$ 45,806.86 \$ 2,022.44 \$ 758.38 \$ 43,026.04 \$ 23,601.46

Previously Issued Invoices - partial payments re: completion

123	Susan Peach	1201	75%	12/10/2012	\$ 448.00	\$ 48.00	\$ -	\$ 400.00	\$ 336.00	MBT0007
186	PACE Business Centre	1021	75%	01/06/2013	\$ 1,674.40	\$ 179.40	\$ -	\$ 1,495.00	\$ 1,255.80	MBT0008B
187	PACE Business Centre	1020	75%	01/06/2013	\$ 1,674.40	\$ 179.40	\$ -	\$ 1,495.00	\$ 1,255.80	MBT0008B
191	Main Street Communication Ltd.	10001442013	75%	01/21/2013	\$ 2,909.76	\$ 311.76	\$ -	\$ 2,598.00	\$ 1,091.16	MBT0008C
194	Giesbrecht, Goodrich & Co.	CLN-008-01-2013	75%	01/25/2013	\$ 7,280.00	\$ 780.00	\$ -	\$ 6,500.00	\$ 1,890.00	MBT0008C
196	PACE Business Centre	1009	75%	01/18/2013	\$ 1,114.40	\$ 119.40	\$ -	\$ 995.00	\$ 835.80	MBT0008C
205	Acumen	1047	75%	01/19/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 375.00	MBT0008C
219	PACE Business Centre	1011	75%	01/18/2013	\$ 1,114.40	\$ 119.40	\$ -	\$ 995.00	\$ 835.80	MBT0008C
224	PACE Business Centre	1010	75%	01/18/2013	\$ 1,114.40	\$ 119.40	\$ -	\$ 995.00	\$ 835.80	MBT0008C
249	Main Street Communication Ltd.	11001452013	75%	02/04/2013	\$ 1,960.00	\$ 210.00	\$ -	\$ 1,750.00	\$ 640.00	MBT0009A
278	Susan Peach	1332	75%	02/10/2013	\$ 4,704.00	\$ 504.00	\$ -	\$ 4,200.00	\$ 336.00	MBT0009A
281	Giesbrecht, Goodrich & Co.	CLN-009-02-2013	75%	01/25/2013	\$ 8,120.00	\$ 870.00	\$ -	\$ 7,250.00	\$ 1,260.00	MBT0009A
301	Power up Marketing	16	75%	02/23/2013	\$ 1,332.80	\$ 142.80	\$ -	\$ 1,190.00	\$ 499.80	MBT0009B
330	Power up Marketing	18	75%	03/11/2013	\$ 604.80	\$ 64.80	\$ -	\$ 540.00	\$ 453.60	MBT0010A
331	Giesbrecht, Goodrich & Co.	CLN-012-03-2013	75%	03/11/2013	\$ 7,000.00	\$ 750.00	\$ -	\$ 6,250.00	\$ 1,890.00	MBT0010A
347	Power up Marketing	17	75%	03/05/2013	\$ 2,559.20	\$ 274.20	\$ -	\$ 2,285.00	\$ 499.80	MBT0010A
350	Power up Marketing	16	75%	02/26/2013	\$ 6,624.80	\$ 709.80	\$ -	\$ 5,915.00	\$ 919.80	MBT0010A
367	Power up Marketing	19	75%	03/19/2013	\$ 2,665.60	\$ 285.60	\$ -	\$ 2,380.00	\$ 999.60	MBT0010B
384	Susan Peach	1362	75%	03/25/2013	\$ 3,858.40	\$ 413.40	\$ -	\$ 3,445.00	\$ 336.00	MBT0010B

\$ 57,259.36 \$ 6,081.36 \$ - \$ 51,178.00 \$ 16,745.76

Total amount payable per the above invoices:

\$ 155,734.52 \$ 8,103.80 \$ 3,266.39 \$ 144,364.33 \$ 93,015.52

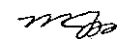
See invoices attached

Total payments to be issued:

		Pymt type:	Pymt date:
Rethink Learning Inc	\$ 36,918.32	EFT	15-Apr-13
Gardiner, Poncia & Associates	\$ 5,999.99	EFT	15-Apr-13
S Clark & Co	\$ 5,999.99	EFT	15-Apr-13

BC Chamber of Commerce	\$ 3,750.00	EFT	15-Apr-13
Giesbrecht, Goodrich & Co.	\$ 5,236.88	EFT	15-Apr-13
Small Business BC	\$ 336.00	EFT	15-Apr-13
Zenith Training International	\$ 834.75	EFT	15-Apr-13
CanScribe Career College	\$ 450.00	EFT	15-Apr-13
Azumen	\$ 5,200.00	EFT	15-Apr-13
Camosun College	\$ 1,201.76	EFT	15-Apr-13
College of the Rockies	\$ 742.00	Chq	15-Apr-13
Okanagan College	\$ 1,740.80	EFT	15-Apr-13
ClientSave Professional Contact Management Ltd	\$ 5,244.40	EFT	15-Apr-13
Power up Marketing	\$ 4,597.16	EFT	15-Apr-13
Main Street Communication Ltd.	\$ 2,521.79	EFT	15-Apr-13
Susan Peach	\$ 1,374.19	EFT	15-Apr-13
Northwest Community College	\$ 639.00	EFT	15-Apr-13
PACE Business Centre	\$ 5,297.60	EFT	15-Apr-13
Trainwest Management & Consulting Inc	\$ 813.75	EFT	15-Apr-13
Prestige Business & Management Consulting Ltd.	\$ 420.00	EFT	15-Apr-13
Blue Moon Management Inc	\$ 70.00	EFT	15-Apr-13
Debbie Palmer Presents	\$ 420.00	EFT	15-Apr-13
Nell Godin International Inc.	\$ 840.00	EFT	15-Apr-13
Royal Roads University	\$ 1,864.80	Chq	15-Apr-13
Thrive Business Strategies Inc	\$ 393.75	Chq	15-Apr-13
S22	\$ 108.60	Chq	15-Apr-13
	<u>\$ 93,015.52</u>		

The BC Chamber of Commerce will be claiming reimbursement of 100% of HST and GST Input Tax Credits in relation to the above expenditures



Prepared by: Mark Jess, CGA

Apr 12, 2013

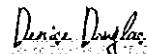
Date:



Reviewed and approved by: Sharon Clark, ACA

Apr 12, 2013

Date:



For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

Apr 15, 2013

Date:



For the BCCC: John Winter, President

Apr 15, 2013

Date:

Note:
The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"



BC Chamber of Commerce - MBT Pilot Project

Expenditure Summary - Apr 11/13 - Apr 25/13

Doc #	Vendor name	Inv #	% to be paid	Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
Non-training expenses:										
6B	BC Chamber of Commerce	1018.13	100%	04/01/2013	\$ 12,180.00	\$ -	\$ 580.00	\$ 11,600.00	\$ 12,180.00	
					\$ 12,180.00	\$ -	\$ 580.00	\$ 11,600.00	\$ 12,180.00	
Training related invoices:										
432	Zenith Training International	MBT111CREDIT	0%	03/25/2013	\$ (1,260.00)	\$ (135.00)	\$ -	\$ (1,125.00)	\$ -	
433	Power up Marketing	24	25%	04/20/2013	\$ 1,512.00	\$ -	\$ 72.00	\$ 1,440.00	\$ 378.00	
434	Debbie Palmer Presents	141	25%	04/20/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
435	Q College Inc.	855	100%	04/18/2013	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75	
436	Trainwest Management & Consulting In	1342	25%	04/17/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
437	VCC	S0099482	100%	04/10/2013	\$ 505.00	\$ -	\$ -	\$ 505.00	\$ 505.00	
438	Trainwest Management & Consulting In	1343	25%	04/19/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
439	Langara College	S0143338	100%	04/08/2013	\$ 349.00	\$ -	\$ -	\$ 349.00	\$ 349.00	
440	BCIT	R0112917	100%	04/03/2013	\$ 174.23	\$ -	\$ -	\$ 174.23	\$ 174.23	
441	Debbie Palmer Presents	137	25%	04/14/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
442	Clarity Business Strategies	1803	25%	04/18/2013	\$ 1,253.70	\$ -	\$ 59.70	\$ 1,194.00	\$ 313.43	
443	Power up Marketing	23	25%	04/16/2013	\$ 1,661.45	\$ (22.80)	\$ 89.25	\$ 1,595.00	\$ 415.36	
444	Small Business BC	13-SBBC03	25%	04/12/2013	\$ 366.45	\$ -	\$ 17.45	\$ 349.00	\$ 91.61	
445	Acumen	1077	25%	03/28/2013	\$ 700.00	\$ -	\$ -	\$ 700.00	\$ 175.00	
446	Clarity Business Strategies	1802	25%	04/18/2013	\$ 1,018.50	\$ -	\$ 48.50	\$ 970.00	\$ 254.63	
447	Priority Management	65060	25%	04/19/2013	\$ 651.00	\$ -	\$ 31.00	\$ 620.00	\$ 162.75	
448	Priority Management	65059	25%	04/19/2013	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 156.19	
449	Prestige Business & Management Consl	MBT005	25%	04/23/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 787.50	
450	Training Provider Inc dba AK Coaching	1010	25%	04/22/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 196.88	
451	Acumen	1085	25%	04/19/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 125.00	
452	Acumen	1084	25%	04/19/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 125.00	
453	Acumen	1083	100%	04/19/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	Complete
454	Acumen	1082	25%	04/19/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 125.00	
455	Neil Godin International Inc.	4-2013-14	25%	04/20/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
456	Acumen	1086	100%	04/19/2013	\$ 350.00	\$ -	\$ -	\$ 350.00	\$ 350.00	Complete
457	L2 Accent Reduction Centre	40513	25%	04/05/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
458	L2 Accent Reduction Centre	42013	25%	04/20/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
459	WCG	PINV005001	25%	04/25/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 196.88	
460	Debbie Palmer Presents	142	25%	04/22/2013	\$ 1,312.50	\$ -	\$ 62.50	\$ 1,250.00	\$ 328.13	
461	University of the Fraser Valley	S0035177-2	100%	04/25/2013	\$ 1,229.00	\$ -	\$ -	\$ 1,229.00	\$ 1,229.00	
462	University of the Fraser Valley	S0035177-3	100%	04/25/2013	\$ 475.00	\$ -	\$ -	\$ 475.00	\$ 475.00	
463	Pacific Office Solutions	BE101-01	25%	04/23/2013	\$ 8,089.20	\$ -	\$ 385.20	\$ 7,704.00	\$ 2,022.30	
					\$ 37,806.53	\$ (157.80)	\$ 1,595.10	\$ 36,369.23	\$ 13,236.87	

Previously issued invoices - partial payments re: completion

237	Priority Management	65015	75%	02/01/2013	\$ 694.40	\$ 74.40	\$ -	\$ 620.00	\$ 520.80	MBT0009A
241	Oakray Marketing Services Ltd.	MBT-13-002	75%	02/01/2013	\$ 1,500.00	\$ 160.70	\$ -	\$ 1,339.30	\$ 1,125.00	MBT0009A
257	Priority Management	65012	75%	01/29/2013	\$ 694.40	\$ 74.40	\$ -	\$ 620.00	\$ 520.80	MBT0009A
279	Rock Solid Business Coaching Inc	6	75%	02/11/2013	\$ 6,720.00	\$ 720.00	\$ -	\$ 6,000.00	\$ 1,260.00	MBT0009A
302	Rock Solid Business Coaching Inc	6b	75%	02/11/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,260.00	MBT0009B
307	Power up Marketing	14	75%	02/19/2013	\$ 2,945.60	\$ 315.60	\$ -	\$ 2,630.00	\$ 499.80	MBT0009B
312	Oakray Marketing Services Ltd.	MBT-13-003	75%	02/21/2013	\$ 750.00	\$ 80.35	\$ -	\$ 669.65	\$ 562.50	MBT0009B
329	Oakray Marketing Services Ltd.	MBT-13-004	75%	03/09/2013	\$ 750.00	\$ 80.35	\$ -	\$ 669.65	\$ 562.50	MBT0010A
350	Power up Marketing	16	75%	02/26/2013	\$ 6,624.80	\$ 709.80	\$ -	\$ 5,915.00	\$ 499.80	MBT0010A
375	Acumen	1070	75%	03/15/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 375.00	MBT0010B
384	Susan Peach	1362	75%	03/25/2013	\$ 3,858.40	\$ 413.40	\$ -	\$ 3,445.00	\$ 336.00	MBT0010B
391	Debbie Palmer Presents	132	75%	03/23/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,260.00	MBT0011A
411	Power up Marketing	22	75%	04/07/2013	\$ 3,386.25	\$ -	\$ 161.25	\$ 3,225.00	\$ 1,134.00	MBT0011A
412	Power up Marketing	21	75%	04/03/2013	\$ 1,512.00	\$ -	\$ 72.00	\$ 1,440.00	\$ 468.56	MBT0011A
423	Susan Peach	1370	75%	04/10/2013	\$ 1,464.75	\$ -	\$ 69.75	\$ 1,395.00	\$ 468.56	MBT0011A
429	Acumen	1078	75%	03/28/2013	\$ 700.00	\$ -	\$ -	\$ 700.00	\$ 525.00	MBT0011A
					\$ -	\$ -	\$ -	\$ -	\$ -	
					\$ -	\$ -	\$ -	\$ -	\$ -	
					\$ 35,460.60	\$ 2,989.00	\$ 303.00	\$ 32,168.60	\$ 11,378.32	

Total amount payable per the above invoices:

\$ 85,447.13 \$ 2,831.20 \$ 2,478.10 \$ 80,137.83 \$ 36,795.19

See invoices attached

Total payments to be issued:

		Pymt type:	Pymt date:
BC Chamber of Commerce	\$ 12,180.00	EFT	04/30/2013
Oakray Marketing Services Ltd.	\$ 2,250.00	EFT	04/30/2013
Rock Solid Business Coaching Inc	\$ 2,520.00	EFT	04/30/2013
Small Business BC	\$ 91.61	EFT	04/30/2013
Zenith Training International	Credit to be applied against future invoices		
Acumen	\$ 2,300.00	EFT	04/30/2013
Priority Management	\$ 1,360.54	EFT	04/30/2013
WCG	\$ 196.88	EFT	04/30/2013
Power up Marketing	\$ 3,395.52	EFT	04/30/2013
Training Provider Inc dba AK Coaching	\$ 196.88	EFT	04/30/2013
L2 Accent Reduction Centre	\$ 787.50	EFT	04/30/2013
Susan Peach	\$ 804.56	EFT	04/30/2013
VCC	\$ 505.00	EFT	04/30/2013
Langara College	\$ 349.00	Chq	04/30/2013
Trainwest Management & Consulting Inc	\$ 787.50	EFT	04/30/2013
Prestige Business & Management Consulting Ltd.	\$ 787.50	EFT	04/30/2013
Debbie Palmer Presents	\$ 2,375.63	EFT	04/30/2013
Clarity Business Strategies	\$ 568.05	Chq	04/30/2013
Neil Godin International Inc.	\$ 393.75	EFT	04/30/2013
Q College Inc.	\$ 1,044.75	Chq	04/30/2013
BCIT	\$ 174.23	Chq	04/30/2013

University of the Fraser Valley
Pacific Office Solutions

\$	1,704.00	Chq
\$	2,022.30	Chq
\$	36,795.19	

04/30/2013
04/30/2013

The BC Chamber of Commerce will be claiming reimbursement of 100% of HST and GST Input Tax Credits in relation to the above expenditures

Mark Jess

Prepared by: Mark Jess, CGA

Apr 29, 2013

Date:

Sharon Clark

Reviewed and approved by: Sharon Clark, ACA

Apr 29, 2013

Date:

Denise Douglas

For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

Apr 29, 2013

Date:

TR Winter

For the BCCC: John Winter, President

Apr 29, 2013

Date:

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"



M8T00118

BC Chamber of Commerce - MBT Pilot Project

Expenditure Summary - Apr 11/13 - Apr 25/13

Doc #	Vendor name	Inv #	% to be paid	Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
Training related Invoices:										
464	Giesbrecht, Goodrich & Co.	02-04-2013	25%	04/24/2013	\$ 2,625.00	\$ -	\$ 125.00	\$ 2,500.00	\$ 656.75	
					\$ 2,625.00	\$ -	\$ 125.00	\$ 2,500.00	\$ 656.75	
Previously issued Invoices - partial payments re: completion										
50	Giesbrecht, Goodrich & Co.	CLN-004-11-2012	75%	11/10/2012	\$ 10,169.60	\$ 1,089.60	\$ -	\$ 9,080.00	\$ 2,100.00	MBT0005A
118	Giesbrecht, Goodrich & Co.	CLN-006-12-2012	75%	11/10/2012	\$ 7,700.00	\$ 825.00	\$ -	\$ 6,875.00	\$ 630.00	MBT0007
194	Giesbrecht, Goodrich & Co.	CLN-008-01-2013	75%	01/25/2013	\$ 7,280.00	\$ 780.00	\$ -	\$ 6,500.00	\$ 1,680.00	MBT0008C
281	Giesbrecht, Goodrich & Co.	CLN-009-02-2013	75%	01/25/2013	\$ 8,120.00	\$ 870.00	\$ -	\$ 7,250.00	\$ 1,260.00	MBT0009A
315	Giesbrecht, Goodrich & Co.	CLN-011-02-2013	75%	01/25/2013	\$ 8,120.00	\$ 870.00	\$ -	\$ 7,250.00	\$ 2,310.00	MBT0009B
331	Giesbrecht, Goodrich & Co.	CLN-012-03-2013	75%	03/11/2013	\$ 7,000.00	\$ 750.00	\$ -	\$ 6,250.00	\$ 1,260.00	MBT0010A
383	Giesbrecht, Goodrich & Co.	02-03-2013	75%	03/25/2013	\$ 3,640.00	\$ 390.00	\$ -	\$ 3,250.00	\$ 1,260.00	MBT0010B
402	Giesbrecht, Goodrich & Co.	01-04-2013	75%	04/01/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 590.62	MBT0011A
					\$ 52,817.10	\$ 5,574.60	\$ 37.50	\$ 47,205.00	\$ 11,090.62	
Total amount payable per the above invoices:					\$ 55,442.10	\$ 5,574.60	\$ 162.50	\$ 49,705.00	\$ 11,746.87	
See invoices attached										
Total payments to be issued:										
Giesbrecht, Goodrich & Co.								\$ 11,746.87	EFT	
								\$ 11,746.87		

The BC Chamber of Commerce will be claiming reimbursement of 100% of HST and GST Input Tax Credits in relation to the above expenditures

mark jess

Prepared by: Mark Jess, CGA

May 1, 2013

Date:

Sharon Clark

Reviewed and approved by: Sharon Clark, ACA

May 1, 2013

Date:

DENISE DOUGLAS

For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

May 2, 2013

Date:

JOHN WINTER

For the BCCC: John Winter, President

May 2, 2013

Date:

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"

1 - Inv_2134_BCCC.pdf
2 - Inv_2133_BCCC.pdf
3 - Inv_2135_BCCC.pdf
4 - Invoice_1038_from_Gardiner_Poncia__Associates.PDF
5 - MBT Pilot Inv 1012 - Finance Accounting Services Apr 2013.PDF
6 - BC Chamber, 1017.13.PDF
157 - NCC, 27574.pdf
220 - CoTR, 12092.pdf
386 - s22 Receipts2.pdf
387 - Okanagan, S0188131 A.PDF
388 - Okanagan, S0188131 B.PDF
389 - Okanagan, S0188131 C.PDF
390 - Trainwest, 1336.PDF
391 - DebbiePalmer, 132.PDF
392 - Trainwest, 1330.PDF
393 - NeilGodin, 3-2013-15.PDF
394 - CanScribe, 12354.PDF
395 - MainStreet, 14001532013.PDF
396 - RRU, 154100-078.PDF
397 - PACE, 1037.PDF
398 - Prestige, MBT004.PDF
399 - Okanagan, S0188131 D.PDF
400 - Okanagan, S0188131 E.PDF
401 - Okanagan, S0188131 F.PDF
402 - GG&Co, 01-04-2013.PDF
403 - RRU, 154100-079.PDF
404 - BlueMoon, 1304.PDF.pdf
405 - Camosun, 10515S.PDF
406 - Camosun, 10556S.PDF
407 - Camosun, 10514S.PDF
408 - CanScribe, 12382.PDF

410 - Okanagan, S0188131 G.PDF
411 - PowerUp, 22.PDF
412 - PowerUp, 21.PDF
413 - Thrive, 1.PDF
414 - CoTR, 12291.PDF
415 - ClientSave, 2183.PDF
416 - ClientSave, 2185.PDF
417 - ClientSave, 2184.PDF
418 - NeilGodin, 3-2013-18.PDF
419 - ClientSave, 2186.PDF
420 - Camosun, AG-00006281.PDF
421 - Camosun, AG00006280.PDF
422 - Zenith, MBT112.PDF
423 - SusanPeach, 1370.PDF
424 - Acumen, 1074.PDF
425 - Acumen, 1073.PDF
426 - Acumen, 1081.PDF
427 - Acumen, 1080.PDF
428 - Acumen, 1079.PDF
429 - Acumen, 1078.PDF
430 - Acumen, 1076.PDF
431 - Acumen, 1075.PDF

6b - BC Chamber, 1018.13.PDF
432 - Zenith Credit, MBT111Credit.pdf
433 - PowerUp, 24.PDF
434 - DebbiePalmer, 141.PDF
435 - QCollege, 855.PDF
436 - Trainwest, 1342.PDF
437 - VCC, S0099482.PDF
438 - Trainwest, 1343.PDF
439 - Langara, S0143338.PDF
440 - BCIT, R0112917.PDF
441 - DebbiePalmer, 137.PDF
442 - Clarity, 1803.PDF
443 - PowerUp, 23.PDF
444 - SBBC, 13-SBBC03.PDF
445 - Acumen, 1077.PDF
446 - Clarity, 1802.PDF
447 - Priority, 65060.PDF
448 - Priority, 65059.PDF
449 - Prestige, MBT005.PDF
450 - AKCoaching, 1010.PDF
451 - Acumen, 1085.PDF
452 - Acumen, 1084.PDF
453 - Acumen, 1083.PDF
454 - Acumen, 1082.PDF
455 - NeilGodin, 4-2013-14.PDF
457 - L2, 040513.PDF
458 - L2, 042013.PDF
459 - WCG, PINV005001.PDF
460 - DebbiePalmer, 142.PDF
461 - VFV, S0035177-2.PDF
462 - VFV, S0035177-3.PDF

**Micro Business Owner Training Project
BC CHAMBER OF COMMERCE
Monthly Claim Report**

Period: From April 1- April 30, 2013

A. Micro Business Owner Outreach		
	Total Micro Business Owner Outreach Costs	\$21,518.83
B. Management Services Costs		
	- Administration and overhead costs: - Administration and Management Overhead - Financial Accounting - Program Management - Third party audit of program expenditures	\$3,750.00 \$5,999.99 \$5,999.99
	Sub Total Admin/Overhead:	\$15,749.98
	- Information technology expenses: - Provincial trainee registration tracking and certification - Hosting, maintenance and support	\$0.00 \$2,231.25
	Sub Total Information technology expenses:	\$2,231.25
	Total Management Services Costs:	\$17,981.23
C. Participant Intake and Assessment Services		
	Intake and Assessment Services	\$25,348.24
D. Business Skills Training for Participants		
	Number of participants: _____	
	Total Participant Costs (maximum of \$1,500 per participant)	\$76,709.28
Total Invoiced Costs		(\$141,557.58)
Net surplus carried forward, per March 2013 FC0010		\$264,234.44
Financial reimbursements re: Participant overages received in April 2013		\$1,443.41
Net HST Refund for 2012 Q4 + Interest, per April 2013 FC0011		\$43,206.85
Total Funding Contribution on hand for April 2013		\$167,327.12
Less Accountable Advance (per Schedule "B-2" of the Agreement)		(\$200,000.00)
TOTAL Claim Amount		(\$32,672.88)

All claimed costs are in accordance with the Eligible Costs described in Schedule "B-2" of the Agreement.

Signature: Sharon Clark
Sharon Clark, ACA, MBT Program Manager, Financial Accounting

Print Name: Sharon Clark Date: May 22, 2013

Signature: W Poncia
Wayne Poncia, MBT Program Manager

Print Name: WCPoncia Date: May 22, 2013

From: Sharon Clark s22
Sent: Tuesday, May 21, 2013 11:22 AM
To: Beck, Adrienne JTST:EX
Cc: 'Mark Jess'; s22
Subject: RE: April 2013 Financial Contribution package and BC Claim Form - Email 1
Attachments: 2 Financial Contribution Statement of Account March 2013 - FC0010 - signed.pdf; 2 BC Claim form FC0011 April 2013 - signed.pdf

Hi Adrienne

Hope you had a good long weekend!

Re your query, the difference of \$1447 relates to amounts received in April 2013 from Participants who have exceeded the \$1500 limit for training courses. See attached the Statements of Accounts for March 13 and April 13. If you look at the line "Financial Reimbursements re Participant Overages":

30 April 2013	6,050.00
31 March 2013	<u>4,606.59</u>
Received in April 13	<u>1,443.41</u>

There is also a minor difference from previous months of \$0.41.

Let me know if you require anything further

Many thanks

Sharon

Sharon Clark A.C.A

Tel: 250 384 0971

Mob: s22

email: s22

From: Beck, Adrienne JTST:EX [<mailto:Adrienne.Beck@gov.bc.ca>]
Sent: Tuesday, May 21, 2013 10:41 AM
To: 'Sharon Clark'; 'mark@jessandco.ca'
Subject: RE: April 2013 Financial Contribution package and BC Claim Form - Email 1

Hi you two!

I actually have one (hopefully minor) question – I noticed a slight difference (of \$1,443.82) from what you showed as actual expenditures and what you deducted. I'm assuming it's likely a HST refund but I don't see that amount on your summary sheet, so perhaps it's a return from a client who exceeded their training amount?

Adrienne Beck | Program Manager
Labour Market Programs Branch
Ministry of Jobs, Tourism and Skills Training and
Minister Responsible for Labour
Phone | 250.387.7953 Cell | s17
adrienne.beck@gov.bc.ca

From: Sharon Clark [[mailto: s22](mailto:s22)]
Sent: Thursday, May 9, 2013 10:09 AM
To: Beck, Adrienne JTST:EX
Cc: Rowe, Katherine JTST:EX; XT:Winter, John BCCC:IN; ddouglas@bccchamber.org; s22 'Mark
Jess'; s22
Subject: April 2013 Financial Contribution package and BC Claim Form - Email 1

Hi Adrienne

I am sending the following files over two emails:

File 1: Financial Contribution Statement of Account April 2013 – FC0011 package:

- Financial Contribution Statement of Account, April 30, 2013 – Index;
- HST Summary showing unclaimed ITCs paid and the status of HST returns and refunds.
- Funding and Expenditure Summary - June 2012 - April 2013, showing total MBT Program funds received versus expenditures paid.

File 2: BC Claim form & FC0011 April 2013 – signed:

- Signed BC Claim form for April 2013; and,
- Signed Financial Contribution Statement of Account.

File 3: MBT0011A - Expenditure Summary March 26 - April 10, 2013 - signed, authorizing payments to be made for Training invoices received up to the 10th.

File 4: MBT0011B - Expenditure Summary April 11 - April 25, 2013 – signed, authorizing payments to be made for Training invoices received up to the 25th.

File 5: MBT0011C - Expenditure Summary April 26 - April 30, 2013 – signed, authorizing payments to be made for Training invoices received up to the 30th.

File 6: MBT0011A – Invoices supporting File 3 above;

File 7: MBT0011B – Invoices supporting File 4 above (sent by separate email);

File 8: MBT0011C – Invoice supporting File 5 above;

The surplus shown by the Financial Contribution Statement of Account at 30 April is \$167,327.12. As this is now below the \$200,000 Accountable Advance as per Schedule B-2, I have included a BC Claim form for the amount of the shortfall of \$32,672.88.

Please let me know if you require any further information.

Kind regards

Sharon

Sharon Clark A.C.A
Tel: 250 384 0971
Mob: s22

email: s22



BC Chamber of Commerce - MBT Pilot Project

Index for Financial Contribution Statement of Account at May 31, 2013

Items:

1. Written statement of account, including:
 - a) Legal name and address
 - b) Date of Statement
 - c) Calculation of "Eligible Costs: claimed under the agreement, including:
 - Declaration that the services being claimed have been performed
 - Chronological listing of all expenditures
 - Receipts for the above attached
 - Description of GST/HST refunds being claimed
 - d) Calculation of all applicable taxes payable (GST/HST)
 - e) Description of Agreement
 - f) Statement # for ID
2. Participant Intake forms for statement period
3. Participant exit forms for statement period
4. Completed and signed monthly activity form
5. Completed and signed quarterly status reports
6. Any other payment information
7. Completed and signed Provincial Claim form

Notes & attachments:

See FC Stmt of Acct - FC0012
See FC Stmt of Acct - FC0012

See Expenditure Summaries -May 2013
See Expenditure Summaries -May 2013
See Invoice packages
See GST/HST Summary - May 2013
See Expenditure Summaries -May 2013
See FC Stmt of Acct - FC0012
See FC Stmt of Acct - FC0012

Documents to be submitted separately
Documents to be submitted separately
Documents to be submitted separately
Documents to be submitted separately
None to note
See attached BC Claim form for May 13



BC Chamber of Commerce - MBT Pilot Project
May 2013 - GST/HST Credit Summary

Statement #: FC0012

#1201, 750 West Pender Street
Vancouver, BC V6C 2T8
T 604.683.0700 F 604.683.0416
www.bccchamber.org

Description	Ref #:	Date:	ITC's due		Date of return filed:	Refunds received:	Date of refunds received:	Analysis of Refunds Received	
			Claim amounts:					HST refund on Services	HST refund on Training
HST ITC's claimed or to be claimed:									
<u>2012 Q2 HST return to be filed prior to July 2012</u>									
Expenditure Summary - June 2012	MBT0001	2012-06-30	\$	34,623.71	2012-08-01	\$	34,623.71	2013-02-05	\$ 34,623.71
<u>2012 Q3 HST return to be filed prior to October 2012</u>									
Expenditure Summary - July 2012	MBT0002	2012-08-07	\$	3,532.37					\$ 3,532.37
Expenditure Summary - August 2012	MBT0003	2012-09-07	\$	3,007.38					\$ 3,007.38
Expenditure Summary - September 2012	MBT0004	2012-10-10	\$	4,647.64					3007.37 1640.27
			\$	11,187.39	2012-10-30	\$	11,187.39	2013-02-05	\$ 9,547.12 1640.27
<u>2012 Q4 HST return to be filed prior to January 2013</u>									
Expenditure Summary - October 2012	MBT0005a	10-17-12	\$	1,168.80					\$ 1,168.80
Expenditure Summary - October 2012	MBT0005b	10-25-12	\$	2,021.18					\$ 2,021.18
Expenditure Summary - October 2012	MBT0005c	2012-11-05	\$	10,289.60					\$ 10,289.60
Expenditure Summary - November 2012	MBT0006a	2012-11-16	\$	3,087.88					\$ 3,087.88
Expenditure Summary - November 2012	MBT0006b	2012-11-28	\$	12,496.49				6971.6	5524.89
Expenditure Summary - December 2012	MBT0007	2012-12-04	\$	10,935.27				6971.6	3963.67
Expenditure Summary - January 2013	MBT0008a	2013-01-04	\$	1,944.11					\$ 1,944.11
			\$	41,943.33	2013-01-18		41,943.33	2013-02-05	\$ 24,232.80 \$ 17,710.53
<u>2013 Q1 HST return to be filed prior to April 30, 2013</u>									
Expenditure Summary - January 2013 V1	MBT0008a	2013-01-04	\$	1,365.60					Refund for 3 qtrs to 31/12/12 \$ 87,754.43
Expenditure Summary - January 2013 V2	MBT0008a	2013-01-04	\$	1,446.39					
Expenditure Summary - January 2013 V1	MBT0008b	2013-01-14	\$	8,076.03					Refund paid 5 Feb 13 \$ 87,925.14
Expenditure Summary - January 2013 V2	MBT0008b	2013-01-14	\$	(0.01)					
Expenditure Summary - January 2013 V1	MBT0008c	2013-01-31	\$	8,306.68					Interest \$ (170.71)
Expenditure Summary - January 2013 V2	MBT0008c	2013-01-31	\$	(0.40)					
Expenditure Summary - January 2013	MBT0008d	2013-02-04	\$	-					
Expenditure Summary - February 2013	MBT0009A	2013-02-14	\$	12,135.27					
Expenditure Summary - February 2013	MBT0009B	2013-02-27	\$	4,703.11					
Expenditure Summary - March 2013	MBT0010A	2013-03-14	\$	10,436.11					
Expenditure Summary - March 2013	MBT0010B	2013-03-27	\$	4,684.01					
Expenditure Summary - April 2013	MBT0011A	2013-04-15	\$	2,028.46					
ITC refundable as at March 31 2013			\$	53,181.25	2013-04-23		53,181.25	2013-05-03	
<u>2013 Q1 GST return to be filed prior to June 30, 2013</u>									
Expenditure Summary - April 2013	MBT0011A	2013-04-15	\$	3,260.37					
Expenditure Summary - April 2013	MBT0011B	2013-04-29	\$	2,017.30					
Expenditure Summary - April 2013	MBT0011C	2013-05-02	\$	125.00					
Expenditure Summary - May 2013	MBT0012A	2013-05-14	\$	4,114.44					
Expenditure Summary - May 2013	MBT0012B	2013-05-30	\$	1,869.35					
ITC refundable as at May 31, 2013			\$	11,386.46					
Total ITC's as at May 31, 2013			\$	152,322.14		\$	140,935.68		

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12.0(b) of Schedule B - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - May 31, 2013

SUMMARY

Expense/Anticipated Payment Date	Total Funds Received from Province	Total Reimbursements Received from Participants exceeding \$1500 Limit	Total Refunds Received from CRA Q4 2012 & Q1 2013	Total Expenditure	Total Surplus/Deficit	Total Eligible Costs per Schedule B	Balance of Eligible Costs to be Received
Period to 31 May 2013	Period to 31 May 2013	Period to 31 May 2013	Period to 31 May 2013	Period to 31 May 2013	Period to 31 May 2013		
A. Micro-Business Owner Outreach							
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$55,720.00		\$4,386.00	-\$53,118.00	\$6,990.00	\$92,400.00	\$32,294.00
Local Business Marketing & Recruitment (2)	\$77,645.65		\$6,403.74	-\$116,246.12	-\$32,196.74	\$189,000.00	\$104,950.61
Program Website (3)	\$8,000.00		\$0.00	-\$8,000.00	\$0.00	\$8,000.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$40,000.00		\$0.00	-\$40,000.00	\$0.00	\$40,000.00	\$0.00
Subtotal Micro-Business Outreach	\$181,365.65	\$0.00	\$10,789.74	-\$217,362.12	-\$25,206.74	\$329,400.00	\$137,244.61
B. Management Services							
Administration & Management Overhead (5)	\$83,285.72		\$5,428.55	-\$98,642.84	-\$9,928.57	\$125,000.00	\$36,285.73
Financial Accounting (6)	\$48,457.09		\$4,114.24	-\$73,257.05	-\$20,683.71	\$120,000.00	\$67,428.66
Program Management (7)	\$48,457.09		\$4,114.24	-\$73,257.05	-\$20,683.71	\$120,000.00	\$67,428.66
Third Party Audit of program expenditures	\$0.00		\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
Subtotal Administrative & Overhead	\$180,199.90	\$0.00	\$13,657.03	-\$245,156.95	-\$51,299.99	\$371,000.00	\$177,143.06
Provincial trainee registration tracking and certification (8)	\$85,000.00		-\$524.99	-\$85,000.00	-\$524.99	\$85,000.00	\$524.99
Hosting, Maintenance, & Support (9)	\$18,020.00		\$2,055.00	-\$27,242.50	-\$7,167.50	\$44,625.00	\$24,550.00
Subtotal Information Technology	\$103,020.00	\$0.00	\$1,530.01	-\$112,242.50	-\$7,692.49	\$129,625.00	\$25,074.99
Subtotal Management Services	\$283,219.90	\$0.00	\$15,187.04	-\$357,399.43	-\$58,792.48	\$500,625.00	\$202,218.05
C. Participant Intake and Assessment Services							
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$210,752.47		\$17,381.64	-\$315,525.20	-\$87,391.08	\$513,000.00	\$284,865.89
Subtotal Participant Intake and Assessment Services	\$210,752.47	\$0.00	\$17,381.64	-\$315,525.20	-\$87,391.08	\$513,000.00	\$284,865.89
D. Business Skills Training for Participants							
Anticipated Training Funding Dispersed/Month (11)	\$765,337.51	\$7,758.33	\$52,858.96	-\$551,079.57	\$274,875.23	\$1,800,000.00	\$974,045.20
Subtotal Business Skills Training for Participants	\$765,337.51	\$7,758.33	\$52,858.96	-\$551,079.57	\$274,875.23	\$1,800,000.00	\$974,045.20
Subtotal Services for Applicants and Participants	\$976,089.98	\$7,758.33	\$70,240.60	-\$866,604.77	\$187,484.15	\$2,313,000.00	\$1,258,911.09
Contract advance (12)							
Interest on refund from CRA			\$170.71		\$170.71		-\$170.71
Total Financial Contribution	\$1,440,675.53	\$7,758.33	\$96,388.09	-\$1,441,366.32	\$103,455.64	\$3,143,025.00	\$1,598,203.04

As per FC0012



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - May 31, 2013

Expense/Anticipated Payment Date	Per Expenditure Summary MBT0001			Per Expenditure Summary MBT0002			Per Expenditure Summary MBT0003			Per Expenditure Summary MBT0004		
	Funds Received	Jun-12	Suplus/Deficit	Funds Received	Jul-12	Suplus/Deficit	Funds Received	Aug-12	Suplus/Deficit	Funds Received	Sep-12	Suplus/Deficit
A Micro-Business Owner Outreach												
Micro - Business Owner Outreach through local Chambers of Commerce (1)			\$0.00			\$0.00			\$0.00	\$15,400.00	\$0.00	\$15,400.00
Local Business Marketing & Recruitment (2)	\$37,800.00	\$37,800.00	\$0.00	\$9,450.00		\$9,450.00	\$9,450.00		\$9,450.00	\$9,450.00	\$0.00	\$9,450.00
Program Website (3)	\$8,000.00	\$8,000.00	\$0.00			\$0.00			\$0.00			\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$40,000.00	\$40,000.00	\$0.00			\$0.00			\$0.00			\$0.00
Subtotal Micro-Business Outreach	\$85,800.00	\$85,800.00	\$0.00	\$9,450.00	\$0.00	\$9,450.00	\$9,450.00	\$0.00	\$9,450.00	\$24,850.00	\$0.00	\$24,850.00
B. Management Services												
Administration & Management Overhead (5)	\$5,952.40	\$5,952.40	\$0.00	\$11,507.93	\$11,507.93	\$0.00	\$11,507.93	\$11,507.93	\$0.00	\$11,507.93	\$11,507.93	\$0.00
Financial Accounting (6)	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00
Program Management (7)	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00
Third Party Audit of program expenditures												
Subtotal Administrative & Overhead	\$17,380.96	\$17,380.96	\$0.00	\$22,936.49	\$22,936.49	\$0.00	\$22,936.49	\$22,936.49	\$0.00	\$22,936.49	\$22,936.49	\$0.00
Provincial trainee registration tracking and certification (8)	\$80,625.00	\$80,625.00	\$0.00	\$4,375.00	\$4,375.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00
Subtotal Information Technology	\$82,750.00	\$82,750.00	\$0.00	\$6,500.00	\$6,500.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00
Subtotal Management Services	\$100,130.96	\$100,130.96	\$0.00	\$29,436.49	\$29,436.49	\$0.00	\$25,061.49	\$25,061.49	\$0.00	\$25,061.49	\$25,061.49	\$0.00
C Participant Intake and Assessment Services												
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$102,600.00	\$102,600.00	\$0.00	\$25,650.00		\$25,650.00	\$25,650.00		\$25,650.00	\$25,650.00	\$0.00	\$25,650.00
Subtotal Participant Intake and Assessment Services	\$102,600.00	\$102,600.00	\$0.00	\$25,650.00	\$0.00	\$25,650.00	\$25,650.00	\$0.00	\$25,650.00	\$25,650.00	\$0.00	\$25,650.00
D Business Skills Training for Participants												
Anticipated Training Funding Dispersed/Month (11)	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	\$115,000.00	\$0.00	\$115,000.00	\$120,000.00	\$7,192.83	\$112,807.17
Subtotal Business Skills Training for Participants	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	\$115,000.00	\$0.00	\$115,000.00	\$120,000.00	\$7,192.83	\$112,807.17
Subtotal Services for Applicants and Participants	\$102,600.00	\$102,600.00	\$0.00	\$70,650.00	\$0.00	\$70,650.00	\$140,650.00	\$0.00	\$140,650.00	\$145,650.00	\$7,192.83	\$138,457.17
Contract advance (12)	\$25,771.04		\$25,771.04									
Interest on refund from CRA												
Total Financial Contribution	\$314,302.00	\$288,530.96	\$25,771.04	\$109,536.49	\$29,436.49	\$80,100.00	\$175,161.49	\$25,061.49	\$150,100.00	\$195,561.49	\$37,254.32	\$163,307.17



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - May 31, 2013

Expense/Anticipated Payment Date	Per Expenditure Summary MBT0005A-C			Per Expenditure Summary MBT0006A/B			Per Expenditure Summary MBT0007			Per Expenditure Summary MBT0008A-D		
	Funds Received Oct-12	Oct-12	Oct-12	Funds Received Nov-12	Nov-12	Nov-12	Funds Received Dec-12	Dec-12	Dec-12	Funds Received Jan-13	Jan-13	Jan-13
A. Micro-Business Owner Outreach												
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$24,920.00	\$30,968.00	-\$6,048.00	\$0.00	\$0.00	\$0.00	\$15,400.00	\$0.00	\$15,400.00	\$0.00	\$9,968.00	-\$9,968.00
Local Business Marketing & Recruitment (2)	\$18,388.59	\$9,961.41	-\$28,350.00	\$9,961.41	\$9,961.41	\$0.00	\$9,961.41	\$9,961.41	\$0.00	\$9,961.41	\$9,961.41	\$0.00
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$6,531.41	\$40,929.41	-\$34,398.00	\$9,961.41	\$9,961.41	\$0.00	\$25,361.41	\$9,961.41	\$15,400.00	\$9,961.41	\$19,929.41	-\$9,968.00
B. Management Services												
Administration & Management Overhead (5)	\$17,031.74	\$12,888.88	\$4,142.86	\$12,888.89	\$12,888.89	\$0.00	\$12,888.89	\$12,888.88	\$0.01	\$0.00	\$4,000.00	-\$4,000.00
Financial Accounting (6)	\$8,457.13	\$6,399.99	\$2,057.14	\$6,399.99	\$6,399.99	\$0.00	\$6,399.99	\$6,399.99	\$0.00	\$4,342.85	\$6,399.99	-\$2,057.14
Program Management (7)	\$8,457.13	\$6,399.99	\$2,057.14	\$6,399.99	\$6,399.99	\$0.00	\$6,399.99	\$6,399.99	\$0.00	\$4,342.85	\$6,399.99	-\$2,057.14
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$33,946.01	\$25,688.86	\$8,257.15	\$25,688.87	\$25,688.87	\$0.00	\$25,688.87	\$25,688.87	\$0.01	\$8,685.71	\$16,799.98	-\$8,114.27
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$3,145.00	\$2,380.00	\$765.00	\$2,380.00	\$2,380.00	\$0.00	\$2,380.00	\$2,380.00	\$0.00	\$1,615.00	\$2,380.00	-\$765.00
Subtotal Information Technology	\$3,145.00	\$2,380.00	\$765.00	\$2,380.00	\$2,380.00	\$0.00	\$2,380.00	\$2,380.00	\$0.00	\$1,615.00	\$2,380.00	-\$765.00
Subtotal Management Services	\$37,091.01	\$28,068.86	\$9,022.15	\$28,068.87	\$28,068.87	\$0.00	\$28,068.87	\$28,068.87	\$0.01	\$10,300.71	\$19,179.98	-\$8,879.27
C. Participant Intake and Assessment Services												
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$49,911.88	\$27,038.12	-\$76,950.00	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	-\$0.00
Subtotal Participant Intake and Assessment Services	\$49,911.88	\$27,038.12	-\$76,950.00	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	-\$0.00
D. Business Skills Training for Participants												
Anticipated Training Funding Dispersed/Month (11)	\$168,000.00	\$10,573.44	\$157,426.56	\$100,800.00	\$48,771.42	\$52,028.58	\$100,800.00	\$48,699.61	\$52,100.39	\$115,737.51	\$117,950.95	-\$2,213.44
Subtotal Business Skills Training for Participants	\$168,000.00	\$10,573.44	\$157,426.56	\$100,800.00	\$48,771.42	\$52,028.58	\$100,800.00	\$48,699.61	\$52,100.39	\$115,737.51	\$117,950.95	-\$2,213.44
Subtotal Services for Applicants and Participants	\$118,088.12	\$37,611.56	\$80,476.56	\$127,838.12	\$75,809.54	\$52,028.58	\$127,838.12	\$75,737.73	\$52,100.39	\$142,775.63	\$144,989.07	-\$2,213.44
Contract advance (12)	\$25,771.04	\$0.00	-\$25,771.04		\$0.00			\$0.00			\$0.00	
Interest on refund from CRA												
Total Financial Contribution	\$135,939.50	\$106,609.83	\$29,329.67	\$165,868.40	\$113,839.82	\$52,028.58	\$181,268.40	\$113,768.00	\$67,500.40	\$163,037.75	\$184,098.46	-\$21,060.71
				Nov funds not received in Nov 12			Nov funds received in Dec 12					
				Cash deficit for Nov 12			Cash surplus for Dec 12					
				-\$165,868.40			\$165,868.40					
				-\$113,839.82			\$233,368.80					



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - May 31, 2013

Expense/Anticipated Payment Date	Per Expenditure Summary			Per Expenditure Summary			Per Expenditure Summary		
	Funds Received	MBT0009A-B	Suplus/Deficit	Funds Received	MBT0010A-B	Suplus/Deficit	Funds Received	MBT0011A-C	Suplus/Deficit
	Feb-13	Feb-13	Feb-13	Mar-13	Mar-13	Mar-13	Apr-13	Apr-13	Apr-13
A. Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,180.00	-\$12,180.00
Local Business Marketing & Recruitment (2)	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$9,338.83	-\$9,338.83
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$21,518.83	-\$21,518.83
B. Management Services									
Administration & Management Overhead (5)	\$0.00	\$4,000.00	-\$4,000.00	\$0.00	\$4,000.00	-\$4,000.00	\$0.00	\$3,750.00	-\$3,750.00
Financial Accounting (6)	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$5,999.99	-\$5,999.99
Program Management (7)	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$5,999.99	-\$5,999.99
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$0.00	\$16,799.98	-\$16,799.98	\$0.00	\$16,799.98	-\$16,799.98	\$0.00	\$15,749.98	-\$15,749.98
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Information Technology	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Management Services	\$0.00	\$19,179.98	-\$19,179.98	\$0.00	\$19,179.98	-\$19,179.98	\$0.00	\$17,981.23	-\$17,981.23
C. Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$25,348.24	-\$25,348.24
Subtotal Participant Intake and Assessment Services	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$25,348.24	-\$25,348.24
D. Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$0.00	\$91,980.65	-\$91,980.65	\$0.00	\$83,108.63	-\$83,108.63	\$0.00	\$76,709.28	-\$76,709.28
Subtotal Business Skills Training for Participants	\$0.00	\$91,980.65	-\$91,980.65	\$0.00	\$83,108.63	-\$83,108.63	\$0.00	\$76,709.28	-\$76,709.28
Subtotal Services for Applicants and Participants	\$0.00	\$119,018.77	-\$119,018.77	\$0.00	\$110,146.75	-\$110,146.75	\$0.00	\$102,057.52	-\$102,057.52
Contract advance (12)									
Interest on refund from CRA									
Total Financial Contribution	\$0.00	\$148,160.16	-\$148,160.16	\$0.00	\$139,288.14	-\$139,288.14	\$0.00	\$141,557.58	-\$141,557.58



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - May 31, 2013

Expense/Anticipated Payment Date	Funds Received May-13	Per Expenditure Summary MBT0012A	Per Expenditure Summary MBT0012B	Per Expenditure Summary MBT0012A-B	Surplus/Deficit May-13	HST refund From CRA Quarters 2,3 & 4	HST refund Q2 Note 1	HST refund Q3 Note 1	Due to Province HST refund relating to FY12 Q4 Q4 Note 1	Due to Province HST refund relating to FY13 Q1 Q4 Note 1
		May-13	May-13	May-13						
A Micro-Business Owner Outreach										
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00		\$0.00	\$0.00	\$3,318.00			\$3,318.00	\$1,068.00
Local Business Marketing & Recruitment (2)	\$0.00	\$9,338.83	\$0.00	\$9,338.83	-\$9,338.83	\$7,737.87	-\$4,536.00		\$3,201.87	\$3,201.87
Program Website (3)	\$0.00	\$0.00		\$0.00	\$0.00	\$960.00	-\$960.00		\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00		\$0.00	\$0.00	\$4,800.00	-\$4,800.00		\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$0.00	\$9,338.83	\$0.00	\$9,338.83	-\$9,338.83	\$16,815.87	-\$10,296.00	\$0.00	\$6,519.87	\$4,269.87
B. Management Services										
Administration & Management Overhead (5)	\$0.00	\$3,750.00	\$0.00	\$3,750.00	-\$3,750.00	\$8,999.99	-\$714.20	-\$4,142.86	\$4,142.84	\$1,285.71
Financial Accounting (6)	\$0.00	\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99	\$4,799.97	-\$685.71	-\$2,057.14	\$2,057.11	\$2,057.13
Program Management (7)	\$0.00	\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99	\$4,799.97	-\$685.71	-\$2,057.14	\$2,057.11	\$2,057.13
Third Party Audit of program expenditures	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00
Subtotal Administrative & Overhead	\$0.00	\$15,749.98	\$0.00	\$15,749.98	-\$15,749.98	\$18,599.93	-\$2,085.72	-\$8,257.15	\$8,257.06	\$5,399.97
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00		\$0.00	\$0.00	\$9,675.00	-\$9,675.00		\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$0.00	\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25	\$2,310.00	-\$255.00	-\$765.00	\$1,290.00	\$765.00
Subtotal Information Technology	\$0.00	\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25	\$11,985.00	-\$9,929.99	-\$1,290.00	\$765.01	\$765.00
Subtotal Management Services	\$0.00	\$17,981.23	\$0.00	\$17,981.23	-\$17,981.23	\$30,584.93	-\$12,349.72	-\$9,547.15	\$9,022.07	\$6,164.97
C Participant Intake and Assessment Services										
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$0.00	\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24	\$21,002.82	-\$12,312.90		\$8,690.82	\$8,690.82
Subtotal Participant Intake and Assessment Services	\$0.00	\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24	\$21,002.82	-\$12,312.90	\$0.00	\$8,690.82	\$8,690.82
D Business Skills Training for Participants										
Anticipated Training Funding Dispersed/Month (11)	\$0.00	\$25,273.38	\$40,819.38	\$66,092.76	-\$66,092.76	\$19,350.80	\$0.00	-\$547.43	\$18,803.37	\$34,055.59
Subtotal Business Skills Training for Participants	\$0.00	\$25,273.38	\$40,819.38	\$66,092.76	-\$66,092.76	\$19,350.80	\$0.00	\$0.00	\$18,803.37	\$34,055.59
Subtotal Services for Applicants and Participants	\$0.00	\$50,621.62	\$40,819.38	\$91,441.00	-\$91,441.00	\$40,353.62	-\$12,312.90	\$0.00	\$27,494.19	\$42,746.41
Contract advance (12)						\$170.71			\$170.71	\$0.00
Interest on refund from CRA										
Total Financial Contribution	\$0.00	\$77,941.68	\$40,819.38	\$118,761.06	-\$118,761.06	\$87,925.13	-\$35,148.72	-\$9,547.15	\$43,206.84	\$53,181.25

Note 1: HST refunds for Q2 and Q3 were accounted for in the cash flow in Oct 12 and Jan 13 and so have been already been deducted from the funding received from the Province in these months. Refund relating to Q4 was included in the cash flow in Apr 13 and so has not been accounted for in funding received from the Province and this amount is therefore due to the Province

**Micro Business Owner Training Project
BC CHAMBER OF COMMERCE
Monthly Claim Report**

Period: From May 1 - May 31, 2013

A. Micro Business Owner Outreach		
	Total Micro Business Owner Outreach Costs	\$9,338.83
B. Management Services Costs		
	- Administration and overhead costs: - Administration and Management Overhead - Financial Accounting - Program Management - Third party audit of program expenditures	\$3,750.00 \$5,999.99 \$5,999.99
	Sub Total Admin/Overhead:	\$15,749.98
	- Information technology expenses: - Provincial trainee registration tracking and certification - Hosting, maintenance and support	\$0.00 \$2,231.25
	Sub Total Information technology expenses:	\$2,231.25
	Total Management Services Costs:	\$17,981.23
C. Participant Intake and Assessment Services		
	Intake and Assessment Services	\$25,348.24
D. Business Skills Training for Participants		
	Number of participants: _____	
	Total Participant Costs (maximum of \$1,500 per participant)	\$66,092.76
Total Invoiced Costs		(\$118,761.06)
Net surplus carried forward, per April 2013 FC0011		\$124,120.27
Financial reimbursements re: Participant overages received in May 2013		\$1,708.33
Net HST Refund for 2012 Q4 (+ Interest) & 2013 Q1, per May 2013 FC0012		\$96,388.10
Total Funding Contribution on hand for May 2013		\$103,455.64
Plus April Claim submitted May 23, 2013 - currently outstanding		\$32,672.88
Less Accountable Advance (per Schedule "B-2" of the Agreement)		(\$200,000.00)
TOTAL Claim Amount		(\$63,871.48)

All claimed costs are in accordance with the Eligible Costs described in Schedule "B-2" of the Agreement.

Signature: Sharon Clark
Sharon Clark, ACA, MBT Program Manager, Financial Accounting

Print Name: Sharon Clark Date: Jun 8, 2013

Signature: WC Poncia
Wayne Poncia, MBT Program Manager

Print Name: WC Poncia Date: Jun 8, 2013



BC Chamber of Commerce - MBT Pilot Project
Financial Contribution Statement of Account as at May 31, 2013

Statement #: FC0012

#1201, 750 West Pender Street
Vancouver, BC V6C 2T8
T 604.683.0700 F 604.683.0416
www.bccchamber.org

			Eligible Costs under Section A, B & C of Schedule "B-2" - Financial Contribution		Eligible Costs under Section D " Business Skills Training " of Schedule "B-2" - Financial Contribution		Total Funding Claim amounts:
Description	Ref #:	Date:	Claim amounts:		Claim amounts:		
Funds received in May 2013: BC Chamber of Commerce Monthly Claim Report			\$	-	\$	-	\$ -
Funds distributed			\$	-	\$	-	\$ -
Expenditure Summary - April 26/13 - May 10/13	MBT0012A	2013-05-14	\$	(52,668.30)	\$	(25,273.38)	\$ (77,941.68)
Expenditure Summary - May 11/13 - May 25/13	MBT0012B	2013-05-30	\$	-	\$	(40,819.38)	\$ (40,819.38)
Net (Deficit) Surplus for May 2013			\$	(52,668.30)	\$	(66,092.76)	\$ (118,761.06)
Net surplus carried forward:							
Financial Contribution Statement of Account for June 2012	FC0001	2012-06-30	\$	25,771.04	\$	-	25,771.04
Financial Contribution Statement of Account for July 2012	FC0002	2012-08-07	\$	35,100.00	\$	45,000.00	80,100.00
Financial Contribution Statement of Account for August 2012	FC0003	2012-09-07	\$	35,100.00	\$	115,000.00	150,100.00
Financial Contribution Statement of Account for September 2012	FC0004	2012-10-11	\$	50,500.00	\$	112,807.17	163,307.17
Financial Contribution Statement of Account for October 2012	FC0005	2012-11-06	\$	(128,096.89)	\$	157,426.56	29,329.67
Financial Contribution Statement of Account for November 2012	FC0006	2012-12-04	\$	(65,068.39)	\$	(48,771.42)	(113,839.81)
Financial Contribution Statement of Account for December 2012	FC0007	2012-01-06	\$	80,468.41	\$	152,900.39	233,368.80
Financial Contribution Statement of Account for January 2013	FC0008	2013-02-07	\$	(18,847.28)	\$	(2,213.44)	(21,060.72)
Financial Contribution Statement of Account for February 2013	FC0009	2013-03-08	\$	(56,179.51)	\$	(91,980.65)	(148,160.16)
Financial Contribution Statement of Account for March 2013	FC0010	2013-04-09	\$	(56,179.51)	\$	(83,108.63)	(139,288.14)
Financial Contribution Statement of Account for April 2013	FC0011	2013-05-08	\$	(64,848.30)	\$	(76,709.28)	(141,557.58)
Financial reimbursements re: Participant overages			\$	-	\$	7,758.33	7,758.33
Net Funding Contribution on hand for May 2013			\$	(214,948.73)	\$	222,016.27	\$ 7,067.54
Net HST Refund for 2012 Q4 (+ Interest) & 2013 Q1	Funding and Expenditure Summary		\$	43,529.14	\$	52,858.96	96,388.10
Total Funding Contribution on hand for May 2013	Reconciled to Bank Statement		\$	(171,419.59)	\$	274,875.23	103,455.64

Reimbursement from Participants for training
courses exceeding the \$1500 limit

I, Wayne Poncia, Project Manager, BC Chamber of Commerce MBT Program, declare that the above services for May 2013 have been performed as required under the signed Agreement dated May 10, 2012 between the Province of British Columbia Ministry of Jobs, Tourism and Innovation and the BC Chamber of Commerce.

WC Poncia
Wayne Poncia, June 8, 2013

For the BCCC: Wayne Poncia, MBT Program Manager

Jun 8, 2013

Date:

Sharon Clark
Sharon Clark, June 8, 2013

Reviewed and approved by: Sharon Clark, CA, MBT Program Manager, Financial Accounting

Jun 8, 2013

Date:



BC Chamber of Commerce - MBT Pilot Project

Expenditure Summary - Apr 26/13 -May 10/13

Doc #	Vendor name	Inv #	% to be paid	Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
Non-training expenses:										
1	Rethink Learning Inc	2142	100%	2013-05-01	\$ 2,231.25	\$ -	\$ 106.25	\$ 2,125.00	\$ 2,231.25	
2	Rethink Learning Inc	2143	100%	2013-05-01	\$ 9,338.83	\$ -	\$ 444.71	\$ 8,894.12	\$ 9,338.83	
3	Rethink Learning Inc	2144	100%	2013-05-01	\$ 25,348.24	\$ -	\$ 1,207.06	\$ 24,141.18	\$ 25,348.24	
4	Gardiner, Poncia & Associates	1039	100%	2013-05-01	\$ 5,999.99	\$ -	\$ 285.71	\$ 5,714.28	\$ 5,999.99	
5	S Clark & Co	1013	100%	2013-05-15	\$ 5,999.99	\$ -	\$ 285.71	\$ 5,714.28	\$ 5,999.99	
6	BC Chamber of Commerce	1021.13	100%	2013-05-01	\$ 3,750.00	\$ -	\$ 178.57	\$ 3,571.43	\$ 3,750.00	
					\$ 52,668.30	\$ -	\$ 2,508.01	\$ 50,160.29	\$ 52,668.30	
Training related invoices:										
465	The Big Picture Coach Inc.	CN2012-203	0%	2013-05-07	\$ (838.32)	\$ (89.82)	\$ -	\$ (748.50)	\$ -	Credit for 50% of course
466	Executive Web Club	10	25%	2013-05-04	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 1,181.25	
467	In the Black Salon Business Cons.	156	25%	2013-05-05	\$ 1,386.00	\$ -	\$ 66.00	\$ 1,320.00	\$ 346.50	
468	Debbie Palmer Presents	145	25%	2013-05-06	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
469	Prestige Business & Management Consulting	MBT006	25%	2013-05-02	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
470	TLB Marketing Essenstials	CLN001	25%	2013-04-26	\$ 210.00	\$ -	\$ 10.00	\$ 200.00	\$ 52.50	
471	Susan Peach	1376	25%	2013-04-24	\$ 2,199.75	\$ -	\$ 104.75	\$ 2,095.00	\$ 549.94	
472	Acumen	1088	25%	2013-05-03	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 125.00	
473	Acumen	1087	25%	2013-05-03	\$ 700.00	\$ -	\$ -	\$ 700.00	\$ 175.00	
474	Lift Strategies Inc.	LIFT230	25%	2013-05-10	\$ 2,719.50	\$ -	\$ 129.50	\$ 2,590.00	\$ 679.88	
475	Excel Career College	4669347	100%	2013-05-06	\$ 84.00	\$ -	\$ 4.00	\$ 80.00	\$ 84.00	
476	Power up Marketing	25	25%	2013-05-06	\$ 3,024.00	\$ -	\$ 144.00	\$ 2,880.00	\$ 756.00	
477	Neil Godin International Inc.	5-2013-12	25%	2013-05-03	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
478	Excel Career College	4669346	0%	2013-05-06	\$ 1,680.00	\$ -	\$ 80.00	\$ 1,600.00	\$ -	Invoice not being paid - re: Participant has an unpaid overage
479	Camosun College	106955	100%	2013-04-30	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 787.50	
480	TLB Marketing Essenstials	CLN002	25%	2013-05-09	\$ 1,785.00	\$ -	\$ 85.00	\$ 1,700.00	\$ 446.25	
481	Susan Peach	1382	25%	2013-05-10	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 156.19	
482	Zenith Training International	MBT108CREDIT	0%	2013-05-06	\$ (806.40)	\$ (86.40)	\$ -	\$ (720.00)	\$ -	Credit for 75% of unpaid amount, remaining 25% credit applied on MBT113 (see below)
483	Zenith Training International	MBT113	25%	2013-05-10	\$ 4,456.20	\$ (28.80)	\$ 225.00	\$ 4,260.00	\$ 1,114.05	
484	Rock Solid Business Coaching Inc	MidMay	25%	2013-05-09	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 787.50	
485	Priority Management	65071	25%	2013-05-08	\$ 651.00	\$ -	\$ 31.00	\$ 620.00	\$ 162.75	
486	Acumen	1089	25%	2013-05-03	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 125.00	
487	Main Street Communication Ltd.	12001462013B	25%	2013-05-12	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 1,181.25	
488	Vancouver Island University	SP47869-1	100%	2013-04-22	\$ 189.00	\$ -	\$ -	\$ 189.00	\$ 189.00	
489	Okanagan College	S0214099	100%	2013-04-03	\$ 362.25	\$ -	\$ 17.25	\$ 345.00	\$ 362.25	
490	Okanagan College	S0214159	100%	2013-05-03	\$ 490.00	\$ -	\$ -	\$ 490.00	\$ 490.00	
491	Camosun College	106965	100%	2013-04-30	\$ 476.70	\$ -	\$ 22.70	\$ 454.00	\$ 476.70	
					\$ 38,505.93	\$ (205.02)	\$ 1,811.45	\$ 36,899.50	\$ 11,409.75	

BC Chamber of Commerce - MBT Pilot Project

Expenditure Summary - Apr 26/13 -May 10/13

Doc #	Vendor name	Inv #	% to be paid	Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
Previously issued invoices - partial payments re: completion										
55	The Big Picture Coach Inc.	2013-203	25%	2012-11-01	\$ 1,676.64	\$ 179.64	\$ -	\$ 1,497.00	\$ 419.16	MBT0006A
74	In the Black Salon Business Cons.	123	75%	2012-11-23	\$ 1,478.40	\$ 158.40	\$ -	\$ 1,320.00	\$ 1,108.80	MBT0006B
127	Rock Solid Business Coaching Inc	4	75%	2012-12-01	\$ 3,356.64	\$ 359.64	\$ -	\$ 2,997.00	\$ 1,260.00	MBT0007
143	Power up Marketing	8	75%	2012-12-09	\$ 3,259.20	\$ 349.20	\$ -	\$ 2,910.00	\$ 499.80	MBT0007
265	Prestige Business & Management Consulting	MBT001	75%	2013-02-05	\$ 2,898.00	\$ 310.50	\$ -	\$ 2,587.50	\$ 1,086.75	MBT0009A
282	Community Futures of Central Kootenay	CLN2	75%	2013-02-08	\$ 89.60	\$ 9.60	\$ -	\$ 80.00	\$ 67.20	MBT0009A
292	Make Your Mark Training & Consulting	4615	75%	2013-02-18	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,260.00	MBT0009B
361	Main Street Communication Ltd.	13001492013	75%	2013-03-13	\$ 3,640.00	\$ 390.00	\$ -	\$ 3,250.00	\$ 630.00	MBT0010B
365	Okanagan College	S0187791	100%	2013-03-31	\$ 3,567.33	\$ 84.33	\$ -	\$ 3,483.00	\$ 245.00	MBT0010B Doris Brocke
367	Power up Marketing	19	75%	2013-03-19	\$ 2,665.60	\$ 285.60	\$ -	\$ 2,380.00	\$ 499.80	MBT0010B
MBT0010B - was unpaid due to an unpaid overage. Overage now paid in full. Invoice attached.										
369	One on One Software Training	MB BK for BO	100%	2013-03-25	\$ 600.00	\$ -	\$ -	\$ 600.00	\$ 600.00	MBT0010B
372	Debbie Palmer Presents	130	75%	2013-03-19	\$ 672.00	\$ 72.00	\$ -	\$ 600.00	\$ 504.00	MBT0010B
381	Power up Marketing	20	75%	2013-03-23	\$ 4,239.20	\$ 454.20	\$ -	\$ 3,785.00	\$ 1,260.00	MBT0010B
384	Susan Peach	1362	75%	2013-03-25	\$ 3,858.40	\$ 413.40	\$ -	\$ 3,445.00	\$ 336.00	MBT0010B
412	Power up Marketing	21	75%	2013-04-03	\$ 1,512.00	\$ -	\$ 72.00	\$ 1,440.00	\$ 665.44	MBT0011A
433	Power up Marketing	24	75%	2103-04-20	\$ 1,512.00	\$ -	\$ 72.00	\$ 1,440.00	\$ 468.56	MBT0011B
441	Debbie Palmer Presents	137	75%	2013-04-14	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0011B
450	Training Provider Inc dba AK Coaching	1010	75%	2013-04-22	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 590.62	MBT0011B
457	L2 Accent Reduction Centre	40513	75%	2013-04-05	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0011B
					\$ 40,642.51	\$ 3,246.51	\$ 331.50	\$ 37,064.50	\$ 13,863.63	
Total amount payable per the above invoices:					\$ 131,816.74	\$ 3,041.49	\$ 4,650.96	\$ 124,124.29	\$ 77,941.68	

See invoices attached

Total payments to be issued:

		Pymt type:	Pymt date:
Rethink Learning Inc	\$ 36,918.32	EFT	15-May-13
Gardiner, Poncia & Associates	\$ 5,999.99	EFT	15-May-13
S Clark & Co	\$ 5,999.99	EFT	15-May-13
BC Chamber of Commerce	\$ 3,750.00	EFT	15-May-13
The Big Picture Coach Inc.	\$ 419.16	EFT	15-May-13
Rock Solid Business Coaching Inc	\$ 2,047.50	EFT	15-May-13
Lift Strategies Inc.	\$ 679.88	EFT	15-May-13
Excel Career College	\$ 84.00	EFT	15-May-13
Zenith Training International	\$ 1,114.05	EFT	15-May-13
Vancouver Island University	\$ 189.00	EFT	15-May-13
Acumen	\$ 425.00	EFT	15-May-13
Camosun College	\$ 1,264.20	EFT	15-May-13
Okanagan College	\$ 1,097.25	EFT	15-May-13
One on One Software Training	\$ 600.00	EFT	15-May-13
Priority Management	\$ 162.75	EFT	15-May-13
Power up Marketing	\$ 4,149.60	EFT	15-May-13
Training Provider Inc dba AK Coaching	\$ 590.62	EFT	15-May-13

JTI-2014-00158

Page 149

BC Chamber of Commerce - MBT Pilot Project

Expenditure Summary - Apr 26/13 -May 10/13

Doc #	Vendor name	Inv #	% to be paid	Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
	In the Black Salon Business Cons.								\$ 1,455.30	EFT 15-May-13
	Main Street Communication Ltd.								\$ 1,811.25	EFT 15-May-13
	L2 Accent Reduction Centre								\$ 1,181.25	EFT 15-May-13
	Susan Peach								\$ 1,042.13	EFT 15-May-13
	Prestige Business & Management Consulting Ltd.								\$ 1,480.50	EFT 15-May-13
	Community Futures of Central Kootenay								\$ 67.20	EFT 15-May-13
	Make Your Mark Training & Consulting								\$ 1,260.00	EFT 15-May-13
	Debbie Palmer Presents								\$ 2,079.00	EFT 15-May-13
	Neil Godin International Inc.								\$ 393.75	EFT 15-May-13
	TLB Marketing Essentials								\$ 498.75	EFT 15-May-13
	Executive Web Club								\$ 1,181.25	EFT 15-May-13
									<u>\$ 77,941.68</u>	

The BC Chamber of Commerce will be claiming reimbursement of 100% of HST and GST Input Tax Credits in relation to the above expenditures

Mark Jess

Prepared by: Mark Jess, CGA

May 14, 2013

Date:

Sharon Clark

Reviewed and approved by: Sharon Clark, ACA

May 14, 2013

Date:

Denise Douglas

For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

May 14, 2013

Date:

John R. Winter

For the BCCC: John Winter, President

May 14, 2013

Date:

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"



BC Chamber of Commerce - MBT Pilot Project
Expenditure Summary - May 11/13 - May 25/13

Doc #	Vendor name	Inv #	% to be paid	Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
Training related invoices:										
	S22	S22 Refund	100%		\$ 93.79	\$ -	\$ -	\$ 93.79	\$ 93.79	Participant overage refund
492	Thrive Business Strategies Inc	2	25%	05/10/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
493	Thrive Business Strategies Inc	3	25%	05/13/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
494	VCC	S0099602	100%	04/30/2013	\$ 917.81	\$ -	\$ -	\$ 917.81	\$ 917.81	
495	Debbie Palmer Presents	146	25%	05/10/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 195.88	
496	VCC	S0099599	0%	04/30/2013	\$ 275.00	\$ -	\$ -	\$ 275.00	\$ -	Participant has unpaid overage
497	Camosun College	107085	100%	05/13/2013	\$ 412.50	\$ -	\$ 12.50	\$ 400.00	\$ 412.50	
498	TLB Enterprises	CLN003	25%	05/15/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
499	CanScribe Career College	12520	100%	05/14/2013	\$ 475.00	\$ -	\$ -	\$ 475.00	\$ 475.00	
500	Academy of Learning - Langley	074678CS-1	100%	05/11/2013	\$ 1,396.00	\$ -	\$ -	\$ 1,396.00	\$ 1,396.00	
501	Discovery Community College	2209	100%	03/22/2013	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ 150.00	
502	Community Futures of Central Kootenai	CLN3	100%	05/16/2013	\$ 315.00	\$ -	\$ 15.00	\$ 300.00	\$ 315.00	COMPLETE
503	Prestige Business & Management Const	MBT007	25%	05/17/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
504	Q College Inc.	881	100%	05/21/2013	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75	
505	Q College Inc.	870	100%	05/13/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
506	Main Street Communication Ltd.	15001562013	25%	05/20/2013	\$ 2,362.50	\$ -	\$ 112.50	\$ 2,250.00	\$ 590.63	
507	Q College Inc.	882	100%	05/21/2013	\$ 1,223.25	\$ -	\$ 58.25	\$ 1,165.00	\$ 1,223.25	
508	Prestige Business & Management Const	MBT008	25%	05/26/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
509	Vancouver Island University	SP47976-1	100%	05/16/2013	\$ 418.00	\$ -	\$ -	\$ 418.00	\$ 418.00	
510	Power up Marketing	26	25%	05/21/2013	\$ 4,698.25	\$ -	\$ 233.25	\$ 4,665.00	\$ 1,224.56	
511	PACE Business Centre	1065	25%	05/21/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 358.05	
512	Executive Web Club	11	25%	05/22/2013	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 1,181.25	
513	PACE Business Centre	1064	25%	05/21/2013	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 261.19	
514	PACE Business Centre	1062	25%	05/21/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 358.05	
515	PACE Business Centre	1047	25%	04/30/2013	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 261.19	
516	PACE Business Centre	1063	25%	05/21/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 358.05	
517	PACE Business Centre	1048	25%	04/30/2013	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 261.19	
518	Zenith Training International	MBT114	25%	05/25/2013	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 1,181.25	
519	Power up Marketing	27	25%	05/26/2013	\$ 1,512.00	\$ -	\$ 72.00	\$ 1,440.00	\$ 378.00	
520	Giesbrecht, Goodrich & Co.	27-05-2013	25%	05/27/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 131.25	
					\$ 43,131.95	\$ -	\$ 1,869.35	\$ 41,262.60	\$ 16,726.13	
Previously issued invoices - partial payments re: completion										
207	College of New Caledonia	NC-0528804	100%	12/31/2012	\$ 204.44	\$ 9.74	\$ -	\$ 194.70	\$ 204.44	Fin Aid Inv MBT0008C
371	Vancouver Island University	SP47589-1	100%	03/04/2013	\$ 189.00	\$ -	\$ -	\$ 189.00	\$ 189.00	Overage paid MBT0010B
410	Okanagan College	S0188131 G	less credit	03/28/2013	\$ 695.10	\$ 69.80	\$ (46.34)	\$ 671.64	\$ 497.40	Overage paid MBT0011A
478	Excel Career College	4669346	100%	05/06/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	Overage paid MBT0012A
79	In the Black Salon Business Cons.	121	75%	11/19/2012	\$ 1,478.40	\$ 158.40	\$ -	\$ 1,320.00	\$ 1,108.80	MBT0006B
118	Giesbrecht, Goodrich & Co.	CLN006-12-2012	75%	11/10/2012	\$ 7,700.00	\$ 825.00	\$ -	\$ 6,875.00	\$ 1,260.00	MBT0007

126	In the Black Salon Business Cons.	125	75%	11/30/2012	\$ 1,478.40	\$ 158.40	\$ -	\$ 1,320.00	\$ 1,108.80	MBT0007
234	Trainwest Management & Consulting In	1297	75%	01/15/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,260.00	MBT0008C
265	Prestige Business & Management Consu	MBT001	75%	02/05/2013	\$ 2,898.00	\$ 310.50	\$ -	\$ 2,587.50	\$ 1,086.75	MBT0009A
305	PACE Business Centre	1023	75%	02/22/2013	\$ 1,114.40	\$ 119.40	\$ -	\$ 995.00	\$ 835.80	MBT0009B
309	Prestige Business & Management Consu	MBT002	75%	02/21/2013	\$ 1,449.00	\$ 155.25	\$ -	\$ 1,293.75	\$ 1,086.75	MBT0009B
315	Giesbrecht, Goodrich & Co.	CLN011-02-2012	75%	01/25/2013	\$ 8,120.00	\$ 870.00	\$ -	\$ 7,250.00	\$ 630.00	MBT0009B
347	Power up Marketing	17	75%	03/05/2013	\$ 2,559.20	\$ 274.20	\$ -	\$ 2,285.00	\$ 499.80	MBT0010A
350	Power up Marketing	16	75%	02/26/2013	\$ 6,624.80	\$ 709.80	\$ -	\$ 5,915.00	\$ 420.00	MBT0010A
361	Main Street Communication Ltd.	13001492013	75%	03/13/2013	\$ 3,640.00	\$ 390.00	\$ -	\$ 3,250.00	\$ 630.00	MBT0010B
365	Okanagan College	50187791	75%	03/31/2013	\$ 3,567.33	\$ 84.33	\$ -	\$ 3,483.00	\$ 218.40	MBT0010B
382	Zenith Training International	MBT111	75%	03/25/2013	\$ 14,834.40	\$ 1,589.40	\$ -	\$ 13,245.00	\$ 1,260.00	MBT0010B
383	Giesbrecht, Goodrich & Co.	02-03-2013	75%	03/25/2013	\$ 3,640.00	\$ 390.00	\$ -	\$ 3,250.00	\$ 787.50	MBT0010B
384	Susan Peach	1362	75%	03/25/2013	\$ 3,858.40	\$ 413.40	\$ -	\$ 3,445.00	\$ 336.00	MBT0010B
452	Acumen	1034	75%	04/19/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 375.00	MBT0011B
458	L2 Accent Reduction Centre	42013	75%	04/20/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0011B
464	Giesbrecht, Goodrich & Co.	02-04-2013	75%	04/24/2013	\$ 2,625.00	\$ -	\$ 125.00	\$ 2,500.00	\$ 590.63	MBT0011C
468	Debbie Palmer Presents	145	75%	05/06/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0012A
473	Acumen	1087	75%	05/03/2013	\$ 700.00	\$ -	\$ -	\$ 700.00	\$ 525.00	MBT0012A
474	Lift Strategies Inc.	LIFT230	75%	05/10/2013	\$ 2,719.50	\$ -	\$ 129.50	\$ 2,590.00	\$ 2,039.62	MBT0012A
476	Power up Marketing	25	75%	05/06/2013	\$ 3,024.00	\$ -	\$ 144.00	\$ 2,880.00	\$ 468.56	MBT0012A
483	Zenith Training International	MBT113	75%	05/10/2013	\$ 4,456.20	\$ (28.80)	\$ 225.00	\$ 4,260.00	\$ 1,181.25	MBT0012A
486	Acumen	1089	75%	05/03/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 375.00	MBT0012A
518	Zenith Training International	MBT114	75%	05/25/2013	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 1,181.25	See Above

\$ 89,705.57 \$ 6,678.82 \$ 1,027.16 \$ 81,999.59 \$ 24,093.25

Total amount payable per the above Invoices:

\$ 132,837.52 \$ 6,678.82 \$ 2,896.51 \$ 123,262.19 \$ 40,819.38

See Invoices attached

Total payments to be issued:

s22	\$ 93.79	Chq
Giesbrecht, Goodrich & Co.	\$ 3,399.38	EFT
Lift Strategies Inc.	\$ 2,039.62	EFT
Excel Career College	\$ 1,575.00	EFT
Zenith Training International	\$ 4,803.75	EFT
CanScribe Career College	\$ 475.00	EFT
Vancouver Island University	\$ 607.00	EFT
Acumen	\$ 1,275.00	EFT
Camosun College	\$ 412.50	EFT
College of New Caledonia	\$ 204.44	Chq
Discovery Community College	\$ 150.00	Chq
Okanagan College	\$ 715.80	EFT
Power up Marketing	\$ 2,990.92	EFT
In the Black Salon Business Cons.	\$ 2,217.60	EFT
Main Street Communication Ltd.	\$ 1,220.63	EFT
L2 Accent Reduction Centre	\$ 1,181.25	EFT
Susan Peach	\$ 335.00	EFT

VCC	\$ 917.81 EFT
PACE Business Centre	\$ 2,693.51 EFT
Prestige Business & Management Consulting Ltd.	\$ 2,951.00 EFT
Trainwest Management & Consulting Inc	\$ 1,260.00 EFT
Community Futures of Central Kootenay	\$ 315.00 EFT
Debbie Palmer Presents	\$ 1,378.13 EFT
Academy of Learning - Langley	\$ 1,396.00 EFT
Thrive Business Strategies Inc	\$ 787.50 EFT
TLB Enterprises	\$ 393.75 EFT
Executive Web Club,	\$ 1,181.25 EFT
Q College Inc.	\$ 3,837.75 EFT
	<u>\$ 40,819.38</u>

The BC Chamber of Commerce will be claiming reimbursement of 100% of HST and GST Input Tax Credits in relation to the above expenditures

Mark Jess

Prepared by: Mark Jess, CGA

May 29, 2013

Date:

Sharon Clark

Reviewed and approved by: Sharon Clark, ACA

May 29, 2013

Date:

Denise Douglas

For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

May 30, 2013

Date:

John R. Winter

For the BCCC: John Winter, President

May 30, 2013

Date:

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B-2 - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"

1 - Inv_2142_BCCC.pdf
2 - Inv_2143_BCCC.pdf
3 - Inv_2144_BCCC.pdf
4 - Invoice_1039_from_Gardiner_Poncia_Associates.pdf
5 - MBT Pilot Inv 1013 - Financial Accounting Services May 2013.pdf
6 - MBT Pilot Project Invoice May 2013.pdf
369 - OneOnOne, MB BK for BO.PDF
465 - BigPicture, CreditNote.PDF
466 - ExecutiveWebClub, 10.PDF
467 - InTheBlack, 156.PDF
468 - DebbiePalmer, 145.PDF
469 - Prestige, MBT006.PDF
470 - TLBM, CLN001.PDF
471 - SusanPeach, 1376.PDF
472, Acumen, 1088.PDF
473 - Acumen, 1087.PDF
474 - LIFT, LIFT230.PDF
475 - ExcelCC - 4669347.PDF
476 - PowerUp, 25.PDF
477 - NeilGodin, 5-2013-12.PDF
478 - ExcelCC, 4669346.PDF
479 - Camosun, 10695S.PDF
480 - TLBM, CLN002.PDF
481 - SusanPeach, 1382.PDF
482, Zenit, MBT108Credit.PDF
483 - Zenith, MBT113.PDF
484 - RockSolid, MidMay.PDF
485 - Priority, 65071.PDF
486 - Acumen, 1089.PDF
487 - MainStreet, 12001462013.PDF
488 - VIU, SP47869-1.PDF

492 - Thrive, 2.pdf
493 - Thrive, 3.pdf
494 - VCC, S0099602.pdf
495 - DebbiePalmer, 146.PDF
496 - VCC, S0099599.pdf
497 - Camosun, 10708S.PDF
498 - TLB Marketing, CLN003.PDF
499 - CanScribe, 12520.PDF
500 - AcademyOfLearningLangley, 07467BCS-1.pdf
501 - Discovery, 2209.PDF
502 - CFoCK, CLN3.PDF
503 - Prestige, MBT007.PDF
504 - QCollege, 881.PDF
505 - QCollege, 870.PDF
506 - MainStreet, 15001562013.PDF
507 - QCollege, 882.PDF
508 - Prestige, MBT008.PDF
509 - VIU, SP47976-1.pdf
510 - PowerUp, 26.PDF
511 - PACE, 1065.PDF
512 - ExecutiveWebClub, 11.PDF
513 - PACE, 1064.PDF
514 - PACE, 1062.PDF
515 - PACE, 1047.PDF
516 - PACE, 1063.PDF
517 - PACE, 1048.PDF
518 - Zenith, MBT114.PDF
519 - PowerUp, 27.PDF
520 - GG&Co, 27-05-2013.PDF

From: Sharon Clark S22
 Sent: Wednesday, June 19, 2013 7:36 AM
 To: Beck, Adrienne JTST:EX
 Cc: S22 'Mark Jess'; S22
 Subject: May 2013 Financial Contribution package

Hi Adrienne

Thanks for the email.

I believe the confusion has arisen due to the HST refund and the way the BC Claim form is laid out. I believe the figures in the May 13 Claim form we submitted are correct and I will try and clarify and address your comments below.

The total HST refund received to date (as shown in the May BC Claim form) of \$96,388.10 is made up of:

1. \$43,206.84 - net surplus of HST funds received in Feb 13 (i.e. the net of funds received from CRA (\$87,754.43) less funds received from the Province relating to HST)
2. \$53,181.25 - received in May 13 (refer the HST summary schedule in the May 13 Financial Contribution Summary package supporting documents)

So the Claim for May costs is made up of

Total invoiced costs:	\$118,761.06
Reimbursements from Participants	(\$1,708.33)
HST refund received in May 13	<u>\$53,181.25</u>
Total Claim for May 13	<u>\$63,871.48</u>

As per your email, you have deducted the entire HST refund to date of \$96,388.10 from the May 13 payment however only \$53,181.25 was received in May so I believe this is where the confusion arose.

Because of the way the BC Claim form is laid out the HST refunds are dealt with as a separate line (as they are in the Financial Statements of Account). In the BC Claim form the surplus C/wd from April is included correctly in the May BC Claim form as follows: as:

Net Surplus c/wd forward from April 13	\$124,120.27	this agrees to the "Net funding contribution on Hand for April 2013" line in the April FC Statement of account i.e. the funding
Net HST refund c/wd from April 13	\$43,206.84	surplus excluding HST this agrees to the "Net HST refund..." line in the April FC Statement of account and is included in HST refund line of \$96,388.10
Total Surplus from April c/wd to May 13	\$167,327.12	Claim form (see above)

The confusion arose as the \$96,388.10 HST refund included both the refund for May and the refund included in the Total Net surplus for April 13. If you look at the "Funding and Expenditure Summary" in the supporting information to the Financial Contribution Package, you will see that we do a summary which reconciles to the Total Surplus as the Financial Contribution Summary to ensure we are supporting and checking our figures.

If you require the BC Claim form set out in a different way, let me know and we can try and come up with something. We can certainly split out the HST line into amount c/wd from previous months and the current month. Let me know what you need.

I hope this answers your questions but please let me know if you require any further clarification. I would be grateful if you could please authorise the payment of the May 13 claim as soon as possible as we are concerned that if there are delays we may get low on funds.

Many thanks

Sharon

Sharon Clark CA
 Tel: 250 384 0971
 Mob: S22
 Email: S22

From: Beck, Adrienne JTST:EX [mailto:Adrienne.Beck@gov.bc.ca]
 Sent: Tuesday, June 18, 2013 10:54 AM
 To: 'Sharon Clark'; 'mark@jessandco.ca'
 Subject: RE: May 2013 Financial Contribution package

Hi you two,

Sorry for the delay in getting back to you on this. I've had a chance to go through your May claim and I do have a question for you..

I'm coming up with a balance owing to the Chamber of \$20,664.63. Where I've found the difference is in the inclusion of the HST refund of \$43,206.84. I appreciate you have included the refund as a deduction for the amount owing for May, but you also deducted it from the April surplus balance, thereby negating that amount (?). The net surplus carried forward from April (that we based the April claim on) was \$167,327.12, but you have it as \$124,120.27 on the May claim.

Another way we could look at it is to tally up your total costs for May as you have now received your payment for April that brought the accountable advance back up to the \$200,000. So if we look just at May, your total costs were \$118,761.06, minus amounts returned from participants \$1,708.33, minus HST refunds from GovC \$96,388.10, equals actual Chamber expenditures (amount owing to the Chamber) of \$20,664.63.

I could be way off base, but could you have another look at this?

Thanks!

Adrienne Beck | Program Manager
 Labour Market Programs Branch
 Ministry of Jobs, Tourism and Skills Training and
 Minister Responsible for Labour
 Phone | 250.387.7953 Cell | S17
 adrienne.beck@gov.bc.ca

From: Sharon Clark [mailto:S22]
 Sent: Sunday, June 9, 2013 10:58 PM

To: Beck, Adrienne JTST:EX
 Cc: Rowe, Katherine JTST:EX; s22 XT:Winter, John BCCC:IN; ddouglas@bcchamber.org; 'Mark Jess'; s22
 Subject: May 2013 Financial Contribution package

Good morning Adrienne,

Please find attached the following:

File 1: Financial Contribution Statement of Account May 2013 – FC0012 package:

- Financial Contribution Statement of Account, May 31, 2013 – Index;
- HST Summary showing unclaimed ITCs paid and the status of HST returns and refunds.
- Funding and Expenditure Summary - June 2012 - May 2013, showing total MBT Program funds received versus expenditures paid.

File 2: BC Claim form & FC0012 May 2013 – signed:

- Signed BC Claim form for May 2013; and,
- Signed Financial Contribution Statement of Account.

File 3: MBT0012A - Expenditure Summary April 26 - May 10, 2013 - signed, authorizing payments to be made for Training and Non-Training invoices received up to the 10th.

File 4: MBT0012B - Expenditure Summary May 11 - May 25, 2013 – signed, authorizing payments to be made for Training invoices received up to the 25th.

File 5: MBT0012A – Invoices supporting File 3 above;

File 6: MBT0012B – Invoices supporting File 4 above;

The surplus shown by the Financial Contribution Statement of Account at 31 May is \$103,455.64. I have included a BC Claim form for the amount of the shortfall of \$63,871.48.

Please let me know if you require any further information.

Kind regards

Sharon

Sharon Clark CA
 Tel: 250 384 0971
 Mob: s22
 email: s22

Mark Jess, BA, CGA

Jess & Co., CGA
 e: mark@jessandco.ca
 p: 778-440-7443
 c: s22
www.jessandco.ca

This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should
 For further information on our Privacy and Confidentiality Policies, please visit our website at: www.jessandco.ca and look under the privacy

**Micro Business Owner Training Project
BC CHAMBER OF COMMERCE
Monthly Claim Report**

Period: From June 1 - June 30, 2013

A. Micro Business Owner Outreach	
Total Micro Business Owner Outreach Costs	\$9,338.83
B. Management Services Costs	
• Administration and overhead costs: ◦ Administration and Management Overhead ◦ Financial Accounting ◦ Program Management ◦ Third party audit of program expenditures • Information technology expenses: ◦ Provincial trainee registration tracking and certification ◦ Hosting, maintenance and support	\$3,750.00 \$5,999.99 \$5,999.99 Sub Total Admin/Overhead: \$16,749.00 \$0.00 \$2,231.25 Sub Total Information technology expenses: \$2,231.25 Total Management Services Costs: \$17,981.23
C. Participant Intake and Assessment Services	
Intake and Assessment Services	\$25,348.24
D. Business Skills Training for Participants	
Number of participants:	
Total Participant Costs (maximum of \$1,500 per participant)	\$97,184.32
Total Invoiced Costs for June 13	\$140,852.62
Less: Funds received in June 13:	
Financial reimbursements re; Participant overages received in June 2013	(\$994.71)
Net HST Refunds	
TOTAL Claim Amount for June 2013	\$148,857.91
SUMMARY	
Net Surplus for June 2013 per FC0013	\$51,142.09
Claim for June 2013 - see above	\$148,857.91
Accountable Advance (per Schedule "B-2" of the Agreement)	\$200,000.00

All claimed costs are in accordance with the Eligible Costs described in Schedule "B-2" of the Agreement.

Signature Sharon Clark
Sharon Clark, CA, MDT Program Manager, Financial Accounting

Print Name Sharon Clark Date Jul 4, 2013

Signature WC Poncia
Wayne Poncia, MDT Program Manager

Print Name WC Poncia Date Jul 4, 2013



BC Chamber of Commerce - MBT Pilot Project
Expenditure Summary - May 26/13 - June 10/13

Doc #	Vendor name	Inv #	% to be paid	Inv date	Gross \$	(HST)	GST	Net \$	Payment	Notes
Non-training expenses:										
1	Rethink Learning Inc	2149	100%	06/01/2013	\$ 2,231.25	\$ -	\$ 106.25	\$ 2,125.00	\$ 2,231.25	
2	Rethink Learning Inc	2150	100%	06/01/2013	\$ 9,338.83	\$ -	\$ 444.71	\$ 8,894.12	\$ 9,338.83	
3	Rethink Learning Inc	2151	100%	06/01/2013	\$ 25,348.24	\$ -	\$ 1,207.06	\$ 24,141.18	\$ 25,348.24	
4	Gardiner, Ponds & Associates	1040	100%	06/01/2013	\$ 5,999.99	\$ -	\$ 285.71	\$ 5,714.28	\$ 5,999.99	
5	S Clark & Co	1014	100%	06/15/2013	\$ 5,999.99	\$ -	\$ 285.71	\$ 5,714.28	\$ 5,999.99	
6	BC Chamber of Commerce	1023.13	100%	06/03/2013	\$ 3,750.00	\$ -	\$ 178.57	\$ 3,571.43	\$ 3,750.00	
					\$ 52,668.30	\$ -	\$ 2,508.01	\$ 50,160.29	\$ 52,668.30	
Training related invoices:										
521	TLB Enterprises	CLN005	25%	05/30/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
522	Discovery Community College	2201	100%	03/22/2013	\$ 305.00	\$ -	\$ -	\$ 305.00	\$ 305.00	
523	Discovery Community College	2211	100%	05/12/2013	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ 150.00	
524	Camosun College	106005	100%	04/01/2013	\$ 84.00	\$ 9.00	\$ -	\$ 75.00	\$ 84.00	
525	ClientSave Professional Contact Manag	2190	25%	06/10/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 196.88	
526	Blue Moon Management Inc	1306	25%	04/20/2013	\$ 939.75	\$ -	\$ 44.75	\$ 895.00	\$ 234.94	
527	Rock Solid Business Coaching Inc	ENDofMAY	25%	05/29/2013	\$ 7,480.99	\$ -	\$ 356.74	\$ 7,124.25	\$ 1,870.25	
528	Sunflower Marketing	2012-039	25%	05/29/2013	\$ 1,522.50	\$ -	\$ 72.50	\$ 1,450.00	\$ 360.63	
529	Main Street Kommunikallon Ltd.	16001572013	25%	05/29/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
530	Trainwest Management & Consulting Ir	1361	25%	05/29/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
531	Excel Career College	4669356	100%	05/28/2013	\$ 420.00	\$ -	\$ 20.00	\$ 400.00	\$ 420.00	
532	Excel Career College	4669355	100%	05/28/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	
533	Acumen	1093	25%	05/28/2013	\$ 700.00	\$ -	\$ -	\$ 700.00	\$ 175.00	
534	Acumen	1092	100%	05/17/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	COMPLETE
535	Acumen	1091	100%	04/12/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	COMPLETE
536	Community Futures of South Fraser/ Ct	121	25%	05/24/2013	\$ 1,030.05	\$ -	\$ 49.05	\$ 981.00	\$ 257.51	
537	L2 Accent Reduction Centre	60413	25%	06/04/2013	\$ 1,200.00	\$ -	\$ 60.00	\$ 1,200.00	\$ 315.00	
538	Northwest Community College	29183	100%	06/03/2013	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
539	Northwest Community College	29182	100%	06/03/2013	\$ 238.00	\$ -	\$ -	\$ 238.00	\$ 238.00	
540	TLB Enterprises	CLN006	25%	06/07/2013	\$ 210.00	\$ -	\$ 10.00	\$ 200.00	\$ 52.50	
541	Excel Career College	4669358	100%	05/10/2013	\$ 294.00	\$ -	\$ 14.00	\$ 280.00	\$ 294.00	
542	Q College Inc.	897	100%	06/07/2013	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75	
543	Thrive Business Strategies Inc	5	25%	06/10/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
544	Thrive Business Strategies Inc	4	25%	06/10/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
545	Camosun College	109265	100%	06/05/2013	\$ 79.00	\$ -	\$ -	\$ 79.00	\$ 79.00	
546	Pacific Office Solutions	BE101-02	25%	06/01/2013	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 1,181.25	
547	Debbie Palmer Presents	148	25%	06/01/2013	\$ 393.75	\$ -	\$ 18.75	\$ 375.00	\$ 98.44	
548	Clarity Business Strategies	1851	25%	06/01/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
549	Executive Web Club	12	25%	05/31/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 787.50	
550	Acumen	1094	25%	05/31/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 125.00	
551	TLB Enterprises	CLN004	25%	05/30/2013	\$ 210.00	\$ -	\$ 10.00	\$ 200.00	\$ 52.50	
552	Blue Moon Management Inc	1305	25%	04/20/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
553	Dale Carnegie	P141	25%	05/17/2013	\$ 1,664.06	\$ -	\$ 79.24	\$ 1,584.82	\$ 416.02	
554	Rock Solid Business Coaching Inc	MidJune	25%	06/10/2013	\$ 4,567.40	\$ -	\$ 217.50	\$ 4,349.90	\$ 1,141.85	
555	Zenith Training International	MBT115	25%	06/10/2013	\$ 2,751.00	\$ -	\$ 131.00	\$ 2,620.00	\$ 687.75	
556	Debbie Palmer Presents	150	25%	06/03/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 196.88	
557	Debbie Palmer Presents	149	100%	06/08/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 525.00	COMPLETE
558	Hell Godin International Inc.	6-2013-11	25%	06/01/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
559	Hell Godin International Inc.	6-2013-12	25%	06/01/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
560	Q College Inc.	895	100%	06/07/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
561	Q College Inc.	895	100%	06/06/2013	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75	
562	Prestige Business & Management Const	MBT009	25%	06/08/2013	\$ 984.38	\$ -	\$ 48.88	\$ 935.50	\$ 246.10	
563	Prestige Business & Management Const	MBT010	25%	06/08/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
564	Women's Enterprise Centre	13-01-24	100%	05/31/2013	\$ 4,500.00	\$ -	\$ -	\$ 4,500.00	\$ 4,500.00	
565	Thompson Rivers University	GR019976	100%	05/24/2013	\$ 7,875.00	\$ -	\$ 375.00	\$ 7,500.00	\$ 7,875.00	
566	College of the Rockies	17394	100%	05/16/2013	\$ 405.00	\$ -	\$ -	\$ 405.00	\$ 405.00	
567	VCC	50099760	100%	05/27/2013	\$ 880.00	\$ -	\$ -	\$ 880.00	\$ 880.00	
568	Power up Marketing	28	25%	06/07/2013	\$ 1,181.25	\$ -	\$ 56.25	\$ 1,125.00	\$ 295.31	
569	Royal Roads University	154100-085	100%	05/22/2013	\$ 1,422.50	\$ -	\$ 17.50	\$ 1,405.00	\$ 1,422.50	
570	Royal Roads University	154100-078CM	100%	05/27/2013	\$ (1,414.80)	\$ -	\$ (19.80)	\$ (1,395.00)	\$ (1,414.80)	
571	ClientSave Professional Contact Manag	2194	25%	06/10/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 196.88	
572	ClientSave Professional Contact Manag	2193	25%	06/10/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 196.88	
573	ClientSave Professional Contact Manag	2192	25%	06/10/2013	\$ 1,228.50	\$ -	\$ 58.50	\$ 1,170.00	\$ 307.13	
574	ClientSave Professional Contact Manag	2191	25%	06/10/2013	\$ 729.75	\$ -	\$ 34.75	\$ 695.00	\$ 182.44	
					\$ 76,244.33	\$ 9.00	\$ 3,201.36	\$ 73,033.97	\$ 35,648.05	
Previously issued invoices - partial payments re: completion										
89	Oukray Marketing Services Ltd.	MBT-12-005	75%	11/12/2012	\$ 2,750.00	\$ 241.05	\$ -	\$ 2,008.95	\$ 567.50	MBT0035B
167	Susan Pooch	1301	75%	01/02/2013	\$ 5,040.00	\$ 540.00	\$ -	\$ 4,500.00	\$ 1,260.00	MBT0038A
204	In the Black Salon Business Const.	129	75%	01/11/2013	\$ 1,478.40	\$ 158.40	\$ -	\$ 1,320.00	\$ 1,108.80	MBT0038C
252	ClientSave Professional Contact Manag	2141	75%	01/21/2013	\$ 840.00	\$ 90.00	\$ -	\$ 750.00	\$ 630.00	MBT0039A
324	ClientSave Professional Contact Manag	2175	75%	03/06/2013	\$ 890.40	\$ 95.40	\$ -	\$ 795.00	\$ 667.80	MBT0010A
325	Zenith Training International	MBT110	75%	03/10/2013	\$ 7,660.80	\$ 820.80	\$ -	\$ 6,840.00	\$ 2,016.00	MBT0010A
335	Acumen	1067	75%	03/03/2013	\$ 700.00	\$ -	\$ -	\$ 700.00	\$ 525.00	MBT0010A
366	Prestige Business & Management Const	MBT003	75%	03/16/2013	\$ 1,650.00	\$ -	\$ 180.00	\$ 1,500.00	\$ 1,260.00	MBT0010B
367	Power up Marketing	19	75%	03/19/2013	\$ 2,665.60	\$ 285.60	\$ -	\$ 2,380.00	\$ 499.80	MBT0010B
380	Debbie Palmer Presents	131	75%	03/22/2013	\$ 1,086.40	\$ 116.40	\$ -	\$ 970.00	\$ 814.80	MBT0010B
381	Power up Marketing	20	75%	03/23/2013	\$ 4,239.20	\$ 454.20	\$ -	\$ 3,785.00	\$ 1,419.60	MBT0010B
382	Zenith Training International	MBT011	75%	03/25/2013	\$ 14,834.40	\$ 1,589.40	\$ -	\$ 13,245.00	\$ 2,305.80	MBT0010B
398	Prestige Business & Management Const	MBT004	75%	03/13/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,260.00	MBT0011A
404	Blue Moon Management Inc	1304	75%	03/18/2013	\$ 260.00	\$ 30.00	\$ -	\$ 250.00	\$ 210.00	MBT0011A
410	Okanagan College	50188131 G	Mixed Payment	03/28/2013	\$ 695.10	\$ 69.80	\$ (46.34)	\$ 671.64	\$ 0.30	MBT0011A
422	Zenith Training International	MBT012	75%	04/10/2013	\$ 3,339.00	\$ -	\$ 159.00	\$ 3,180.00	\$ 1,323.00	MBT0011A
443	Power up Marketing	23	75%	04/16/2013	\$ 1,661.45	\$ (22.80)	\$ 89.25	\$ 1,595.00	\$ 468.56	MBT0011B



BC Chamber of Commerce - MBT Pilot Project
June 2013 - GST/HST Credit Summary

Statement #: FC0013

#1201, 750 West Pender Street
Vancouver, BC V6C 2T8
T 604.683.0700 F 604.683.0416
www.bccchamber.org

Description	Ref #	Date	ITC's due		Date of return filed	Refunds received	Date of refunds received	Analysis of Refunds Received		
			Claim amounts					HST refund on Services	HST refund on Training	
HST ITC's claimed or to be claimed:										
<u>2012 Q2 HST return to be filed prior to July 2012</u>										
Expenditure Summary - June 2012	MBT0001	2012-06-30	\$	34,623.71	2012-08-01	\$	34,623.71	2013-02-05	\$	34,623.71
<u>2012 Q3 HST return to be filed prior to October 2012</u>										
Expenditure Summary - July 2012	MBT0002	2012-08-07	\$	3,532.37					\$	3,532.37
Expenditure Summary - August 2012	MBT0003	2012-09-07	\$	3,007.38					\$	3,007.38
Expenditure Summary - September 2012	MBT0004	2012-10-10	\$	4,647.64					\$	3,007.37
			\$	11,187.39	2012-10-30	\$	11,187.39	2013-02-05	\$	1640.27
									\$	1640.27
<u>2012 Q4 HST return to be filed prior to January 2013</u>										
Expenditure Summary - October 2012	MBT0005a	2012-10-17	\$	1,168.20					\$	1,168.20
Expenditure Summary - October 2012	MBT0005b	2012-10-25	\$	2,021.18					\$	2,021.18
Expenditure Summary - October 2012	MBT0005c	2012-11-05	\$	10,289.60					\$	10,289.60
Expenditure Summary - November 2012	MBT0006a	2012-11-16	\$	3,087.88					\$	3,087.88
Expenditure Summary - November 2012	MBT0006b	2012-11-28	\$	12,496.49					\$	6971.6
Expenditure Summary - December 2012	MBT0007	2012-12-04	\$	10,935.27					\$	5524.89
Expenditure Summary - January 2013	MBT0008a	2013-01-04	\$	1,944.11					\$	6971.6
			\$	41,943.33	2013-01-18	\$	41,943.33	2013-02-05	\$	1,944.11
									\$	24,132.90
									\$	17,710.53
									\$	68,403.63
									\$	15,350.80
<u>2013 Q1 HST return to be filed prior to April 30, 2013</u>										
Expenditure Summary - January 2013 V1	MBT0008b	2013-01-04	\$	1,365.60						
Expenditure Summary - January 2013 V2	MBT0008c	2013-01-04	\$	1,446.39						
Expenditure Summary - January 2013 V1	MBT0008d	2013-01-14	\$	8,076.03						
Expenditure Summary - January 2013 V2	MBT0008e	2013-01-14	\$	(0.01)						
Expenditure Summary - January 2013 V1	MBT0008f	2013-01-31	\$	8,306.68						
Expenditure Summary - January 2013 V2	MBT0008g	2013-01-31	\$	(0.40)						
Expenditure Summary - January 2013	MBT0008h	2013-02-04	\$							
Expenditure Summary - February 2013	MBT0009a	2013-02-14	\$	12,135.27						
Expenditure Summary - February 2013	MBT0009b	2013-02-27	\$	4,703.11						
Expenditure Summary - March 2013	MBT0010a	2013-03-14	\$	10,436.11						
Expenditure Summary - March 2013	MBT0010b	2013-03-27	\$	4,684.01						
Expenditure Summary - April 2013	MBT0011a	2013-04-15	\$	2,028.46						
ITC refundable as at March 31, 2013			\$	53,181.25	2013-04-23	\$	53,181.25	2013-05-03		
<u>2013 Q1 GST return to be filed prior to June 30, 2013</u>										
Expenditure Summary - April 2013	MBT0011a	2013-04-15	\$	3,260.37						
Expenditure Summary - April 2013	MBT0011b	2013-04-29	\$	2,017.30						
Expenditure Summary - April 2013	MBT0011c	2013-05-02	\$	125.00						
Expenditure Summary - May 2013	MBT0012a	2013-05-14	\$	4,114.44						
Expenditure Summary - May 2013	MBT0012b	2013-05-30	\$	1,869.35						
Expenditure Summary - June 2013	MBT0013a	2013-06-13	\$	5,718.37						
Expenditure Summary - June 2013	MBT0013b	2013-06-27	\$	2,131.63						
ITC refundable as at June 30, 2013			\$	19,236.46						
Total ITC's as at June 30, 2013			\$	160,272.14		\$	140,935.68			

Notes:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12.0(b) of Schedule B - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - June 30, 2013

Expense/Anticipated Payment Date	Funds			Funds			Funds			Funds			Funds		
	Received	Per Expenditure Summary	Surplus/Deficit	Received	Per Expenditure Summary	Surplus/Deficit	Received	Per Expenditure Summary	Surplus/Deficit	Received	Per Expenditure Summary	Surplus/Deficit	Received	Per Expenditure Summary	Surplus/Deficit
	June-12	MBT0001	June-12	July-12	MBT0002	July-12	Aug-12	MBT0003	Aug-12	Sept-12	MBT0004	Sept-12	Oct-12	MBT0005A-C	Oct-12
A. Micro-Business Owner Outreach															
Micro - Business Owner Outreach through local Chambers of Commerce (1)			\$0.00			\$0.00			\$0.00	\$15,400.00	\$0.00	\$15,400.00	\$24,920.00	\$30,968.00	\$6,048.00
Local Business Marketing & Recruitment (2)	\$37,400.00	\$37,400.00	\$0.00	\$9,450.00	\$9,450.00	\$0.00	\$9,450.00	\$9,450.00	\$0.00	\$9,450.00	\$0.00	\$9,450.00	\$18,345.00	\$23,961.41	\$5,616.41
Program Website (3)	\$8,000.00	\$8,000.00	\$0.00			\$0.00			\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$40,000.00	\$40,000.00	\$0.00			\$0.00			\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$85,400.00	\$85,400.00	\$0.00	\$9,450.00	\$9,450.00	\$0.00	\$9,450.00	\$9,450.00	\$0.00	\$24,850.00	\$0.00	\$24,850.00	\$43,265.00	\$54,929.41	\$11,664.41
B. Management Services															
Administration & Management Overhead (5)	\$5,952.40	\$5,952.40	\$0.00	\$11,507.93	\$11,507.93	\$0.00	\$11,507.93	\$11,507.93	\$0.00	\$11,507.93	\$11,507.93	\$0.00	\$17,031.74	\$12,388.08	\$4,643.66
Financial Accounting (6)	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$8,457.13	\$6,399.99	\$2,057.14
Program Management (7)	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$8,457.13	\$6,399.99	\$2,057.14
Third Party Audit of program expenditures			\$0.00			\$0.00			\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$17,380.96	\$17,380.96	\$0.00	\$22,936.49	\$22,936.49	\$0.00	\$22,936.49	\$22,936.49	\$0.00	\$22,936.49	\$22,936.49	\$0.00	\$33,498.90	\$25,186.06	\$8,312.84
Provincial vehicle registration tracking and certification (8)	\$80,625.00	\$80,625.00	\$0.00	\$4,375.00	\$4,375.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Housing, Maintenance, & Support (9)	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$3,149.00	\$2,350.00	\$799.00
Subtotal Information Technology	\$82,750.00	\$82,750.00	\$0.00	\$6,500.00	\$6,500.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$3,149.00	\$2,350.00	\$799.00
Subtotal Management Services	\$106,136.60	\$106,136.60	\$0.00	\$29,436.49	\$29,436.49	\$0.00	\$25,061.49	\$25,061.49	\$0.00	\$25,061.49	\$25,061.49	\$0.00	\$39,681.63	\$33,936.06	\$5,745.57
C. Participant Intake and Assessment Services															
Regional Intake, Application Review, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$102,600.00	\$102,600.00	\$0.00	\$25,650.00	\$25,650.00	\$0.00	\$25,650.00	\$25,650.00	\$0.00	\$25,650.00	\$25,650.00	\$0.00	\$49,911.48	\$27,034.12	\$22,877.36
Subtotal Participant Intake and Assessment Services	\$102,600.00	\$102,600.00	\$0.00	\$25,650.00	\$25,650.00	\$0.00	\$25,650.00	\$25,650.00	\$0.00	\$25,650.00	\$25,650.00	\$0.00	\$49,911.48	\$27,034.12	\$22,877.36
D. Business Skills Training for Participants															
Anticipated Training Funding Dispersed/Month (11)	\$0.00	\$0.00	\$0.00	\$45,000.00	\$45,000.00	\$0.00	\$115,000.00	\$0.00	\$115,000.00	\$120,000.00	\$112,807.17	\$7,192.83	\$168,000.00	\$10,573.44	\$157,426.56
Subtotal Business Skills Training for Participants	\$0.00	\$0.00	\$0.00	\$45,000.00	\$45,000.00	\$0.00	\$115,000.00	\$0.00	\$115,000.00	\$120,000.00	\$112,807.17	\$7,192.83	\$168,000.00	\$10,573.44	\$157,426.56
Subtotal Services for Applicants and Participants	\$102,600.00	\$102,600.00	\$0.00	\$70,650.00	\$70,650.00	\$0.00	\$140,650.00	\$0.00	\$140,650.00	\$147,650.00	\$129,957.17	\$17,645.66	\$178,088.12	\$27,646.56	\$150,441.56
Contract advance (12)	\$25,771.04		\$25,771.04										\$25,771.04		\$25,771.04
Interest on refund from CRA															
Total Historical Contribution	\$314,302.00	\$314,302.00	\$0.00	\$109,036.49	\$109,036.49	\$0.00	\$175,161.49	\$175,061.49	\$0.00	\$145,561.49	\$132,564.17	\$13,000.00	\$178,088.12	\$106,629.90	\$71,458.22

Nov funds not received in Nov 12



Note 2: HST refunds for Q2 and Q3 were accounted for in the cash flow in Oct 12 and Jan 13 and have been already been deducted from the funding received from the Province in those months. Refund relating to Q4 was included in the cash flow in April 13 and so has not been accounted for in funding received from the Province and this amount is therefore due to the Province

Funding provided through the Canada-British Columbia Labour Market Agreement.

Canada/British Columbia Labour Market Agreement Monthly Activity Report Template

Name of Program: Micro-Business Training Program

Organization: BC Chamber of Commerce Month: June

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

s22

27-06-2013	-		X			
18-06-2013	-			X		
20-06-2013	-			X		
26-06-2013	-				X	
19-06-2013	-			X		
26-06-2013	-			X		
03-06-2013	-			X		
05-06-2013	-			X		
13-06-2013	-			X		
26-06-2013	-			X		
26-06-2013	-			X		
13-06-2013	-		X			
05-06-2013	-		X			
25-06-2013	-			X		
13-06-2013	-			X		
13-06-2013	-			X		
27-06-2013	-			X		

s22

19-06-2013	-			X	
13-06-2013	-	X			
19-06-2013	-	X			
10-06-2013	-	X			
13-06-2013	-	X			
19-06-2013	-		X		
26-06-2013	-	X			
19-06-2013	-		X		
05-06-2013	-		X		
27-06-2013	-		X		
26-06-2013	-	X			
13-06-2013	-		X		
20-06-2013	-	X			
20-06-2013	-	X			
27-06-2013	-		X		
05-06-2013	-		X		
13-06-2013	-		X		
13-06-2013	-	X			
13-06-2013	-		X		
13-06-2013	-	X			
05-06-2013	-	X			
03-06-2013	-		X		
20-06-2013	-		X		
13-06-2013	-	X			
26-06-2013	-	X			
18-06-2013	-		X		
26-06-2013	-	X			
20-06-2013	-		X		
19-06-2013	-	X			
05-06-2013	-	X			
05-06-2013	-	X			
03-06-2013	-		X		
27-06-2013	-		X		
07-06-2013	-	X			
27-06-2013	-	X			
05-06-2013	-	X			
19-06-2013	-		X		
11-06-2013	-	X			
07-06-2013	-		X		
11-06-2013	-		X		
19-06-2013	-		X		
03-06-2013	-		X		
13-06-2013	-		X		
13-06-2013	-		X		
27-06-2013	-		X		
03-06-2013	-	X			
05-06-2013	-	X			
27-06-2013	-		X		
13-06-2013	-		X		
11-06-2013	-		X		

s22

13-06-2013	-		X		
13-06-2013	-		X		
26-06-2013	-		X		
13-06-2013	-	X			
13-06-2013	-		X		
11-06-2013	-		X		
07-06-2013	-	X			
10-06-2013	-			X	
19-06-2013	-		X		
19-06-2013	-		X		
05-06-2013	-		X		
10-06-2013	-		X		
19-06-2013	-	X			
27-06-2013	-	X			
19-06-2013	-	X			
11-06-2013	-			X	
13-06-2013	-			X	
13-06-2013	-	X			
19-06-2013	-		X		
26-06-2013	-	X			
19-06-2013	-		X		
19-06-2013	-			X	
03-06-2013	-	X			
13-06-2013	-	X			
13-06-2013	-	X			
26-06-2013	-			X	
27-06-2013	-	X			
19-06-2013	-		X		
11-06-2013	-			X	
20-06-2013	-	X			
20-06-2013	-	X			
26-06-2013	-			X	

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)

s22

24-06-2013	X	Completed program, Exit Form enclosed
17-06-2013	X	Completed program, will send Exit Form in July
26-06-2013	X	Completed program, will send Exit Form in July
25-06-2013	X	Completed program, will send Exit Form in July
24-06-2013	X	Completed program, will send Exit Form in July

s22

26-06-2013	X		Completed program, will send Exit Form in July
18-06-2013	X		Completed program, will send Exit Form in July
21-06-2013	X		Completed program, will send Exit Form in July
14-06-2013	X		Completed program, will send Exit Form in July
27-06-2013	X		Completed program, will send Exit Form in July
05-06-2013	X		Completed program, will send Exit Form in July
24-06-2013	X		Completed program, Exit Form enclosed
18-06-2013	X		Completed program, will send Exit Form in July
21-06-2013	X		Completed program, will send Exit Form in July
25-06-2013	X		Completed program, will send Exit Form in July
19-06-2013		X	Lost Interest, please pull Intake Form
14-06-2013	X		Completed program, Exit Form enclosed
03-06-2013	X		Completed program, will send Exit Form in July
20-06-2013	X		Completed program, Exit Form enclosed
19-06-2013	X		Completed program, will send Exit Form in July
11-06-2013	X		Completed program, will send Exit Form in July
20-06-2013	X		Completed program, will send Exit Form in July
28-06-2013	X		Completed program, will send Exit Form in July
19-06-2013	X		Completed program, will send Exit Form in July
24-06-2013	X		Completed program, will send Exit Form in July
18-06-2013	X		Completed program, will send Exit Form in July
18-06-2013	X		Completed program, will send Exit Form in July
25-06-2013	X		Completed program, will send Exit Form in July
19-06-2013	X		Completed program, will send Exit Form in July
25-06-2013	X		Completed program, will send Exit Form in July
10-06-2013	X		Completed program, will send Exit Form in July
18-06-2013	X		Completed program, will send Exit Form in July
19-06-2013	X		Completed program, will send Exit Form in July
27-06-2013	X		Completed program, will send Exit Form in July
24-06-2013	X		Completed program, will send Exit

s22

			Form in July
19-06-2013	X		Completed program, will send Exit Form in July
23-06-2013	X		Completed program, will send Exit Form in July
05-06-2013	X		Completed program, will send Exit Form in July
19-06-2013	X		Completed program, will send Exit Form in July
13-06-2013		X	Lost Interest, please pull Intake Form
25-06-2013	X		Completed program, will send Exit Form in July
19-06-2013	X		Completed program, will send Exit Form in July
07-06-2013	X		Completed program, Exit Form enclosed
18-06-2013		X	Lost Interest, please pull Intake Form
12-06-2013		X	Lost Interest, please pull Intake Form
03-06-2013		X	Lost Interest, please pull Intake Form
25-06-2013	X		Completed program, will send Exit Form in July
25-06-2013	X		Completed program, will send Exit Form in July
18-06-2013	X		Completed program, Exit Form enclosed
11-06-2013		X	Lost Interest, please pull Intake Form
19-06-2013	X		Completed program, will send Exit Form in July
12-06-2013	X		Completed program, will send Exit Form in July
25-06-2013	X		Completed program, will send Exit Form in July
25-06-2013	X		Completed program, will send Exit Form in July
11-06-2013	X		Completed program, will send Exit Form in July

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

Participants potential (for June, 2013)	258
Participants accepted (for June, 2013)	98
Participants completed program (for June, 2013)	55
Participants not accepted (for June, 2013)	80
Number of participants newly enrolled in Public Post Secondary Institutions*	15
Number of participants newly enrolled in PCTIA training*	9
Number of participants newly enrolled in CLN Member provided training*	68

* We have several participants who are enrolled in more than one category. For a listing of all course enrollments, please ask Robert Bailey.

	This month	Previous month	Change
Participants total (cumulative, to end of month)	1750	1625	125

Participants potential (cumulative, to end of month)	258	311	-53
Participants accepted (cumulative, to end of month)	716	624	92
Participants completed program (cumulative, to end of month)	269	230	39
Participants not accepted (cumulative, to end of month)	855	690	165
Newly enrolled Participants in Public Post Secondary Institutions (cumulative, to end of month)	289	281	8
Newly enrolled Participants in PCTIA training (cumulative, to end of month)	117	113	4
Newly enrolled Participants in CLN Member provided training (cumulative, to end of month)	775	702	73

Approved Participant Details

Participant Name	Total # of Employees	Business Sector	Geographic Area	Training Received	Type of Business (Small Business or Not for Profit)

s22	4	Agriculture	1. Vancouver Island	-	Profit
	1	Professional Services	4. Mainland	-	Profit
	0	HighTech/IT	4. Mainland	Sales	Profit
	0	Trades - Other	1. Vancouver Island	-	Profit
	3	Trades - Automotive	1. Vancouver Island	-	Profit
	0	Professional Services	4. Mainland	-	Profit
	1	Industrial - Food/Bev	1. Vancouver Island	Marketing/ Social Media	Profit
	0	HighTech/IT	2. Okanagan	Social Media	Profit
	0	Recreation/Entertainment	1. Vancouver Island	-	Profit
	3	Professional Services	4. Mainland	-	Profit
	3	Professional Services	4. Mainland	-	Profit
	2	Retail - Other	2. Okanagan	Computer	Profit
	1	Trades - Other	1. Vancouver Island	-	Profit
	0	Retail - Aesthetics	4. Mainland	-	Profit
	1	Trades - Other	4. Mainland	-	Profit
	0	Professional Services	4. Mainland	Business Coaching	Profit
	1	Trades - Automotive	1. Vancouver Island	-	Profit
	0	Agriculture	2. Okanagan	-	Profit
	8*	Hospitality	1. Vancouver Island	Marketing	Profit
	1	Industrial - Other	1. Vancouver Island	Website	Profit
	3	Trades - Automotive	2. Okanagan	Business Coaching	Profit
	2	Retail - Other	1. Vancouver Island	-	Profit

s22

4	Retail - Gift	1. Vancouver Island	-	Profit
3	Retail - Apparel	3. Northern BC	-	Profit
0	Retail - Apparel	1. Vancouver Island	Accounting /Computer/ Social Media	Profit
3	Professional Services	1. Vancouver Island	-	Profit
3	Trades - Other	1. Vancouver Island	-	Profit
4	Retail - Other	2. Okanagan	-	Profit
0	Professional Services	2. Okanagan	Marketing/ Website	Profit
0	HighTech/IT	1. Vancouver Island	Computer	Profit
0	Professional Services	1. Vancouver Island	-	Profit
0	Communications	4. Mainland	Website	Profit
0	Recreation/Entertainment	1. Vancouver Island	Computer/ Marketing/ Website	Profit
0	Arts and Crafts	2. Okanagan	Accounting /Computer	Profit
1	Arts and Crafts	1. Vancouver Island	-	Profit
0	Professional Services	4. Mainland	Management/Marketing	Profit
0	Construction	1. Vancouver Island	Social Media	Profit
0	Arts and Crafts	2. Okanagan	Sales	Profit
0	Retail - Other	4. Mainland	-	Profit
1	Recreation/Entertainment	1. Vancouver Island	-	Profit
0	Retail - Food/Bev	4. Mainland	Communications	Profit
8*	Communications	1. Vancouver Island	-	Profit
0	Agriculture	1. Vancouver Island	Accounting	Profit
0	Recreation/Entertainment	1. Vancouver Island	-	Profit
0	Professional Services	4. Mainland	Communications	Profit
1	Trades - Other	4. Mainland	-	Profit
0	Trades - Other	3. Northern BC	-	Profit
0	Retail - Food/Bev	1. Vancouver Island	Business Coaching/ Website	Profit
1	Retail - Food/Bev	1. Vancouver Island	Accounting	Profit
0	Professional Services	4. Mainland	Marketing/ Social	Profit

s22

				Media	
	1	Professional Services	4. Mainland	Business Coaching	Profit
	0	Communications	4. Mainland	Social Media	Profit
	3	Professional Services	1. Vancouver Island	Business Coaching	Profit
	3	Industrial - Other	1. Vancouver Island	-	Profit
	3	Recreation/Entertainment	2. Okanagan	Sales	Profit
	0	Communications	1. Vancouver Island	Business Coaching	Profit
	0	Retail - Apparel	1. Vancouver Island	-	Profit
	1	Construction	1. Vancouver Island	-	Profit
	0	Health	1. Vancouver Island	Accounting	Profit
	0	Trades - Automotive	2. Okanagan	Computer/Management	Profit
	0	Trades - Automotive	2. Okanagan	Accounting/Marketing/Website	Profit
	0	Professional Services	1. Vancouver Island	Social Media/Website	Profit
	0	Recreation/Entertainment	1. Vancouver Island	Accounting/Social Media/Website	Profit
	0	Retail - Other	1. Vancouver Island	Bookkeeping	Profit
	1	Retail - Other	2. Okanagan	Website	Profit
	0	Communications	2. Okanagan	Business Coaching	Profit
	0	Health	1. Vancouver Island	Business Coaching	Profit
	4	Arts and Crafts	1. Vancouver Island	Business Coaching	Profit
	3	Hospitality	3. Northern BC	Marketing	Profit
	5*	Trades - Automotive	1. Vancouver Island	-	Profit
	4	Hospitality	1. Vancouver Island	Business Coaching	Profit
	0	Industrial - Manufacturing	3. Northern BC	Business Coaching	Profit
	0	Retail - Other	1. Vancouver Island	Social Media	Profit
	1	Retail - Other	1. Vancouver Island	Accounting/Computer/Social Media/Website	Profit
	1	Retail - Apparel	2. Okanagan	Business Coaching	Profit

s22

0	Health	2. Okanagan	Business Coaching	Profit
0	Health	1. Vancouver Island	Business Coaching	Profit
0	HighTech/IT	1. Vancouver Island	Website	Profit
0	Retail - Other	2. Okanagan	Social Media	Profit
1	HighTech/IT	1. Vancouver Island	-	Profit
1	Retail - Other	1. Vancouver Island	-	Profit
0	Retail - Aesthetics	1. Vancouver Island	Sales	Profit
0	Retail - Aesthetics	1. Vancouver Island	Social Media	Profit
4	Health	1. Vancouver Island	-	Profit
0	Communications	1. Vancouver Island	Communications	Profit
0	Communications	2. Okanagan	-	Profit
0	Industrial - Food/Bev	1. Vancouver Island	-	Profit
2	Professional Services	2. Okanagan	Marketing	Profit
0	Professional Services	2. Okanagan	Computer/Website	Profit
0	Retail - Other	4. Mainland	Website	Profit
4	Retail - Aesthetics	1. Vancouver Island	-	Profit
3	Agriculture	1. Vancouver Island	Social Media	Profit
0	HighTech/IT	2. Okanagan	-	Profit
0	Professional Services	1. Vancouver Island	Business Coaching/Computer/Website	Profit
1	Trades - Other	1. Vancouver Island	-	Profit
1	Retail - Other	4. Mainland	Marketing/Website	Profit
1	Trades - Other	4. Mainland	-	Profit
1	Professional Services	1. Vancouver Island	-	Profit
0	Hospitality	4. Mainland	Computer/Social Media/Web site	Profit

* Indicates participants with seasonal employees

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

Signature: _____ Date: _____
Print Name: _____ Phone: _____
Position: _____ Email: _____

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 lacks 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://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/home.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/any 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.

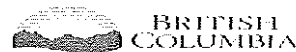
Unemployed Participants:

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 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.



**Micro Business Owner Training Project
BC CHAMBER OF COMMERCE
Monthly Claim Report**

Period: From July 1 - July 15, 2013

A. Micro Business Owner Outreach		
	Total Micro Business Owner Outreach Costs	\$9,338.83
B. Management Services Costs		
	• Administration and overhead costs:	
	o Administration and Management Overhead	\$3,750.00
	o Financial Accounting	\$5,999.99
	o Program Management	\$5,999.99
	o Third party audit of program expenditures	
	Sub Total Admin/Overhead:	\$15,749.98
	• Information technology expenses:	
	o Provincial trainee registration tracking and certification	\$0.00
	o Hosting, maintenance and support	\$2,231.25
	Sub Total Information technology expenses:	\$2,231.25
	Total Management Services Costs:	\$17,981.23
C. Participant Intake and Assessment Services		
	Intake and Assessment Services	\$25,348.24
D. Business Skills Training for Participants		
	Number of participants: _____	
	Total Participant Costs (maximum of \$1,500 per participant)	\$44,164.88
Total Invoiced Costs for July 13		\$96,833.18
Less: Funds received in July 13:		
	Financial reimbursements re: Participant overages received in July 2013	\$0.00
	Net HST Refunds	-
TOTAL Claim Amount for July 1-15, 2013		\$96,833.18

All claimed costs are in accordance with the Eligible Costs described in Schedule "B-2" of the Agreement.

Signature: Sharon Clark
Sharon Clark, CA, MBT Program Manager, Financial Accounting

Print Name: Sharon Clark Date: Jul 15, 2013

Signature: W. Poncia
Wayne Poncia, MBT Program Manager

Print Name: WC Poncia Date: Jul 15, 2013



BRITISH
COLUMBIA



BC JOBS
PLAN

Funding provided through the Canada-British Columbia Labour Market Agreement.

Canada/British Columbia Labour Market Agreement Monthly Activity Report Template

Name of Program: Micro-Business Training Program

Organization: BC Chamber of Commerce Month: July

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

s22

22-07-2013	-	X				
22-07-2013		X				
29-07-2013	-			X		
16-07-2013	-				X	
16-07-2013	-	X				
22-07-2013	-	X				
22-07-2013	-				X	
31-07-2013	-				X	
31-07-2013	-				X	
16-07-2013	-	X				
31-07-2013	-	X				

s22

19-07-2013	-	X			
30-07-2013	-	X			
19-07-2013	-		X		
29-07-2013	-		X		
30-07-2013	-		X		
19-07-2013	-			X	
19-07-2013	-	X			
03-07-2013	-	X			
03-07-2013	-		X		
16-07-2013	-		X		
22-07-2013	-	X			
19-07-2013	-			X	
22-07-2013	-		X		
03-07-2013	-		X		
03-07-2013	-		X		
19-07-2013	-		X		
22-07-2013	-	X			
03-07-2013	-		X		
03-07-2013	-		X		
10-07-2013	-	X			
22-07-2013	-	X			
03-07-2013	-		X		
31-07-2013	-	X			
16-07-2013	-	X			
16-07-2013	-	X			
16-07-2013	-	X			
16-07-2013	-	X			
25-07-2013	-		X		
16-07-2013	-		X		
10-07-	-		X		

s22

2013					
10-07-2013	-	X			
31-07-2013	-		X		
16-07-2013	-			X	
29-07-2013	-		X		
22-07-2013	-		X		
16-07-2013	-		X		
16-07-2013	-		X		
03-07-2013	-	X			
16-07-2013	-		X		
16-07-2013	-		X		
30-07-2013	-		X		
30-07-2013	-		X		
22-07-2013	-		X		
19-07-2013	-	X			
31-07-2013	-			X	
03-07-2013	-		X		
31-07-2013	-		X		
03-07-2013	-	X			
29-07-2013	-			X	
16-07-2013	-		X		
16-07-2013	-		X		
16-07-2013	-			X	
16-07-2013	-	X			
22-07-2013	-	X			
22-07-2013	-	X			
10-07-2013	-	X			
19-07-2013	-	X			
16-07-2013	-			X	
16-07-2013	-			X	

s22

10-07-2013	-	X			
29-07-2013	-	X			
03-07-2013	-		X		
31-07-2013	-	X			
03-07-2013	-	X			
16-07-2013	-			X	
03-07-2013	-	X			
16-07-2013	-	X			
03-07-2013	-		X		
19-07-2013	-		X		
19-07-2013	-	X			
29-07-2013	-	X			
16-07-2013	-	X			
16-07-2013	-			X	
10-07-2013	-			X	
10-07-2013	-		X		
10-07-2013	-			X	
22-07-2013	-		X		
10-07-2013	-		X		
10-07-2013	-			X	
03-07-2013	-		X		

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)
	22-07-2013	X		Completed program, will send Exit Form in August
	22-07-2013	X		Completed program, will send Exit Form in August
	15-07-2013	X		Completed program, will send Exit Form in August

s22

25-07-2013	X	Completed program, will send Exit Form in August
02-07-2013	X	Completed program, will send Exit Form in August
25-07-2013	X	Completed program, will send Exit Form in August
24-07-2013	X	Completed program, will send Exit Form in August
19-07-2013	X	Completed program, Exit Form enclosed
04-07-2013	X	Completed program, will send Exit Form in August
22-07-2013	X	Completed program, will send Exit Form in August
22-07-2013	X	Completed program, will send Exit Form in August
17-07-2013	X	Completed program, will send Exit Form in August
24-07-2013	X	Completed program, will send Exit Form in August
09-07-2013	X	Completed program, will send Exit Form in August
22-07-2013	X	Completed program, will send Exit Form in August
03-07-2013	X	Completed program, will send Exit Form in August
25-07-2013	X	Completed program, will send Exit Form in August
22-07-2013	X	Completed program, will send Exit Form in August
04-07-2013	X	Completed program, Exit Form enclosed
22-07-2013	X	Completed program, will send Exit Form in August
22-07-2013	X	Completed program, will send Exit Form in August
24-07-2013	X	Completed program, will send Exit Form in August
22-07-2013	X	Completed program, will send Exit Form in August
24-07-2013	X	Completed program, will send Exit Form in August
25-07-2013	X	Completed program, will send Exit Form in August
19-07-2013	X	Completed program, Exit Form enclosed
08-07-2013	X	Completed program, will send Exit Form in August
04-07-2013	X	Completed program, Exit Form enclosed
24-07-2013	X	Completed program, will send Exit Form in August
24-07-2013	X	Completed program, will send Exit Form in August
10-07-2013	X	Completed program, will send Exit Form in August
23-07-2013	X	Completed program, will send Exit Form in August
22-07-2013	X	Completed program, Exit Form

				enclosed
	31-07-2013	X		Completed program, Exit Form enclosed
	25-07-2013	X		Completed program, will send Exit Form in August
	25-07-2013	X		Completed program, will send Exit Form in August
	31-07-2013	X		Completed program, Exit Form enclosed
	17-07-2013	X		Completed program, will send Exit Form in August
	31-07-2013	X		Completed program, Exit Form enclosed
	25-07-2013	X		Completed program, will send Exit Form in August
	24-07-2013	X		Completed program, will send Exit Form in August
s22	26-07-2013	X		Completed program, will send Exit Form in August
	24-07-2013	X		Completed program, will send Exit Form in August
	16-07-2013	X		Completed program, will send Exit Form in August
	22-07-2013	X		Completed program, will send Exit Form in August
	23-07-2013	X		Completed program, will send Exit Form in August
	29-07-2013	X		Completed program, Exit Form enclosed
	23-07-2013	X		Completed program, will send Exit Form in August
	25-07-2013	X		Completed program, will send Exit Form in August

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

	This month
Participants potential (for July, 2013)	198
Participants accepted (for July, 2013)	84
Participants completed program (for July, 2013)	91
Participants not accepted (for July, 2013)	46
Number of participants newly enrolled in Public Post Secondary Institutions*	27
Number of participants newly enrolled in PCTIA training*	10
Number of participants newly enrolled in CLN Member provided training*	124

*** We have several participants who are enrolled in more than one category. For a listing of all course enrollments, please ask Robert Bailey.**

	This month	Previous month	Change
Participants total (cumulative, to end of month)	1882	1750	132
Participants potential (cumulative, to end of month)	198	258	-60
Participants accepted (cumulative, to end of month)	807	716	91
Participants completed program (cumulative, to end of month)	316	269	47
Participants not accepted (cumulative, to end of month)	877	855	22

Newly enrolled Participants in Public Post Secondary Institutions (cumulative, to end of month)	296	289	7
Newly enrolled Participants in PCTIA training (cumulative, to end of month)	134	117	17
Newly enrolled Participants in CLN Member provided training (cumulative, to end of month)	926	775	151

Approved Participant Details

Participant Name	Total # of Employees	Business Sector	Geographic Area	Training Received	Type of Business (Small Business or Not for Profit)

1	Communications	4. Mainland	-	Profit
0	Non-Profit/Organization	4. Mainland	-	Non-Profit
0	Trades - Automotive	1. Vancouver Island	Accounting/Social Media/Website	Profit
0	Recreation/Entertainment	1. Vancouver Island	-	Profit
0	Professional Services	4. Mainland	Website	Profit
4	Professional Services	4. Mainland	Marketing/Social Media	Profit
1	Arts and Crafts	1. Vancouver Island	Marketing	Profit
0	Arts and Crafts	1. Vancouver Island	-	Profit
5*	Industrial - Food/Bev	4. Mainland	-	Profit
1	HighTech/IT	1. Vancouver Island	Accounting/Computer/Website	Profit
2	HighTech/IT	2. Okanagan	Business Coaching	Profit
1	Construction	4. Mainland	Business Coaching	Profit
0	HighTech/IT	1. Vancouver Island	-	Profit
2	Retail - Food/Bev	1. Vancouver Island	Social Media	Profit
2	Retail - Gift	1. Vancouver Island	Social Media	Profit
2	Retail - Other	1. Vancouver Island	Social Media/Website	Profit
0	Construction	1. Vancouver Island	-	Profit
0	Recreation/Entertainment	1. Vancouver Island	Social Media	Profit
1	Trades - Other	1. Vancouver	Business Coaching	Profit

s22

s22

		Island		
0	Professional Services	4. Mainland	Business Coaching/Web site	Profit
3	Retail - Apparel	3. Northern BC	Business Coaching	Profit
0	HighTech/IT	4. Mainland	Marketing/Social Media	Profit
1	Trades - Construction	1. Vancouver Island	Social Media	Profit
0	Communications	4. Mainland	-	Profit
0	Professional Services	4. Mainland	Business Coaching	Profit
0	HighTech/IT	4. Mainland	-	Profit
0	HighTech/IT	4. Mainland	-	Profit
0	Arts and Crafts	4. Mainland	Website	Profit
0	Arts and Crafts	2. Okanagan	Social Media	Profit
4	Retail - Aesthetics	1. Vancouver Island	Accounting/Communications/Computer	Profit
0	Retail - Food/Bev	4. Mainland	-	Profit
0	Professional Services	3. Northern BC	Sales	Profit
0	Professional Services	4. Mainland	Business Coaching	Profit
0	Trades - Other	2. Okanagan	Accounting	Profit
1	Arts and Crafts	4. Mainland	-	Profit
0	Professional Services	4. Mainland	Sales	Profit
0	Recreation/Entertainment	4. Mainland	Business Coaching	Profit
0	Professional Services	4. Mainland	-	Profit
1	Retail - Food/Bev	1. Vancouver Island	Business Coaching/Computer	Profit
1	HighTech/IT	1. Vancouver Island	-	Profit
0	Professional Services	1. Vancouver Island	HR/Management	Profit
1	Professional Services	4. Mainland	-	Profit
1	Agriculture	4. Mainland	-	Profit
2	Retail - Food/Bev	1. Vancouver Island	Social Media/Website	Profit
0	Retail - Food/Bev	1. Vancouver Island	Business Coaching	Profit
4	Retail - Other	4. Mainland	-	Profit
9*	Retail - Other	1. Vancouver Island	-	Profit
9*	Retail - Other	1. Vancouver Island	-	Profit

s22

2	Professional Services	4. Mainland	-	Profit
0	Hospitality	4. Mainland	Social Media/Website	Profit
0	Industrial - Food/Bev	1. Vancouver Island	Accounting/Sales/Social Media	Profit
0	Arts and Crafts	1. Vancouver Island	Computer	Profit
0	Arts and Crafts	1. Vancouver Island	Computer/Website	Profit
0	Communications	4. Mainland	Business Coaching	Profit
0	Health	1. Vancouver Island	Social Media	Profit
3	Retail - Food/Bev	2. Okanagan	-	Profit
0	Trades - Other	1. Vancouver Island	-	Profit
0	Construction	1. Vancouver Island	Accounting	Profit
0	Industrial - Food/Bev	1. Vancouver Island	Computer/Social Media/Website	Profit
0	Arts and Crafts	1. Vancouver Island	-	Profit
0	Professional Services	4. Mainland	-	Profit
0	Arts and Crafts	4. Mainland	-	Profit
2	Hospitality	4. Mainland	Communications	Profit
2	Hospitality	4. Mainland	Communications	Profit
0	Arts and Crafts	1. Vancouver Island	Accounting	Profit
0	Arts and Crafts	1. Vancouver Island	-	Profit
0	Construction	4. Mainland	Business Coaching	Profit
0	Retail - Other	1. Vancouver Island	Marketing	Profit
0	HighTech/IT	1. Vancouver Island	Marketing/Sales	Profit
0	Retail - Other	1. Vancouver Island	Business Coaching	Profit
1	Professional Services	4. Mainland	Marketing/Sales/Social Media/Website	Profit
0	Arts and Crafts	4. Mainland	Marketing	Profit
0	Retail - Food/Bev	4. Mainland	Marketing/Soci	Profit

s22

				al Media	
	0	Professional Services	4. Mainland	Social Media	Profit
	0	Retail - Other	3. Northern BC	Accounting	Profit
	0	Communications	4. Mainland	PR	Profit
	0	Professional Services	1. Vancouver Island	Accounting/Sales/Social Media/Website	Profit
	0	Professional Services	4. Mainland	Business Coaching	Profit
	0	Professional Services	2. Okanagan	Marketing/Social Media	Profit
	0	Professional Services	1. Vancouver Island	Accounting/Website	Profit
	0	Trades - Other	1. Vancouver Island	-	Profit
	0	Health	4. Mainland	-	Profit
	0	Retail - Other	1. Vancouver Island	-	Profit
	3	Trades - Construction	2. Okanagan	Business Coaching	Profit
	4	Communications	4. Mainland	Sales	Profit
	4	Communications	4. Mainland	Business Coaching	Profit
	0	Hospitality	1. Vancouver Island	Social Media	Profit
	4	Retail - Gift	1. Vancouver Island	-	Profit
	2	Professional Services	4. Mainland	Business Coaching	Profit
	0	Professional Services	1. Vancouver Island	Sales	Profit
	0	Professional Services	1. Vancouver Island	Marketing	Profit

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

Signature: _____

Date: _____

Print Name: _____

Phone: _____

Position: _____

Email: _____

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 lacks 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://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/home.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/any 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 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.

BC Chamber of Commerce - MBT Pilot Project

Expenditure Summary - June 25/13 - July 10/13

Doc #	Vendor name	Inv #	% to be paid	Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
Non-training expenses:										
1	Rethink Learning Inc	2159	100%	07/01/2013	\$ 25,348.24	\$ -	\$ 1,207.06	\$ 24,141.18	\$ 25,348.24	
2	Rethink Learning Inc	2160	100%	07/01/2013	\$ 9,338.83	\$ -	\$ 444.71	\$ 8,894.12	\$ 9,338.83	
3	Rethink Learning Inc	2161	100%	07/01/2013	\$ 2,231.25	\$ -	\$ 106.25	\$ 2,125.00	\$ 2,231.25	
4	Gardiner, Poncia & Associates	1041	100%	07/01/2013	\$ 5,999.99	\$ -	\$ 285.71	\$ 5,714.28	\$ 5,999.99	
5	S Clark & Co	1015	100%	07/01/2013	\$ 5,999.99	\$ -	\$ 285.71	\$ 5,714.28	\$ 5,999.99	
6	BC Chamber of Commerce	1026.13	100%	07/04/2013	\$ 3,750.00	\$ -	\$ 178.57	\$ 3,571.43	\$ 3,750.00	
					\$ 52,668.30	\$ -	\$ 2,508.01	\$ 50,160.29	\$ 52,668.30	
Training related invoices:										
620	Zenith Training International	MBT107CREDIT-1	0%	06/29/2013	\$ (806.40)	\$ -	\$ (86.40)	\$ (720.00)	\$ -	Will be applied to future invoices
621	Q College Inc.	915	100%	07/08/2013	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 624.75	
622	Q College Inc.	912	100%	07/03/2013	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 624.75	
623	Q College Inc.	4	100%	07/05/2013	\$ (1,044.75)	\$ -	\$ (49.75)	\$ (995.00)	\$ (1,044.75)	Applied against INV# 913 (doc#624)
624	Q College Inc.	913	100%	07/03/2013	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75	Paid using credit from INV# 4
625	Debbie Palmer Presents	154	25%	07/08/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
626	Debbie Palmer Presents	153	25%	07/04/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
627	Neil Godin International Inc.	7-2013-11	25%	07/06/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
628	Acumen	1107	25%	07/05/2013	\$ 350.00	\$ -	\$ -	\$ 350.00	\$ 87.50	
629	Acumen	1106	25%	07/03/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 125.00	
630	Acumen	1105	100%	07/02/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	COMPLETE
631	Susan Peach	1417	25%	07/09/2013	\$ 3,549.00	\$ -	\$ 169.00	\$ 3,380.00	\$ 887.25	
632	Pacific Office Solutions	BE101-03	25%	07/08/2013	\$ 9,727.20	\$ -	\$ 463.20	\$ 9,264.00	\$ 2,431.80	
633	PACE Business Centre	1085	25%	07/02/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 358.05	
634	PACE Business Centre	1084	25%	07/02/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 358.05	
635	CanScribe Career College	12690	100%	06/27/2013	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ 150.00	
636	L2 Accent Reduction Centre	70213	25%	07/02/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
637	Trainwest Management & Consulting Ir	1380	25%	07/01/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
638	Vancouver Island University	SP46843-2	100%	12/17/2012	\$ 189.00	\$ -	\$ -	\$ 189.00	\$ 189.00	
639	BCIT	R0114726	100%	06/25/2013	\$ 840.57	\$ -	\$ -	\$ 840.57	\$ 840.57	
640	Power up Marketing	31	25%	07/04/2013	\$ 3,449.25	\$ -	\$ 164.25	\$ 3,285.00	\$ 862.31	
641	Main Street Communication Ltd.	19001602013	25%	07/02/2013	\$ 2,012.50	\$ -	\$ 95.83	\$ 1,916.67	\$ 503.13	
642	Business Advisory Team	POT1315	25%	06/30/2013	\$ 1,260.00	\$ -	\$ 60.00	\$ 1,200.00	\$ 315.00	
643	Executive Web Club	17	25%	07/02/2013	\$ 1,942.50	\$ -	\$ 92.50	\$ 1,850.00	\$ 485.63	
644	Clemens Rettich Business Consulting Lt	2013-451	25%	06/30/2013	\$ 2,887.50	\$ -	\$ 137.50	\$ 2,750.00	\$ 721.88	
645	Camosun College	AG-00006665	100%	06/20/2013	\$ 142.48	\$ -	\$ 6.78	\$ 135.70	\$ 142.48	
646	TLB Enterprises	CLN008	25%	07/09/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
647	TLB Enterprises	CLN007	25%	07/09/2013	\$ 1,785.00	\$ -	\$ 85.00	\$ 1,700.00	\$ 446.25	
648	Focal Point	50	25%	07/06/2013	\$ 6,300.00	\$ -	\$ 300.00	\$ 6,000.00	\$ 1,575.00	
					\$ 48,342.50	\$ -	\$ 2,133.56	\$ 46,208.94	\$ 14,590.89	
Previously issued invoices - partial payments re: completion										
576	Zenith Training International	MBT107CREDIT	0%	06/14/2013	\$ (336.00)	\$ -	\$ (16.00)	\$ (320.00)	\$ -	Re-Issued File# 620 for correct amount. MBT107CREDIT-1
190	Oakray Marketing Services Ltd.	MBT-13-001	75%	01/22/2013	\$ 1,500.00	\$ 160.70	\$ -	\$ 1,339.30	\$ 562.50	MBT0008C
191	Main Street Communication Ltd.	10001442013	75%	01/21/2013	\$ 2,909.76	\$ 311.76	\$ -	\$ 2,598.00	\$ 1,091.16	MBT0008C
221	Priority Management	65005	75%	01/11/2013	\$ 694.40	\$ 74.40	\$ -	\$ 620.00	\$ 520.80	MBT0008C
227	Priority Management	65004	75%	01/11/2013	\$ 694.40	\$ 74.40	\$ -	\$ 620.00	\$ 520.80	MBT0008C
229	WCG	PIN004036	75%	01/25/2013	\$ 840.00	\$ 90.00	\$ -	\$ 750.00	\$ 630.00	MBT0008C
261	The Big Picture Coach Inc.	2013 - 206	75%	02/04/2013	\$ 1,676.64	\$ 179.64	\$ -	\$ 1,497.00	\$ 1,257.48	MBT0009A
327	Trainwest Management & Consulting Ir	1323	75%	03/08/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,260.00	MBT0010A
328	Trainwest Management & Consulting Ir	1324	75%	03/11/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,260.00	MBT0010A
343	Main Street Communication Ltd.	12001462013	75%	03/05/2013	\$ 1,008.00	\$ 108.00	\$ -	\$ 900.00	\$ 756.00	MBT0010A
344	Dale Carnegie	K0529	75%	03/04/2013	\$ 1,995.00	\$ -	\$ 95.00	\$ 1,900.00	\$ 1,496.25	MBT0010A
362	Dale Carnegie	C108	75%	03/11/2013	\$ 1,995.00	\$ -	\$ 95.00	\$ 1,900.00	\$ 1,496.25	MBT0010B
364	Trainwest Management & Consulting Ir	1328	75%	03/20/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,260.00	MBT0010B
370	Priority Management	65040	75%	03/18/2013	\$ 694.40	\$ 74.40	\$ -	\$ 620.00	\$ 520.80	MBT0010B
381	Power up Marketing	20	75%	03/23/2013	\$ 4,239.20	\$ 454.20	\$ -	\$ 3,785.00	\$ 50.00	MBT0010B
392	Trainwest Management & Consulting Ir	1330	75%	03/27/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,260.00	MBT0011A
436	Trainwest Management & Consulting Ir	1342	75%	04/17/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0011B
438	Trainwest Management & Consulting Ir	1343	75%	04/19/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0011B
447	Priority Management	65060	75%	04/19/2013	\$ 651.00	\$ -	\$ 31.00	\$ 620.00	\$ 488.25	MBT0011B
448	Priority Management	65059	75%	04/19/2013	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 468.56	MBT0011B
466	Executive Web Club	10	75%	05/04/2013	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 3,543.75	MBT0012A
480	TLB Enterprises	CLN002	75%	05/09/2013	\$ 1,785.00	\$ -	\$ 85.00	\$ 1,700.00	\$ 157.50	MBT0012A
487	Main Street Communication Ltd.	12001462013B	75%	05/12/2013	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 590.62	MBT0012A
495	Debbie Palmer Presents	146	75%	05/10/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 590.62	MBT0012B
506	Main Street Communication Ltd.	15001562013	75%	05/20/2013	\$ 2,362.50	\$ -	\$ 112.50	\$ 2,250.00	\$ 590.62	MBT0012B
512	Executive Web Club	11	75%	05/22/2013	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 2,362.50	MBT0012B
533	Acumen	1093	75%	05/28/2013	\$ 700.00	\$ -	\$ -	\$ 700.00	\$ 525.00	MBT0013A
540	TLB Enterprises	CLN006	75%	06/07/2013	\$ 210.00	\$ -	\$ 10.00	\$ 200.00	\$ 157.50	MBT0013A
562	Prestige Business & Management Const	MBT009	75%	06/08/2013	\$ 984.38	\$ -	\$ 46.88	\$ 937.50	\$ 738.28	MBT0013A
591	Power up Marketing	29	75%	06/17/2013	\$ 2,199.75	\$ -	\$ 104.75	\$ 2,095.00	\$ 393.75	MBT0013B
597	Acumen	1104	75%	06/21/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 375.00	MBT0013B
600	Acumen	1099	75%	06/21/2013	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	\$ 1,125.00	MBT0013B
616	Acumen	1102	75%	06/23/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 375.00	MBT0013B
640	Power up Marketing	31	75%	07/04/2013	\$ 3,449.25	\$ -	\$ 164.25	\$ 3,285.00	\$ 787.50	See Above
					\$ 58,209.93	\$ 2,247.50	\$ 1,620.63	\$ 54,341.80	\$ 29,573.99	
Total amount payable per the above invoices:					\$ 159,220.73	\$ 2,247.50	\$ 6,262.20	\$ 150,711.03	\$ 96,833.18	

See invoices attached

JTI-2014-00158

Page 187

Total payments to be issued:

Rethink Learning Inc	\$ 36,918.32	EFT	15-Jul-13
Gardiner, Poncia & Associates	\$ 5,999.99	EFT	15-Jul-13
S Clark & Co	\$ 5,999.99	EFT	15-Jul-13
BC Chamber of Commerce	\$ 3,750.00	EFT	15-Jul-13
Oakray Marketing Services Ltd.	\$ 562.50	EFT	15-Jul-13
The Big Picture Coach Inc.	\$ 1,257.48	EFT	15-Jul-13
CanScribe Career College	\$ 150.00	EFT	15-Jul-13
Vancouver Island University	\$ 189.00	EFT	15-Jul-13
Acumen	\$ 3,112.50	EFT	15-Jul-13
Camosun College	\$ 142.48	EFT	15-Jul-13
Priority Management	\$ 2,519.21	EFT	15-Jul-13
WCG	\$ 630.00	EFT	15-Jul-13
Power up Marketing	\$ 2,093.56	EFT	15-Jul-13
Dale Carnegie	\$ 2,992.50	EFT	15-Jul-13
Main Street Communication Ltd.	\$ 3,531.53	EFT	15-Jul-13
L2 Accent Reduction Centre	\$ 393.75	EFT	15-Jul-13
Susan Peach	\$ 887.25	EFT	15-Jul-13
PACE Business Centre	\$ 716.10	EFT	15-Jul-13
Trainwest Management & Consulting Inc	\$ 7,796.25	EFT	15-Jul-13
Prestige Business & Management Consulting Ltd.	\$ 738.28	EFT	15-Jul-13
Clemens Rettich Business Consulting Ltd.	\$ 721.88	EFT	15-Jul-13
Debbie Palmer Presents	\$ 1,378.12	EFT	15-Jul-13
Neil Godin International Inc.	\$ 393.75	EFT	15-Jul-13
TLB Enterprises	\$ 1,155.00	EFT	15-Jul-13
Executive Web Club	\$ 6,391.88	EFT	15-Jul-13
Q College Inc.	\$ 1,249.50	EFT	15-Jul-13
BCIT	\$ 840.57	Chq	15-Jul-13
Pacific Office Solutions	\$ 2,431.80	EFT	15-Jul-13
Focal Point	\$ 1,575.00	EFT	15-Jul-13
Business Advisory Team	\$ 315.00	EFT	15-Jul-13
	<u>\$ 96,833.18</u>		

The BC Chamber of Commerce will be claiming reimbursement of 100% of HST and GST Input Tax Credits in relation to the above expenditures

Mark Jess

Prepared by: Mark Jess, CGA

Jul 11, 2013

Date:

Denise Douglas

Reviewed and approved by: Sharon Clark, CA

Jul 11, 2013

Date:

Sharon Clark

For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

Jul 11, 2013

Date:

WC Poncia

Wayne Poncia, MBT Program Manager

Jul 11, 2013

Date:

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B-2 - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"

1 - Inv_2159_BCCC.pdf
2 - Inv_2160_BCCC.pdf
3 - Inv_2161_BCCC.pdf
4 - July 2013 Invoice_1041_from_Gardiner_Poncia__Associates.pdf
5 - MBT Pilot Inv 1015 - Financial Accounting Services July 2013.pdf
6 - MBT Pilot Project Invoice July 2013.pdf
620 - MBT107CREDIT.PDF
621 - QCol, 915.PDF
622 - QCol, 912.PDF
623 - QCol, 4 CN.PDF
624 - QCol, 913 Paid.PDF
625 - DPP, 154.PDF
626 - DPP, 153.PDF
627 - NGodin, 7-2013-11.PDF
628 - Acumen, 1107.PDF
629 - Acumen, 1106.PDF
630 - Acumen, 1105.PDF
631 - SPeach, 1417.PDF
632 - POffice, BE101-03.PDF
633 - PACE, 1085.PDF
634 - PACE, 1084.PDF
635 - CanScribe, 12690.PDF
636 - L2, 70213.PDF
637 - TW, 1380.PDF
638 - VIU, SP46843-2.pdf
639 - BCIT, R0114226.pdf
640 - PowerUp, 31.PDF
641 - MainStreet, 19001602013.PDF
642 - BAT, 2013-06-BMooney-POT1315.pdf
643 - EWC, 17.PDF
644 - Clemens, 2013-451.PDF
645 - Camosun, AG-00006665.PDF
646 - TLB, CLN008.pdf
647 - TLB, CLN007.PDF



Micro Business Owner Training Project
BC CHAMBER OF COMMERCE
Monthly Claim Report

Period: From July 1 - July 15, 2013

A. Micro Business Owner Outreach		
	Total Micro Business Owner Outreach Costs	\$9,338.83
B. Management Services Costs		
	• Administration and overhead costs:	
	o Administration and Management Overhead	\$3,750.00
	o Financial Accounting	\$5,999.99
	o Program Management	\$5,999.99
	o Third party audit of program expenditures	
	Sub Total Admin/Overhead:	\$15,749.98
	• Information technology expenses:	
	o Provincial trainee registration tracking and certification	\$0.00
	o Hosting, maintenance and support	\$2,231.25
	Sub Total Information technology expenses:	\$2,231.25
Total Management Services Costs:		\$17,981.23
C. Participant Intake and Assessment Services		
	Intake and Assessment Services	\$25,348.24
D. Business Skills Training for Participants		
	Number of participants:	
	Total Participant Costs (maximum of \$1,500 per participant)	\$44,164.88
Total Invoiced Costs for July 13		\$96,833.18
Less: Funds received in July 13:		
	Financial reimbursements re: Participant overages received in July 2013	\$0.00
	Net HST Refunds	-
TOTAL Claim Amount for July 1-15, 2013		\$96,833.18

All claimed costs are in accordance with the Eligible Costs described in Schedule "B-2" of the Agreement.

Signature: Sharon Clark
Sharon Clark, CA, MBT Program Manager, Financial Accounting

Print Name: Sharon Clark Date: Jul 15, 2013

Signature: WC Poncia
Wayne Poncia, MBT Program Manager

Print Name: WC Poncia Date: Jul 15, 2013

Pages 192 through 193 redacted for the following reasons:

Duplicate

**Micro Business Owner Training Project
BC CHAMBER OF COMMERCE
Monthly Claim Report**

Period: From Aug 1 - Aug 15, 2013

A. Micro Business Owner Outreach	
Total Micro Business Owner Outreach Costs	\$9,338.83
B. Management Services Costs	
- Administration and overhead costs: - Administration and Management Overhead - Financial Accounting - Program Management - Third party audit of program expenditures	\$3,750.00 \$5,999.99 \$5,999.99
Sub Total Admin/Overhead:	\$15,749.98
- Information technology expenses: - Provincial trainee registration tracking and certification - Hosting, maintenance and support	\$0.00 \$2,231.25
Sub Total Information technology expenses:	\$2,231.25
Total Management Services Costs:	\$17,981.23
C. Participant Intake and Assessment Services	
Intake and Assessment Services	\$25,348.24
D. Business Skills Training for Participants	
Number of participants: _____	
Total Participant Costs (maximum of \$1,500 per participant)	\$29,194.05
Total Invoiced Costs for August 13	\$81,862.35
Less: Funds received in August 13:	
Financial reimbursements re: Participant overages received in August 2013	\$0.00
Net HST Refunds	-
TOTAL Claim Amount for Aug 1-15, 2013	\$81,862.35

All claimed costs are in accordance with the Eligible Costs described in Schedule "B-2" of the Agreement.

Signature: Sharon Clark
Sharon Clark, CA, MBT Program Manager, Financial Accounting

Print Name: Sharon Clark Date: Aug 21, 2013

Signature: WC Poncia
Wayne Poncia, MBT Program Manager

Print Name: WC Poncia Date: Aug 21, 2013



BC Chamber of Commerce - MBT Pilot Project

Expenditure Summary - July 26/13 - Aug 10/13

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YYYY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
Non-training expenses:										
1	Rethink Learning Inc	2163	100%	08/01/2013	\$ 2,231.25	\$ -	\$ 106.25	\$ 2,125.00	\$ 2,231.25	
2	Rethink Learning Inc	2164	100%	08/01/2013	\$ 9,338.83	\$ -	\$ 444.71	\$ 8,894.12	\$ 9,338.83	
3	Rethink Learning Inc	2165	100%	08/01/2013	\$ 25,348.24	\$ -	\$ 1,207.06	\$ 24,141.18	\$ 25,348.24	
4	Gardiner, Poncia & Associates	1042	100%	08/01/2013	\$ 5,999.99	\$ -	\$ 285.71	\$ 5,714.28	\$ 5,999.99	
5	S Clark & Co	1016	100%	08/15/2013	\$ 5,999.99	\$ -	\$ 285.71	\$ 5,714.28	\$ 5,999.99	
6	BC Chamber of Commerce	1030.13	100%	08/01/2013	\$ 3,750.00	\$ -	\$ 178.57	\$ 3,571.43	\$ 3,750.00	
					\$ 52,668.30	\$ -	\$ 2,508.01	\$ 50,160.29	\$ 52,668.30	

Training related invoices:

s22										
Deblieux Statement 20130815										
689	WCG International Consultants Ltd.	PINVO03898 CN	100%	08/06/2013	\$ (630.00)	\$ (67.50)	\$ -	\$ (562.50)	\$ (630.00)	statement attached
690	ClientSave Professional Contact Manag	2202	25%	08/01/2013	\$ 729.75	\$ -	\$ 34.75	\$ 695.00	\$ 182.44	
691	ClientSave Professional Contact Manag	2201	25%	08/01/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
692	Okanagan College	50214785 B	100%	07/31/2013	\$ 2,329.25	\$ -	\$ 29.25	\$ 2,300.00	\$ 2,329.25	
693	Okanagan College	50214785A	100%	07/19/2013	\$ 544.00	\$ -	\$ -	\$ 544.00	\$ 544.00	
694	Susan Peach	1425	25%	08/08/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
695	Focal Point	57	25%	08/07/2013	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 1,181.25	
696	Coach Kyle	1120	25%	08/05/2013	\$ 1,573.95	\$ -	\$ 74.95	\$ 1,499.00	\$ 393.49	
697	Executive Web Club	24	25%	07/31/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
698	Camosun College	110435	100%	08/07/2013	\$ 275.00	\$ -	\$ -	\$ 275.00	\$ 275.00	
699	Oakray Marketing Services Ltd.	MBT-13-007	25%	08/06/2013	\$ 750.00	\$ -	\$ 35.71	\$ 714.29	\$ 187.50	
700	Clemens Rettich Business Consulting Lt	2013-470	25%	08/02/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
701	Power Up Marketing	34	25%	08/06/2013	\$ 1,512.00	\$ -	\$ 72.00	\$ 1,440.00	\$ 378.00	
702	Selkirk College	R-4140	100%	08/06/2013	\$ 198.00	\$ -	\$ -	\$ 198.00	\$ 198.00	
703	Q College Inc.	925	100%	08/06/2013	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 624.75	
704	Q College Inc.	924	100%	08/06/2013	\$ 937.17	\$ -	\$ 44.63	\$ 892.54	\$ 937.17	
705	Q College Inc.	923	100%	08/06/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
706	Q College Inc.	922	100%	08/06/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
707	CanScribe Career College	12786	100%	08/01/2013	\$ 125.00	\$ -	\$ -	\$ 125.00	\$ 125.00	
708	Pacific Office Solutions	BE101-05	25%	07/31/2013	\$ 4,384.80	\$ -	\$ 208.80	\$ 4,176.00	\$ 1,096.20	
709	Pacific Office Solutions	BE101-04 CR	100%	07/31/2013	\$ (491.40)	\$ -	\$ (23.40)	\$ (468.00)	\$ (491.40)	
710	Debbie Palmer Presents	161	25%	07/31/2013	\$ 393.75	\$ -	\$ 18.75	\$ 375.00	\$ 98.44	
711	Debbie Palmer Presents	160	25%	07/31/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
712	L2 Accent Reduction Centre	73013	25%	07/30/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
713	L2 Accent Reduction Centre	73113	25%	07/30/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
714	Prestige Business & Management Consi	MBT012	25%	07/30/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
715	PACE Business Centre	1087	25%	07/26/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 358.05	
716	PACE Business Centre	1088	25%	07/26/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 358.05	
717	Think Partner Coaching	235	25%	07/26/2013	\$ 2,625.00	\$ -	\$ 125.00	\$ 2,500.00	\$ 656.25	
718	Executive Web Club	21	25%	07/29/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
719	CanScribe Career College	12777	100%	07/29/2013	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ 150.00	
720	Clemens Rettich Business Consulting Lt	2013-453	25%	07/28/2013	\$ 1,443.75	\$ -	\$ 68.75	\$ 1,375.00	\$ 360.94	
721	WebFriendly	1796	25%	08/01/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
722	WebFriendly	1795	25%	08/01/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
					\$ 45,566.43	\$ (67.50)	\$ 2,054.84	\$ 43,579.09	\$ 16,820.89	

Previously issued invoices & partial payments re: completion

56	WCG International Consultants Ltd.	PINVO03898	75%	10/24/2013	\$ 5,040.00	\$ 540.00	\$ -	\$ 4,500.00	\$ 630.00	MBT0006A
167	Susan Peach	1301	75%	01/02/2013	\$ 5,040.00	\$ 540.00	\$ -	\$ 4,500.00	\$ 1,260.00	MBT0008A
193	Susan Peach	1325	75%	01/25/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,260.00	MBT0008C
243	ClientSave Professional Contact Manag	2143	75%	01/28/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,260.00	MBT0009A
361	Main Street Communication Ltd.	13001492013	75%	03/13/2013	\$ 3,640.00	\$ 390.00	\$ -	\$ 3,250.00	\$ 840.00	MBT0010B
384	Susan Peach	1362	75%	03/25/2013	\$ 3,858.40	\$ 413.40	\$ -	\$ 3,445.00	\$ 289.80	MBT0010B
463	Pacific Office Solutions	BE101-01	75%	04/23/2013	\$ 8,089.20	\$ -	\$ 385.20	\$ 7,704.00	\$ 463.05	MBT0011B
492	Thrive Business Strategies Inc	2	75%	05/10/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0012B
547	Debbie Palmer Presents	148	75%	06/04/2013	\$ 393.75	\$ -	\$ 18.75	\$ 375.00	\$ 295.31	MBT0013A
556	Debbie Palmer Presents	150	75%	06/08/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 590.63	MBT0013A
571	ClientSave Professional Contact Manag	2194	75%	06/10/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 590.62	MBT0013A
575	Executive Web Club	14	75%	06/14/2013	\$ 7,875.00	\$ -	\$ 375.00	\$ 7,500.00	\$ 1,181.25	MBT0013B
636	L2 Accent Reduction Centre	70213	75%	07/02/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0014A
658	Oakray Marketing Services Ltd.	MBT-13-006	75%	07/19/2013	\$ 750.00	\$ -	\$ 35.71	\$ 714.29	\$ 562.50	MBT0014B
670	Main Street Communication Ltd.	20001612013	75%	07/10/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 393.75	MBT0014B
685	Power Up Marketing	33	75%	07/23/2013	\$ 3,249.75	\$ -	\$ 154.75	\$ 3,095.00	\$ 393.75	MBT0014B
					\$ 46,546.10	\$ 2,243.40	\$ 1,219.41	\$ 43,083.29	\$ 12,373.16	

Total amount payable per the above invoices:

\$ 144,780.83	\$ 2,175.90	\$ 5,782.26	\$ 136,822.67	\$ 81,862.35

See invoices attached

Total payments to be issued:

Rethink Learning Inc	\$ 36,918.32	EFT	15-Aug-13
Gardiner, Poncia & Associates	\$ 5,999.99	EFT	15-Aug-13
S Clark & Co	\$ 5,999.99	EFT	15-Aug-13
BC Chamber of Commerce	\$ 3,750.00	EFT	15-Aug-13
Oakray Marketing Services Ltd.	\$ 750.00	EFT	15-Aug-13
CanScribe Career College	\$ 275.00	EFT	15-Aug-13
Camosun College	\$ 275.00	EFT	15-Aug-13
Okanagan College	\$ 2,873.25	EFT	15-Aug-13

JTI-2014-00158

ClientSave Professional Contact Management Ltd	\$ 2,426.81	EFT	15-Aug-13
Power Up Marketing	\$ 771.75	EFT	15-Aug-13
Selkirk College	\$ 198.00	Chq	15-Aug-13
Main Street Communication Ltd.	\$ 1,233.75	EFT	15-Aug-13
L2 Accent Reduction Centre	\$ 1,968.75	EFT	15-Aug-13
Susan Peach	\$ 3,203.55	EFT	15-Aug-13
WebFriendly	\$ 787.50	EFT	15-Aug-13
PACE Business Centre	\$ 716.10	EFT	15-Aug-13
Prestige Business & Management Consulting Ltd.	\$ 393.75	EFT	15-Aug-13
Clemens Rettlich Business Consulting Ltd.	\$ 754.69	EFT	15-Aug-13
Debbie Palmer Presents	\$ 1,378.13	EFT	15-Aug-13
Thrive Business Strategies Inc	\$ 1,181.25	EFT	15-Aug-13
Executive Web Club	\$ 1,968.75	EFT	15-Aug-13
Q College Inc.	\$ 4,701.42	EFT	15-Aug-13
Pacific Office Solutions	\$ 1,067.85	EFT	15-Aug-13
Focal Point	\$ 1,181.25	EFT	15-Aug-13
Think Partner Coaching	\$ 656.25	EFT	15-Aug-13
Coach Kyle	\$ 393.49	Chq	15-Aug-13
S22	\$ 37.76	Chq	15-Aug-13
	<u>\$ 81,862.35</u>		

The BC Chamber of Commerce will be claiming reimbursement of 100% of HST and GST Input Tax Credits in relation to the above expenditures

Mark Jess

Prepared by: Mark Jess, CGA

Aug 14, 2013

Date:

Sharon Clark

Reviewed and approved by: Sharon Clark, CA

Aug 14, 2013

Date:

Denise Douglas

For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

Aug 14, 2013

Date:

John Winter

For the BCCC: John Winter, President

Aug 14, 2013

Date:

Note:

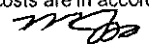
The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B-2 - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"

**Micro Business Owner Training Project
BC CHAMBER OF COMMERCE
Monthly Claim Report**

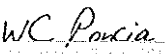
Period: From Aug 16 - Aug 31, 2013

A. Micro Business Owner Outreach		
	Total Micro Business Owner Outreach Costs	\$0.00
B. Management Services Costs		
	- Administration and overhead costs: - Administration and Management Overhead - Financial Accounting - Program Management - Third party audit of program expenditures	\$0.00 \$0.00 \$0.00 \$0.00
	Sub Total Admin/Overhead:	\$0.00
	- Information technology expenses: - Provincial trainee registration tracking and certification - Hosting, maintenance and support	\$0.00 \$0.00
	Sub Total Information technology expenses:	\$0.00
	Total Management Services Costs:	\$0.00
C. Participant Intake and Assessment Services		
	Intake and Assessment Services	\$0.00
D. Business Skills Training for Participants		
	Number of participants: _____	
	Total Participant Costs (maximum of \$1,500 per participant)	\$61,352.14
Total Invoiced Costs for August 16-31/13		\$61,352.14
Less: Funds received in August 13:		
	Financial reimbursements re: Participant overages received in August 2013	(\$672.88)
	Net HST Refunds	-
TOTAL Claim Amount for Aug 16-31, 2013		\$60,679.26
SUMMARY		
Net Surplus for August 2013 per FC0015		\$57,458.39
Claim for August 1-15, 2013 - outstanding at August 31, 2013		\$81,862.35
Claim for August 16-31, 2013 - see above		\$60,679.26
Accountable Advance (per Schedule "B-2" of the Agreement)		\$200,000.00

All claimed costs are in accordance with the Eligible Costs described in Schedule "B-2" of the Agreement.

Signature: 
Mark Jess, CGA on behalf of Sharon Clark, CA, MBT Program Manager, Financial Accounting

Print Name: Mark Jess Date: Sep 6, 2013

Signature: 
Wayne Poncia, MBT Program Manager

Print Name: WC Poncia Date: Sep 6, 2013



BC Chamber of Commerce - MBT Pilot Project
Financial Contribution Statement of Account as at August 31, 2013

Statement #: FCO015

#1201, 750 West Pender Street
Vancouver, BC V6C 2T8
T 604.683.0700 F 604.683.0416
www.bccchamber.org

Description	Ref #:	Date:	Eligible Costs under Section A, B & C of Schedule "B-2" - Financial Contribution Claim amounts:		Eligible Costs under Section D "Business Skills Training" of Schedule "B-2" - Financial Contribution Claim amounts:		Total Funding Claim amounts:	Notes and Attachments:
Funds received in August 2013: BC Chamber of Commerce Monthly Claim Report	July 16-31, 2013	2013-08-30	\$	5,040.00	\$	40,745.81	\$ 45,785.81	
			\$	-	\$	-	\$ -	
Funds distributed in August 2013: Expenditure Summary - July 25/13 - August 10/13	MBT0015A	2013-08-14	\$	(52,668.30)	\$	(29,194.05)	\$ (81,862.35)	
Expenditure Summary - August 11/13 - August 25/13	MBT0015B	2013-08-29	\$	-	\$	(61,352.14)	\$ (61,352.14)	
Net (Deficit) Surplus for August 2013			\$	(47,628.30)	\$	(49,800.38)	\$ (97,428.68)	
Net surplus carried forward:								
Financial Contribution Statement of Account for June 2012	FC0001	2012-06-30	\$	25,771.04	\$	-	25,771.04	
Financial Contribution Statement of Account for July 2012	FC0002	2012-08-07	\$	35,100.00	\$	45,000.00	80,100.00	
Financial Contribution Statement of Account for August 2012	FC0003	2012-09-07	\$	35,100.00	\$	115,000.00	150,100.00	
Financial Contribution Statement of Account for September 2012	FC0004	2012-10-11	\$	50,500.00	\$	112,807.17	163,307.17	
Financial Contribution Statement of Account for October 2012	FC0005	2012-11-06	\$	(128,096.89)	\$	157,426.56	29,329.67	
Financial Contribution Statement of Account for November 2012	FC0006	2012-12-04	\$	(65,068.39)	\$	(48,771.42)	(113,839.81)	
Financial Contribution Statement of Account for December 2012	FC0007	2012-01-06	\$	80,468.41	\$	152,900.39	233,368.80	
Financial Contribution Statement of Account for January 2013	FC0008	2013-02-07	\$	(18,847.28)	\$	(2,213.44)	(21,060.72)	
Financial Contribution Statement of Account for February 2013	FC0009	2013-03-08	\$	(56,179.51)	\$	(91,980.65)	(148,160.16)	
Financial Contribution Statement of Account for March 2013	FC0010	2013-04-09	\$	(56,179.51)	\$	(83,108.63)	(139,288.14)	
Financial Contribution Statement of Account for April 2013	FC0011	2013-05-08	\$	(64,848.30)	\$	(76,709.28)	(141,557.58)	
Financial Contribution Statement of Account for May 2013	FC0012	2013-06-08	\$	(52,668.30)	\$	(66,092.76)	(118,761.06)	
Financial Contribution Statement of Account for June 2013	FC0013	2013-07-04	\$	(52,668.30)	\$	(639.96)	(53,308.26)	
Financial Contribution Statement of Account for July 2013	FC0014	2103-08-08	\$	47,628.30	\$	35,404.73	83,033.03	
Financial reimbursements re: Participant overages			\$	-	\$	10,218.89	10,218.89	Reimbursement from Participants for training courses exceeding the \$1500 limit
Net Funding Contribution on hand for August 2013			\$	(267,617.03)	\$	209,441.22	\$ (58,175.81)	
Net HST Refund for 2012 Q4 (+ Interest) & 2013 Q1 and Q2	Funding and Expenditure Summary		\$	51,633.18	\$	64,001.02	115,634.20	
Total Funding Contribution on hand for August 2013	Reconciled to Bank Statement		\$	(215,983.85)	\$	273,442.24	\$ 57,458.39	

I, Wayne Pondia, Project Manager, BC Chamber of Commerce MBT Program, declare that the above services for July 2013 have been performed as required under the signed Agreement dated May 10, 2012 between the Province of British Columbia Ministry of Jobs, Tourism and Innovation and the BC Chamber of Commerce.

WC Pondia
For the BCCC: Wayne Pondia, MBT Program Manager

Sep 6, 2013

Date:

Mark Jess

Reviewed and approved by: Mark Jess, CGA on half of Sharon Clark, CA, MBT Program Manager, Financial Accounting

Sep 6, 2013

Date:



BC Chamber of Commerce - MBT Pilot Project

Expenditure Summary - Aug 11/13 - Aug 25/13

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YYYY	Inv date	Gross \$	HST	GST	Net \$	Payment	Notes
Training related Invoices:											
723	Focal Point	58	25%	08/26/2013	\$ 7,875.00	\$ -	\$ 375.00	\$ 7,500.00	\$ 1,968.75		
724	TLB Marketing Essentials	CLN010	25%	08/26/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75		
725	Clarity Business Strategies	1888	25%	08/26/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75		
726	Clarity Business Strategies	1889	25%	08/26/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 196.88		
727	Power Up Marketing	36	25%	08/26/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75		
728	AcumenPD	1	100%	08/10/2013	\$ 400.00	\$ -	\$ -	\$ 400.00	\$ 400.00		COMPLETE
729	Pacific Office Solutions	BE101-06 CREDIT	100%	08/25/2013	\$ (88.20)	\$ -	\$ (4.20)	\$ (84.00)	\$ (88.20)		
730	Pacific Office Solutions	BE101-07	25%	08/25/2013	\$ 16,304.40	\$ -	\$ 776.40	\$ 15,528.00	\$ 4,076.10		
731	Think Partner Coaching	242	25%	08/24/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 131.25		
732	Executive Web Club	27	25%	08/23/2013	\$ 2,203.95	\$ -	\$ 104.95	\$ 2,099.00	\$ 550.99		
733	Q College Inc.	931	100%	08/26/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75		
734	Excel Career College	4669389	100%	08/26/2013	\$ 504.00	\$ -	\$ 24.00	\$ 480.00	\$ 504.00		
735	Rock Solid Business Coaching Inc	AUG	25%	08/26/2013	\$ 7,484.80	\$ -	\$ 356.43	\$ 7,128.37	\$ 1,871.20		
736	Susan Peach	1429	25%	08/25/2013	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 156.19		
736-1	Susan Peach	1429	100%	08/25/2013	\$ (262.50)	\$ -	\$ (12.50)	\$ (250.00)	\$ (262.50)		
737	Giesbrecht, Goodrich & Co.	CLN-01-08-2013	25%	08/01/2013	\$ 3,202.50	\$ -	\$ 152.50	\$ 3,050.00	\$ 800.63		
738	The Big Picture Coach Inc.	2013-210	25%	08/26/2013	\$ 521.85	\$ -	\$ 24.85	\$ 497.00	\$ 130.46		
739	AcumenPD	202	100%	08/17/2013	\$ 400.00	\$ -	\$ -	\$ 400.00	\$ 400.00		COMPLETE
740	WebFriendly	1801	25%	08/22/2013	\$ 1,046.85	\$ -	\$ 49.85	\$ 997.00	\$ 261.71		
741	Academy of Learning - Surrey	BCS07541	100%	08/22/2013	\$ 829.00	\$ -	\$ -	\$ 829.00	\$ 829.00		
742	WCG International Consultants Ltd.	PINVO04034CR	75%	08/21/2013	\$ (840.00)	\$ (90.00)	\$ -	\$ (750.00)	\$ (630.00)		
743	Executive Web Club	26	25%	08/19/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75		
744	Vancouver Island University	SP48333-1	100%	08/09/2013	\$ 159.00	\$ -	\$ -	\$ 159.00	\$ 159.00		
745	Vancouver Island University	SP48315-1	100%	08/06/2013	\$ 209.00	\$ -	\$ -	\$ 209.00	\$ 209.00		
746	Vancouver Island University	SP48303-1	100%	07/31/2013	\$ 189.00	\$ -	\$ -	\$ 189.00	\$ 189.00		
747	Vancouver Island University	SP48334-1	100%	08/09/2013	\$ 209.00	\$ -	\$ -	\$ 209.00	\$ 209.00		
748	PACE Business Centre	1101	25%	08/18/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 131.25		
749	PACE Business Centre	1100	25%	08/18/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 358.05		
750	TLB Marketing Essentials	CLN009	25%	07/26/2013	\$ 3,360.00	\$ -	\$ 160.00	\$ 3,200.00	\$ 840.00		
751	PACE Business Centre	1099	25%	08/18/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 358.05		
752	Prestige Business & Management Const	MBT014	25%	08/18/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75		
753	Vancouver Community College	S0100181	100%	08/08/2013	\$ 359.00	\$ -	\$ -	\$ 359.00	\$ 359.00		
754	Vancouver Community College	S0100206	100%	08/08/2013	\$ 359.00	\$ -	\$ -	\$ 359.00	\$ 359.00		
755	Vancouver Community College	S0100179	100%	08/08/2013	\$ 217.18	\$ -	\$ -	\$ 217.18	\$ 217.18		
756	Clemens Rettich Business Consulting Lt	2013-475	25%	08/18/2013	\$ 1,443.75	\$ -	\$ 68.75	\$ 1,375.00	\$ 360.94		
757	Debbie Palmer Presents	163	25%	08/18/2013	\$ 1,046.85	\$ -	\$ 49.85	\$ 997.00	\$ 261.71		
758	Debbie Palmer Presents	164	25%	08/18/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 131.25		
759	Prestige Business & Management Const	MBT013	25%	08/18/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75		
760	PACE Business Centre	1104	25%	08/18/2013	\$ 1,442.70	\$ -	\$ 68.70	\$ 1,374.00	\$ 360.68		
761	PACE Business Centre	1103	25%	08/18/2013	\$ 1,442.70	\$ -	\$ 68.70	\$ 1,374.00	\$ 360.68		
762	Q College Inc.	928	100%	08/19/2013	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75		
763	Q College Inc.	927	100%	08/19/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75		
764	Royal Roads University	154100-095	100%	08/16/2013	\$ 561.75	\$ -	\$ 26.75	\$ 535.00	\$ 561.75		
765	Power Up Marketing	35	25%	08/21/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75		
766	In the Black Salon Business Cons.	179	25%	08/11/2013	\$ 1,501.50	\$ -	\$ 71.50	\$ 1,430.00	\$ 375.38		
767	Executive Web Club	25	25%	08/12/2013	\$ 3,937.50	\$ -	\$ 187.50	\$ 3,750.00	\$ 984.38		
768	Think Partner Coaching	238	25%	08/13/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 196.88		
769	WebFriendly	1799	25%	08/13/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75		
770	Trainwest Management & Consulting Inc	1390	25%	07/29/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75		
771	Langara College	S0146996	100%	08/16/2013	\$ 403.00	\$ -	\$ -	\$ 403.00	\$ 403.00		
772	Langara College	S0146995	100%	08/16/2013	\$ 403.00	\$ -	\$ -	\$ 403.00	\$ 403.00		
773	Coach Kyle / Actionwest Business Solut	1121	25%	08/15/2013	\$ 1,102.50	\$ -	\$ 52.50	\$ 1,050.00	\$ 275.63		
						\$ 82,926.48	\$ (90.00)	\$ 3,791.93	\$ 79,224.55	\$ 27,088.27	
Previously issued Invoices & partial payments re: completion											
13	Rock Solid Business Coaching Inc	2	75%	09/24/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,260.00		MBT0004
141	ClientSave Professional Contact Manag	2132	75%	11/20/2012	\$ 840.00	\$ 90.00	\$ -	\$ 750.00	\$ 630.00		MBT0007
192	WCG International Consultants Ltd.	PINVO04034	75%	01/24/2013	\$ 3,360.00	\$ 360.00	\$ -	\$ 3,000.00	\$ 630.00		MBT0008C
306	AcumenPD	1061	75%	02/15/2013	\$ 700.00	\$ -	\$ -	\$ 700.00	\$ 525.00		MBT0009B
348	Community Futures of South Fraser/ Cf	100	75%	02/25/2013	\$ 1,620.64	\$ 173.64	\$ -	\$ 1,447.00	\$ 1,215.48		MBT0010A
368	Neil Godin International Inc.	3-2013-13	75%	03/15/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,260.00		MBT0010B
393	Neil Godin International Inc.	3-2013-15	75%	03/25/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,260.00		MBT0011A
411	Power Up Marketing	22	75%	04/07/2013	\$ 3,386.25	\$ -	\$ 161.25	\$ 3,225.00	\$ 468.56		MBT0011A
455	Neil Godin International Inc.	4-2013-14	75%	04/20/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25		MBT0011B
472	AcumenPD	1088	75%	05/03/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 375.00		MBT0012A
476	Power Up Marketing	25	75%	05/06/2013	\$ 3,024.00	\$ -	\$ 144.00	\$ 2,880.00	\$ 196.87		MBT0012A
503	Prestige Business & Management Const	MBT007	75%	05/17/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25		MBT0012B
508	Prestige Business & Management Const	MBT008	75%	05/28/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25		MBT0012B
510	Power Up Marketing	26	75%	05/21/2013	\$ 4,898.25	\$ -	\$ 233.25	\$ 4,665.00	\$ 468.56		MBT0012B
521	TLB Marketing Essentials	CLN005	75%	05/30/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25		MBT0013A
536	Community Futures of South Fraser/ Cf	121	75%	05/24/2013	\$ 1,030.05	\$ -	\$ 49.05	\$ 981.00	\$ 772.54		MBT0013A
537	L2 Accent Reduction Centre	60413	75%	06/04/2013	\$ 1,260.00	\$ -	\$ 60.00	\$ 1,200.00	\$ 945.00		MBT0013A
558	Neil Godin International Inc.	6-2013-11	75%	06/01/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25		MBT0013A
563	Prestige Business & Management Const	MBT010	75%	06/08/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25		MBT0013A
577	Prestige Business & Management Const	MBT011	75%	06/15/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 1,181.25		MBT0013B
581	L2 Accent Reduction Centre	61513	75%	06/13/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25		MBT0013B
591	Power Up Marketing	29	75%	06/17/2013	\$ 2,199.75	\$ -	\$ 104.75	\$ 2,095.00	\$ 393.75		MBT0013B
632	Pacific Office Solutions	BE101-03	75%	07/08/2013	\$ 9,727.20	\$ -	\$ 463.20	\$ 9,264.00	\$ 463.05		MBT0014A
640	Power Up Marketing	31	75%	07/04/2013	\$ 3,449.25	\$ -	\$ 164.25	\$ 3,285.00	\$ 468.56		MBT0014A
646	TLB Marketing Essentials	CLN008	75%	07/09/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25		MBT0014A
647	TLB Marketing Essentials	CLN007	75%	07/08/2013	\$ 1,785.00	\$ -	\$ 85.00	\$ 1,700.00	\$ 1,181.25		MBT0014A
661	AcumenPD	1110	72%	07/19/2013	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 750.00		MBT0014A
667	Executive Web Club	19	75%	07/21/2013	\$ 7,914.38	\$ -	\$ 376.88	\$ 7,537.50	\$ 1,181.25		MBT0014A

675	Debbie Palmer Presents	156	75%	07/16/2013	\$ 1,046.85	\$ -	\$ 49.85	\$ 997.00	\$ 785.14	MBT0014B
678	L2 Accent Reduction Centre	70213B	75%	07/23/2013	\$ 1,050.00	\$ -	\$ 50.00	\$ 1,000.00	\$ 787.50	MBT0014B
685	Power Up Marketing	33	75%	07/23/2013	\$ 3,249.75	\$ -	\$ 154.75	\$ 3,095.00	\$ 393.75	MBT0014B
687	Susan Peach	1421	75%	07/24/2013	\$ 1,412.25	\$ -	\$ 67.25	\$ 1,345.00	\$ 196.87	MBT0014B
688	Giesbrecht, Goodrich & Co.	CLN-01-07-2013	75%	07/01/2013	\$ 6,037.50	\$ -	\$ 287.50	\$ 5,750.00	\$ 590.62	MBT0014B
691	ClientSave Professional Contact Manage	2201	75%	08/01/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0015A
701	Power Up Marketing	34	75%	08/06/2013	\$ 1,512.00	\$ -	\$ 72.00	\$ 1,440.00	\$ 468.56	MBT0015A
712	L2 Accent Reduction Centre	73013	75%	07/30/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0015A
713	L2 Accent Reduction Centre	73113	75%	07/30/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0015A
720	Clemens Rettich Business Consulting Lt.	2013.453	75%	07/28/2013	\$ 1,443.75	\$ -	\$ 68.75	\$ 1,375.00	\$ 1,082.81	MBT0015A
750	TLB Marketing Essentials	CLN009	75%	07/26/2013	\$ 3,360.00	\$ -	\$ 160.00	\$ 3,200.00	\$ 1,338.75	SEE ABOVE

\$ 83,121.23 \$ 360.00 \$ 3,726.73 \$ 79,034.50 \$ 34,263.87

Total amount payable per the above invoices:

\$ 166,047.71 \$ 270.00 \$ 7,518.66 \$ 158,259.05 \$ 61,352.14

See Invoices attached

Total payments to be issued:

The Big Picture Coach Inc.	\$ 130.46	EFT	31-Aug-13
Rock Solid Business Coaching Inc	\$ 3,131.20	EFT	31-Aug-13
Giesbrecht, Goodrich & Co.	\$ 1,391.25	EFT	31-Aug-13
Excel Career College	\$ 504.00	EFT	31-Aug-13
Vancouver Island University	\$ 766.00	EFT	31-Aug-13
AcumenPD	\$ 2,450.00	EFT	31-Aug-13
ClientSave Professional Contact Management Ltd	\$ 1,811.25	EFT	31-Aug-13
Power Up Marketing	\$ 3,646.11	EFT	31-Aug-13
In the Black Salon Business Cons.	\$ 375.38	EFT	31-Aug-13
Community Futures of South Fraser/ CFDC Self Employment Program	\$ 1,988.02	EFT	31-Aug-13
L2 Accent Reduction Centre	\$ 5,276.25	EFT	31-Aug-13
Susan Peach	\$ 90.56	EFT	31-Aug-13
WebFriendly	\$ 655.46	EFT	31-Aug-13
Vancouver Community College	\$ 935.18	EFT	31-Aug-13
PACE Business Centre	\$ 1,568.71	EFT	31-Aug-13
Langara College	\$ 806.00	EFT	31-Aug-13
Trainwest Management & Consulting Inc	\$ 393.75	EFT	31-Aug-13
Prestige Business & Management Consulting Ltd.	\$ 5,512.50	EFT	31-Aug-13
Clemens Rettich Business Consulting Ltd.	\$ 1,443.75	EFT	31-Aug-13
Debbie Palmer Presents	\$ 1,178.10	EFT	31-Aug-13
Clarity Business Strategies	\$ 590.63	EFT	31-Aug-13
Neil Godin International Inc.	\$ 4,882.50	EFT	31-Aug-13
Royal Roads University	\$ 561.75	EFT	31-Aug-13
TLB Marketing Essentials	\$ 6,116.25	EFT	31-Aug-13
Executive Web Club	\$ 3,110.37	EFT	31-Aug-13
Q College Inc.	\$ 4,184.25	EFT	31-Aug-13
Pacific Office Solutions	\$ 4,450.95	EFT	31-Aug-13
Focal Point	\$ 1,968.75	EFT	31-Aug-13
Think Partner Coaching	\$ 328.13	EFT	31-Aug-13
Coach Kyle / Actionwest Business Solutions Ltd	\$ 275.63	EFT	31-Aug-13
Academy of Learning - Surrey	\$ 829.00	EFT	31-Aug-13
	\$ 61,352.14		

The BC Chamber of Commerce will be claiming reimbursement of 100% of HST and GST Input Tax Credits in relation to the above expenditures

Mark Tess

Prepared by: Mark Tess, CGA

Aug 29, 2013

Date:

Sharon Clark

Reviewed and approved by: Sharon Clark, CA

Aug 29, 2013

Date:

WC Poncia

Wayne Poncia, MBT Program Manager

Aug 30, 2013

Date:

John R. Winter

For the BCCC: John Winter, President

Aug 30, 2013

Date:

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B-2 - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"

1 - Inv_2163_BCCC.pdf
2 - Inv_2164_BCCC.pdf
3 - Inv_2165_BCCC.pdf
4 - Aug 2013 Invoice_1042_from_Gardiner_Poncia__Associates.pdf
5 - MBT Pilot Inv 1016 - Financial Accounting Services August 2013.pdf
6 - MBT Pilot Project Invoice August 2013.pdf
689 - WCG Credit notice.pdf
690 - ClientSave, 2202.PDF
691 - ClientSave, 2201.PDF
692 - Okanagan, S0214785 B.pdf
693 - Okanagan, S0214785.pdf
694 - SusanPeach, 1425.PDF
695 - FocalPoint, 57.PDF
696 - CoachKyle, 1120.PDF
697 - EWC, 24.PDF
698 - Camosun, 11043S.PDF
699 - Oakray, MBT-13-007.PDF
700 - ClemensRittich, 2013-470.PDF
701 - PowerUp, 34.PDF
702 - SelkirkCollege, R-4140.PDF
703 - QCollege, 925.PDF
704 - QCollege, 924.PDF
705 - QCollege, 923.PDF
706 - QCollege, 922.PDF
707 - CanScribe, 12786.PDF
708 - POS, BE101-05.PDF
709 - POS, BE101-04 CR.PDF
710 - DebbiePalmer, 161.PDF
711 - DdebbiePalmer, 160.PDF
712 - L2, 73013.PDF
713 - L2, 73113.PDF
714 - Prestige, MBT012.PDF
715 - PACE, 1087.PDF

716 - PACE, 1088.PDF

717 - ThinkPartner, 235.PDF

718 - EWC, 21.PDF

719 - CanScribe, 12777.PDF

720 - ClemensRettich, 2013-453.PDF

721 - Web Friendly, 1796.PDF

722 - Web Friendly, 1795.PDF

723 - FocalPoint, 58.PDF
724 - TLB, CLN010.PDF
725 - Clarity, 1888.PDF
726 - Clarity, 1889.PDF
727 - PowerUp, 36.PDF
728 - Acumen, 1.PDF
729 - POS, BE101-06 CREDIT.PDF
730 - POS, BE101-07.PDF
731 - ThinkPartner, 242.PDF
732 - EWC, 27.PDF
733 - QCollege, 931.PDF
734 - ECC, 4669389.PDF
735 - RockSolid, AUG.PDF
736 - SusanPeach, 1429.PDF
737 - GG&Co, CLN-01-08-2013.PDF
738 - BigPicture, 2013-210.PDF
739 - Acumen, 202.PDF
740 - WebFriendly, 1801.PDF
741, AOL Surrey, BCS07541.PDF
742 - WCG, PINV004034CR.PDF
743 - EWC, 26.PDF
744 - VIU, SP48333-1.pdf
745 - VIU, SP48315-1.pdf
746 - VIU, SP48303-1.pdf
747 - VIU, SP48334-1.pdf
748 - PACE, 1101.PDF
749 - PACE, 1100.PDF
750 - TLB, CLN009.PDF
751 - PACE, 1099.PDF
752 - Prestige, MBT014.PDF
753 - VCC, S0100181.pdf
754 - VCC, S0100206.pdf
755 - VCC, S0100179.pdf

756 - Clemens, 2013-475.PDF
757 - DebbiePalmer, 163.PDF
758 - DebbiePalmer, 164.PDF
759 - Prestige, MBT013.PDF
760 - PACE, 1104.PDF
761 - PACE, 1103.PDF
762 - QCollege, 928.PDF
763 - QCollege, 927.PDF
764 - RRU, 154100-095.PDF
765 - PowerUp, 35.PDF
766 - BlackSalon, 179.PDF
767 - EWC, 25.PDF
768 - ThinkPartner, 238.PDF
769 - WebFriendly, 1799.PDF
770 - Trainwest, 1390.pdf
771 - Langara, S0146996.PDF
772 - Langara, S0146995.PDF
773 - CoachKyle, 1121.PDF



BRITISH
COLUMBIA



BC JOBS
PLAN

Funding provided through the Canada-British Columbia Labour Market Agreement.

Canada/British Columbia Labour Market Agreement Monthly Activity Report Template

Name of Program: Micro-Business Training Program

Organization: BC Chamber of Commerce Month: August

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

s22

	19-08-2013	-	X			
	12-08-2013	-	X			
	23-08-2013	-		X		
	06-08-2013	-	X			
	16-08-2013	-	X			
	15-08-2013	-		X		
	06-08-2013	-		X		
	19-08-2013	-	X			
	23-08-2013	-		X		
	12-08-2013	-			X	
	19-08-2013	-	X			
	30-08-2013	-			X	
	30-08-2013	-			X	
	30-08-2013	-		X		
	19-08-2013	-	X			
	15-08-2013	-		X		
	12-08-2013	-	X			
	12-08-2013	-	X			
	12-08-2013	-		X		
	15-08-2013	-	X			

s22

12-08-2013	-	X			
27-08-2013	-			X	
30-08-2013	-	X			
19-08-2013	-	X			
19-08-2013	-		X		
27-08-2013	-	X			
23-08-2013	-		X		
01-08-2013	-	X			
23-08-2013	-		X		
12-08-2013	-		X		
23-08-2013	-		X		
19-08-2013	-		X		
21-08-2013	-		X		
23-08-2013	-			X	
09-08-2013	-		X		
19-08-2013	-	X			
19-08-2013	-		X		
19-08-2013	-	X			
19-08-2013	-		X		
27-08-2013	-		X		
23-08-2013	-	X			
06-08-2013	-	X			
30-08-2013	-		X		
21-08-2013	-		X		
15-08-2013	-		X		
19-08-2013	-			X	
19-08-2013	-	X			
19-08-2013	-	X			
23-08-2013	-	X			
15-08-2013	-	X			
12-08-2013	-	X			
27-08-2013	-	X			
06-08-2013	-	X			
19-08-2013	-		X		
15-08-2013	-		X		
15-08-2013	-		X		
09-08-2013	-	X			
27-08-2013	-	X			
09-08-2013	-		X		
23-08-2013	-		X		
23-08-2013	-	X			
06-08-2013	-		X		
19-08-2013	-	X			
15-08-2013	-		X		
19-08-2013	-		X		
27-08-2013	-	X			
15-08-2013	-	X			
09-08-2013	-			X	
30-08-2013	-	X			

s22

15-08-2013	-			X	
12-08-2013	-	X			
09-08-2013	-		X		
27-08-2013	-		X		
12-08-2013	-	X			
30-08-2013			X		
19-08-2013	-	X			
23-08-2013	-		X		
12-08-2013	-	X			
27-08-2013	-	X			

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)

s22

20-08-2013	X		Completed program, will send Exit Form in September
23-08-2013	X		Completed program, Exit Form enclosed
28-08-2013	X		Completed program, will send Exit Form in September
22-08-2013	X		Completed program, will send Exit Form in September
26-08-2013	X		Completed program, will send Exit Form in September
30-08-2013	X		Completed program, Exit Form enclosed
26-08-2013	X		Completed program, will send Exit Form in September
27-08-2013	X		Completed program, will send Exit Form in September
27-08-2013	X		Completed program, Exit Form enclosed
19-08-2013	X		Completed program, will send Exit Form in September
26-08-2013	X		Completed program, will send Exit Form in September
28-08-2013	X		Completed program, will send Exit Form in September
29-08-2013	X		Completed program, will send Exit Form in September
15-08-2013	X		Completed program, will send Exit Form in September
14-08-2013	X		Completed program, will send Exit Form in September
15-08-2013	X		Completed program, will send Exit Form in September
15-08-2013	X		Completed program, will send Exit Form in September
20-08-2013	X		Completed program, will send Exit Form in September

s22

26-08-2013	X	Completed program, will send Exit Form in September
27-08-2013	X	Completed program, Exit Form enclosed
15-08-2013	X	Completed program, will send Exit Form in September
15-08-2013	X	Completed program, will send Exit Form in September
19-08-2013	X	Completed program, Exit Form enclosed
23-08-2013	X	Completed program, Exit Form enclosed
23-08-2013	X	Completed program, Exit Form enclosed
27-08-2013	X	Completed program, Exit Form enclosed
15-08-2013	X	Completed program, will send Exit Form in September
15-08-2013	X	Completed program, will send Exit Form in September
15-08-2013	X	Completed program, will send Exit Form in September
15-08-2013	X	Completed program, will send Exit Form in September
20-08-2013	X	Completed program, will send Exit Form in September
16-08-2013	X	Completed program, will send Exit Form in September
26-08-2013	X	Completed program, will send Exit Form in September
16-08-2013	X	Completed program, will send Exit Form in September
16-08-2013	X	Completed program, will send Exit Form in September
16-08-2013	X	Completed program, will send Exit Form in September
19-08-2013	X	Completed program, will send Exit Form in September
27-08-2013	X	Completed program, Exit Form enclosed
30-08-2013	X	Completed program, Exit Form enclosed
19-08-2013	X	Completed program, Exit Form enclosed
19-08-2013	X	Completed program, will send Exit Form in September
19-08-2013	X	Completed program, will send Exit Form in September
19-08-2013	X	Completed program, will send Exit Form in September
21-08-2013	X	Completed program, will send Exit Form in September
21-08-2013	X	Completed program, will send Exit Form in September
26-08-2013	X	Completed program, will send Exit Form in September
19-08-2013	X	Completed program, will send Exit Form in September
20-08-2013	X	Completed program, will send Exit

s22

			Form in September
	19-08-2013	X	Completed program, will send Exit Form in September
	20-08-2013	X	Completed program, will send Exit Form in September
	27-08-2013	X	Completed program, Exit Form enclosed
	26-08-2013	X	Completed program, will send Exit Form in September
	20-08-2013	X	Completed program, will send Exit Form in September
	15-08-2013	X	Completed program, will send Exit Form in September
	28-08-2013	X	Completed program, will send Exit Form in September
	07-08-2013	X	Completed program, will send Exit Form in September
	20-08-2013	X	Completed program, will send Exit Form in September
	07-08-2013	X	Completed program, will send Exit Form in September
	26-08-2013	X	Completed program, will send Exit Form in September
	20-08-2013	X	Completed program, will send Exit Form in September
	05-08-2013	X	Completed program, will send Exit Form in September
	26-08-2013	X	Completed program, will send Exit Form in September
	12-08-2013	X	Completed program, Exit Form enclosed
	21-08-2013	X	Completed program, will send Exit Form in September

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

	This month
Participants potential (for August, 2013)	196
Participants accepted (for August, 2013)	79
Participants completed program (for August, 2013)	64
Participants not accepted (for August, 2013)	56
Number of participants newly enrolled in Public Post Secondary Institutions*	36
Number of participants newly enrolled in PCTIA training*	14
Number of participants newly enrolled in CLN Member provided training*	89

*** We have several participants who are enrolled in more than one category. For a listing of all course enrollments, please ask Robert Bailey.**

	This month	Previous month	Change
Participants total (cumulative, to end of month)	2004	1882	122
Participants potential (cumulative, to end of month)	196	198	-2
Participants accepted (cumulative, to end of month)	882	807	75
Participants completed program (cumulative, to end of month)	380	316	64

Participants not accepted (cumulative, to end of month)	933	877	56
Newly enrolled Participants in Public Post Secondary Institutions (cumulative, to end of month)	329	296	33
Newly enrolled Participants in PCTIA training (cumulative, to end of month)	135	134	1
Newly enrolled Participants in CLN Member provided training (cumulative, to end of month)	1001	926	75

Approved Participant Details

Participant Name	Total # of Employees	Business Sector	Geographic Area	Training Received	Type of Business (Small Business or Not for Profit)

0	Retail - Food/Bev	1. Vancouver Island	Marketing	Profit
3	Retail - Aesthetics	4. Mainland	Social Media	Profit
0	HighTech/IT	4. Mainland	Website	Profit
0	Health	4. Mainland	-	Profit
0	Arts and Crafts	1. Vancouver Island	Website	Profit
0	Professional Services	1. Vancouver Island	Website	Profit
0	Professional Services	1. Vancouver Island	Sales Coaching for Entrepreneurs	Profit
0	Communications	4. Mainland	Website	Profit
0	Banking/Financial	4. Mainland	-	Profit
0	HighTech/IT	4. Mainland	-	Profit
2	Arts and Crafts	4. Mainland	-	Profit
3	Hospitality	2. Okanagan	Marketing	Profit
3	Hospitality	2. Okanagan	Marketing	Profit
0	Communications	4. Mainland	Marketing/Social Media	Profit
0	Professional Services	1. Vancouver Island	Accounting	Profit
3	Professional Services	4. Mainland	Accounting	Profit
7*	Retail - Food/Bev	2. Okanagan	Business Coaching	Profit
0	Construction	2. Okanagan	-	Profit
2	Trades - Other	4. Mainland	Website	Profit
2	Recreation/Entertainment	1. Vancouver Island	Accounting	Profit
0	HighTech/IT	1. Vancouver Island	Business Coaching	Profit
0	Arts and Crafts	4. Mainland	Business Coaching	Profit
0	HighTech/IT	4. Mainland	Accounting/Marketing/	Profit

s22

s22

			Sales	
1	Retail - Aesthetics	4. Mainland	-	Profit
0	Construction	4. Mainland	Business Coaching	Profit
1	Transportation - Distribution	1. Vancouver Island	Business Coaching	Profit
0	HighTech/IT	1. Vancouver Island	Communications/HR	Profit
0	Trades - Other	1. Vancouver Island	Social Media	Profit
0	Construction	2. Okanagan	-	Profit
0	Professional Services	4. Mainland	Website	Profit
0	Communications	1. Vancouver Island	-	Profit
3	Communications	1. Vancouver Island	-	Profit
0	Professional Services	4. Mainland	-	Profit
2	Retail - Aesthetics	1. Vancouver Island	Website	Profit
0	Trades - Other	4. Mainland	Business Coaching	Profit
4	Industrial - Manufacturing	4. Mainland	Business Coaching	Profit
4	Industrial - Manufacturing	4. Mainland	Business Coaching	Profit
0	Communications	3. Northern BC	Sales Coaching for Entrepreneurs	Profit
0	Recreation/Entertainment	4. Mainland	Business Coaching/Social Media	Profit
0	Professional Services	1. Vancouver Island	-	Profit
4	Health	2. Okanagan	Accounting/Marketing	Profit
0	Professional Services	4. Mainland	-	Profit
0	Professional Services	4. Mainland	-	Profit
3	Trades - Other	1. Vancouver Island	-	Profit
0	Trades - Other	1. Vancouver Island	-	Profit
3	Professional Services	4. Mainland	-	Profit
0	Professional Services	4. Mainland	-	Profit
0	Retail - Apparel	4. Mainland	Website	Profit
5*	Recreation/Entertainment	1. Vancouver	-	Profit

s22

		Island		
2	Professional Services	1. Vancouver Island	Business Coaching/Website	Profit
0	Professional Services	1. Vancouver Island	Accounting/Marketing/Website	Profit
2	Professional Services	4. Mainland	-	Profit
3	Recreation/Entertainment	4. Mainland	Business Coaching/Website	Profit
0	Arts and Crafts	4. Mainland	Marketing/Sales	Profit
0	Arts and Crafts	1. Vancouver Island	Business Coaching	Profit
1	Industrial - Food/Bev	1. Vancouver Island	Website	Profit
0	Health	4. Mainland	Business Coaching	Profit
0	Industrial - Other	4. Mainland	-	Profit
1	Communications	4. Mainland	Communications/Marketing/Social Media	Profit
0	Retail - Other	4. Mainland	-	Profit
0	Retail - Other	4. Mainland	-	Profit
1	Arts and Crafts	1. Vancouver Island	Business Coaching	Profit
0	Trades - Other	2. Okanagan	Marketing	Profit
1	Trades - Construction	4. Mainland	Business Coaching	Profit
0	Retail - Aesthetics	4. Mainland	Communications	Profit
0	Professional Services	1. Vancouver Island	Communications/Computer/Marketing	Profit
2	Trades - Construction	1. Vancouver Island	Accounting/Computer	Profit
1	Trades - Construction	4. Mainland	Business Coaching	Profit
2	Retail - Apparel	4. Mainland	Accounting	Profit
1	Retail - Other	1. Vancouver Island	Accounting/Marketing	Profit
0	Banking/Financial	4. Mainland	Social Media/Website	Profit
1	Trades - Construction	4. Mainland	Business Coaching	Profit
0	Health	4. Mainland	Accounting/Website	Profit
0	Hospitality	2. Okanagan	-	Profit
0	Arts and Crafts	4. Mainland	-	Profit
0	Retail - Other	4. Mainland	Marketing	Profit
0	Retail - Gift	1. Vancouver Island	Computer/Website	Profit

s22

0	Recreation/Entertainment	2. Okanagan	Business Coaching	Profit
1	Retail - Other	2. Okanagan	-	Profit

* Indicates
participants with
seasonal
employees

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

Signature: _____ Date: September 13, 2012

Print Name: Robert Bailey Phone: 778-410-2324 Ext. 701

Position: Program Manager Email: Robert@rethinklearning.com

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 lacks 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://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/home.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/any 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 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.



BC Chamber of Commerce - MBT Pilot Project

Index for Financial Contribution Statement of Account at September 30, 2013

Items:

1. Written statement of account, including:
 - a) Legal name and address
 - b) Date of Statement
 - c) Calculation of "Eligible Costs: claimed under the agreement, including:
 - Declaration that the services being claimed have been performed
 - Chronological listing of all expenditures
 - Receipts for the above attached
 - Description of GST/HST refunds being claimed
 - d) Calculation of all applicable taxes payable (GST/HST)
 - e) Description of Agreement
 - f) Statement # for ID
2. Participant intake forms for statement period
3. Participant exit forms for statement period
4. Completed and signed monthly activity form
5. Completed and signed quarterly status reports
6. Any other payment information
7. Completed and signed Provincial Claim form

Notes & attachments:

See FC Stmt of Acct - FC0016
See FC Stmt of Acct - FC0016

See Expenditure Summaries -September 2013
See Expenditure Summaries -September 2013
See invoice packages
See GST/HST Summary - September 2013
See Expenditure Summaries -September 2013
See FC Stmt of Acct - FC0016
See FC Stmt of Acct - FC0016

Documents to be submitted separately
Documents to be submitted separately
Documents to be submitted separately
Documents to be submitted separately
None to note
See attached BC Claim form for September 16-30/13



BC Chamber of Commerce - MBT Pilot Project
September 2013 - GST/HST Credit Summary

Statement #: FC0016

#1201, 750 West Pender Street
Vancouver, BC V6C 2T8
T 604.683.0700 F 604.683.0416
www.bccchamber.org

Description	Ref #:	Date:	ITC's due		Date of return filed:	Refunds received:	Date of refunds received:	Analysis of Refunds Received				
			Claim amounts:					HST refund on Services	HST refund on Training			
HST ITC's claimed or to be claimed:												
<u>2012 Q2 HST return to be filed prior to July 2012</u>												
Expenditure Summary - June 2012	MBT0001	2012-06-30	\$	34,623.71	2012-08-01	\$	34,623.71	2013-02-05	\$	34,623.71		
<u>2012 Q3 HST return to be filed prior to October 2012</u>												
Expenditure Summary - July 2012	MBT0002	2012-08-07	\$	3,532.37					\$	3,532.37		
Expenditure Summary - August 2012	MBT0003	2012-09-07	\$	3,007.38					\$	3,007.38		
Expenditure Summary - September 2012	MBT0004	2012-10-10	\$	4,647.64					\$	3,007.37		
			\$	11,187.39	2012-10-30	\$	11,187.39	2013-02-05	\$	9,547.12		
										1640.27		
<u>2012 Q4 HST return to be filed prior to January 2013</u>												
Expenditure Summary - October 2012	MBT0005a	10-17-12	\$	1,168.80						\$	1,168.80	
Expenditure Summary - October 2012	MBT0005b	10-25-12	\$	2,021.18						\$	2,021.18	
Expenditure Summary - October 2012	MBT0005c	2012-11-05	\$	10,289.60					\$	10,289.60		
Expenditure Summary - November 2012	MBT0006a	2012-11-16	\$	3,087.88						\$	3,087.88	
Expenditure Summary - November 2012	MBT0006b	2012-11-28	\$	12,496.49						6971.6	5524.89	
Expenditure Summary - December 2012	MBT0007	2012-12-04	\$	10,935.27						6971.6	3963.67	
Expenditure Summary - January 2013	MBT0008a	2013-01-04	\$	1,944.11						\$	1,944.11	
			\$	41,943.33	2013-01-18		41,943.33	2013-02-05	\$	24,232.80	\$	17,710.53
									\$	68,403.63	\$	19,350.80
<u>2013 Q1 HST return to be filed prior to April 30, 2013</u>												
Expenditure Summary - January 2013 V1	MBT0008a	2013-01-04	\$	1,365.60								
Expenditure Summary - January 2013 V2	MBT0008a	2013-01-04	\$	1,446.39								
Expenditure Summary - January 2013 V1	MBT0008b	2013-01-14	\$	8,076.03								
Expenditure Summary - January 2013 V2	MBT0008b	2013-01-14	\$	(0.01)								
Expenditure Summary - January 2013 V1	MBT0008c	2013-01-31	\$	8,306.68								
Expenditure Summary - January 2013 V2	MBT0008c	2013-01-31	\$	(0.40)								
Expenditure Summary - January 2013	MBT0008d	2013-02-04	\$	-								
Expenditure Summary - February 2013	MBT0009A	2013-02-14	\$	12,135.27								
Expenditure Summary - February 2013	MBT0009B	2013-02-27	\$	4,703.11								
Expenditure Summary - March 2013	MBT0010A	2013-03-14	\$	10,436.11								
Expenditure Summary - March 2013	MBT0010B	2013-03-27	\$	4,684.01								
Expenditure Summary - April 2013	MBT0011A	2013-04-15	\$	2,028.46								
ITC refundable as at March 31 2013			\$	53,181.25	2013-04-23		53,181.25	2013-05-03				
<u>2013 Q2 GST return to be filed prior to June 30, 2013</u>												
Expenditure Summary - April 2013	MBT0011A	2013-04-15	\$	3,270.01								
Expenditure Summary - April 2013	MBT0011B	2013-04-29	\$	2,017.30								
Expenditure Summary - April 2013	MBT0011C	2013-05-02	\$	125.00								
Expenditure Summary - May 2013	MBT0012A	2013-05-14	\$	4,114.44								
Expenditure Summary - May 2013	MBT0012B	2013-05-30	\$	1,869.35								
Expenditure Summary - June 2013	MBT0013A	2013-06-13	\$	5,718.37								
Expenditure Summary - June 2013	MBT0013B	2013-06-27	\$	2,131.63								
ITC refundable as at June 30, 2013			\$	19,246.10	2013-07-05		19,246.10	2013-07-17				
<u>2013 Q3 GST return to be filed prior to September 30, 2013</u>												
Expenditure Summary - July 2013	MBT0014A	2013-07-11	\$	4,641.57								
Expenditure Summary - July 2013	MBT0014B	2013-07-30	\$	2,788.46								
Expenditure Summary - August 2013	MBT0015A	2013-08-08	\$	4,495.35								
Expenditure Summary - August 2013	MBT0015B	2013-08-29	\$	3,701.93								
Expenditure Summary - September 2013	MBT0016A	2013-09-09	\$	4,667.68								
Expenditure Summary - September 2013	MBT0016B	2013-09-27	\$	1,525.24								
			\$	21,820.23								
Total ITC's as at September 30, 2013			\$	182,002.01		\$	160,181.78					

Note:
The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12.0(b) of Schedule B - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"



BC Chamber of Commerce - MST Pilot Project
Funding and Expenditure Summary - June 2017 - Sept 25, 2013

SUMMARY

Expense/Anticipated Payment Date	Total Funds Received from Province	Total Reimbursements Received from Participants exceeding \$1500 Limit	Total Refunds Received from CRA Q4 2012, Q1 & Q2 2013	Total Expenditure	Total Surplus/Deficit	Total Eligible Costs per Schedule B	Balance of Eligible Costs to be Received
	Period to 25 Sept 2013	Period to 25 Sept 2013	Period to 25 Sept 2013	Period to 25 Sept 2013	Period to 25 Sept 2013		
A Micro-Business Owner Outreach							
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$60,760.00		\$4,966.00	-\$58,156.00	\$7,570.00	\$92,400.00	\$26,674.00
Local Business Marketing & Recruitment (2)	\$105,662.14		\$7,737.86	-\$153,601.44	-\$40,201.45	\$189,000.00	\$75,600.00
Program Website (3)	\$8,000.00		\$0.00	-\$8,000.00	\$0.00	\$8,000.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$40,000.00		\$0.00	-\$40,000.00	\$0.00	\$40,000.00	\$0.00
Subtotal Micro-Business Outreach	\$214,422.14	\$0.00	\$12,703.86	-\$259,757.44	-\$52,631.45	\$329,400.00	\$102,274.00
B. Management Services							
Administration & Management Overhead (5)	\$94,535.72		\$5,964.26	-\$113,042.84	-\$12,142.85	\$125,000.00	\$24,500.02
Financial Accounting (6)	\$66,457.06		\$4,971.38	-\$97,357.01	-\$25,828.56	\$120,000.00	\$48,571.55
Program Management (7)	\$66,457.06		\$4,971.38	-\$97,357.01	-\$25,828.56	\$120,000.00	\$48,571.55
Third Party Audit of program expenditures	\$0.00		\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
Subtotal Administrative & Overhead	\$227,449.84	\$0.00	\$10,935.64	-\$308,756.85	-\$64,799.97	\$371,000.00	\$127,643.12
Provincial trainee registration tracking and certification (8)	\$85,000.00		-\$524.99	-\$85,000.00	-\$524.99	\$85,000.00	\$524.99
Hosting, Maintenance, & Support (9)	\$24,713.75		\$2,373.75	-\$46,157.50	-\$9,080.00	\$44,625.00	\$17,537.50
Subtotal Information Technology	\$109,713.75	\$0.00	\$1,848.76	-\$221,167.50	-\$9,604.99	\$129,625.00	\$18,062.49
Subtotal Management Services	\$337,163.59	\$0.00	\$17,785.79	-\$429,924.35	-\$74,404.96	\$500,625.00	\$145,705.61
C Participant Intake and Assessment Services							
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$286,797.19		\$21,002.82	-\$416,918.16	-\$109,118.15	\$513,000.00	\$205,199.99
Subtotal Participant Intake and Assessment Services	\$286,797.19	\$0.00	\$21,002.82	-\$416,918.16	-\$109,118.15	\$513,000.00	\$205,199.99
D Business Skills Training for Participants							
Anticipated Training Funding Dispersed/Month (11)	\$1,132,855.48	\$10,218.89	\$64,001.02	-\$923,354.35	\$283,721.04	\$1,800,000.00	\$592,924.61
Subtotal Business Skills Training for Participants	\$1,132,855.48	\$10,218.89	\$64,001.02	-\$923,354.35	\$283,721.04	\$1,800,000.00	\$592,924.61
Subtotal Services for Applicants and Participants	\$1,419,652.67	\$10,218.89	\$85,003.84	-\$1,340,272.51	\$174,602.89	\$2,313,000.00	\$798,124.60
Contract advance (12)							
Interest on refund from CRA			\$170.71		\$170.71		-\$170.71
Total Financial Contribution	\$1,971,238.40	\$10,218.89	\$115,634.20	-\$2,629,354.30	\$67,737.19	\$3,143,025.00	\$1,045,933.51

As per FC0016



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - Sept 25, 2013

Expense/Anticipated Payment Date	Funds Received	Per Expenditure Summary	Suplus/Deficit	Funds Received	Per Expenditure Summary	Suplus/Deficit	Funds Received	Per Expenditure Summary	Suplus/Deficit	Funds Received	Per Expenditure Summary	Suplus/Deficit
	Jun-12	Jun-12	Jun-12	Jul-12	Jul-12	Jul-12	Aug-12	Aug-12	Aug-12	Sep-12	Sep-12	Sep-12
A Micro-Business Owner Outreach												
Micro - Business Owner Outreach through local Chambers of Commerce (1)			\$0.00			\$0.00			\$0.00	\$15,400.00	\$0.00	\$15,400.00
Local Business Marketing & Recruitment (2)	\$37,800.00	\$37,800.00	\$0.00	\$9,450.00		\$9,450.00	\$9,450.00	\$9,450.00	\$9,450.00	\$9,450.00	\$0.00	\$9,450.00
Program Website (3)	\$4,000.00	\$4,000.00	\$0.00			\$0.00			\$0.00			\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$40,000.00	\$40,000.00	\$0.00			\$0.00			\$0.00			\$0.00
Subtotal Micro-Business Outreach	\$81,800.00	\$81,800.00	\$0.00	\$9,450.00	\$0.00	\$9,450.00	\$9,450.00	\$0.00	\$9,450.00	\$24,850.00	\$0.00	\$24,850.00
B. Management Services												
Administration & Management Overhead (5)	\$5,952.40	\$5,952.40	\$0.00	\$11,507.93	\$11,507.93	\$0.00	\$11,507.93	\$11,507.93	\$0.00	\$11,507.93	\$11,507.93	\$0.00
Financial Accounting (6)	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00
Program Management (7)	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00
Third Party Audit of program expenditures												
Subtotal Administrative & Overhead	\$17,380.96	\$17,380.96	\$0.00	\$22,936.49	\$22,936.49	\$0.00	\$22,936.49	\$22,936.49	\$0.00	\$22,936.49	\$22,936.49	\$0.00
Provincial trainee registration tracking and certification (8)	\$80,625.00	\$80,625.00	\$0.00	\$4,375.00	\$4,375.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00
Subtotal Information Technology	\$82,750.00	\$82,750.00	\$0.00	\$6,500.00	\$6,500.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00
Subtotal Management Services	\$106,130.96	\$106,130.96	\$0.00	\$29,436.49	\$29,436.49	\$0.00	\$25,061.49	\$25,061.49	\$0.00	\$25,061.49	\$25,061.49	\$0.00
C Participant Intake and Assessment Services												
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$102,600.00	\$102,600.00	\$0.00	\$25,650.00		\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$0.00	\$25,650.00
Subtotal Participant Intake and Assessment Services	\$102,600.00	\$102,600.00	\$0.00	\$25,650.00	\$0.00	\$25,650.00	\$25,650.00	\$0.00	\$25,650.00	\$25,650.00	\$0.00	\$25,650.00
D Business Skills Training for Participants												
Anticipated Training Funding Dispersed/Month (11)	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	\$115,000.00	\$0.00	\$115,000.00	\$120,000.00	\$7,192.83	\$112,807.17
Subtotal Business Skills Training for Participants	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	\$115,000.00	\$0.00	\$115,000.00	\$120,000.00	\$7,192.83	\$112,807.17
Subtotal Services for Applicants and Participants	\$102,600.00	\$102,600.00	\$0.00	\$70,650.00	\$0.00	\$70,650.00	\$140,650.00	\$0.00	\$140,650.00	\$145,650.00	\$7,192.83	\$138,457.17
Contract advance (12)	\$25,771.04		\$25,771.04									
Interest on refund from CRA												
Total Financial Contribution	\$314,302.00	\$288,530.96	\$25,771.04	\$109,536.49	\$29,436.49	\$80,100.00	\$175,161.49	\$25,061.49	\$150,100.00	\$195,561.49	\$32,254.32	\$163,307.17



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - Sept 25, 2013

Expense/Anticipated Payment Date	Per Expenditure Summary			Per Expenditure Summary			Per Expenditure Summary			Per Expenditure Summary		
	Funds Received	MBT0005A-C	Suplus/Deficit	Funds Received	MBT0006A/B	Suplus/Deficit	Funds Received	MBT0007	Suplus/Deficit	Funds Received	MBT0008A-D	Suplus/Deficit
	Oct-12	Oct-12	Oct-12	Nov-12	Nov-12	Nov-12	Dec-12	Dec-12	Dec-12	Jan-13	Jan-13	Jan-13
A Micro-Business Owner Outreach												
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$24,920.00	\$30,968.00	-\$6,048.00	\$0.00	\$0.00	\$0.00	\$15,400.00	\$0.00	\$15,400.00	\$0.00	\$9,968.00	-\$9,968.00
Local Business Marketing & Recruitment (2)	-\$19,388.89	\$9,961.41	-\$28,150.00	\$9,961.41	\$9,961.41	\$0.00	\$9,961.41	\$9,961.41	\$0.00	\$9,961.41	\$9,961.41	\$0.00
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$6,531.11	\$40,929.41	-\$34,398.00	\$9,961.41	\$9,961.41	\$0.00	\$25,361.41	\$9,961.41	\$15,400.00	\$9,961.41	\$19,929.41	-\$9,968.00
B. Management Services												
Administration & Management Overhead (5)	\$17,031.74	\$12,888.88	\$4,142.86	\$12,888.89	\$12,888.89	\$0.00	\$12,888.89	\$12,888.88	\$0.01	\$0.00	\$4,000.00	-\$4,000.00
Financial Accounting (6)	\$8,457.13	\$6,399.99	\$2,057.14	\$6,399.99	\$6,399.99	\$0.00	\$6,399.99	\$6,399.99	\$0.00	\$4,342.85	\$6,399.99	-\$2,057.14
Program Management (7)	\$8,457.13	\$6,399.99	\$2,057.14	\$6,399.99	\$6,399.99	\$0.00	\$6,399.99	\$6,399.99	\$0.00	\$4,342.85	\$6,399.99	-\$2,057.14
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$33,946.01	\$25,688.86	\$8,257.15	\$25,688.87	\$25,688.87	\$0.00	\$25,688.87	\$25,688.87	\$0.01	\$8,685.71	\$16,799.98	-\$8,114.27
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$3,145.00	\$2,380.00	\$765.00	\$2,380.00	\$2,380.00	\$0.00	\$2,380.00	\$2,380.00	\$0.00	\$1,615.00	\$2,380.00	-\$765.00
Subtotal Information Technology	\$3,145.00	\$2,380.00	\$765.00	\$2,380.00	\$2,380.00	\$0.00	\$2,380.00	\$2,380.00	\$0.00	\$1,615.00	\$2,380.00	-\$765.00
Subtotal Management Services	\$37,091.01	\$28,068.86	\$9,022.15	\$28,068.87	\$28,068.87	\$0.00	\$28,068.87	\$28,068.87	\$0.01	\$10,300.71	\$19,179.98	-\$8,879.27
C Participant Intake and Assessment Services												
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	-\$49,911.88	\$27,038.12	-\$76,950.00	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	-\$0.00
Subtotal Participant Intake and Assessment Services	-\$49,911.88	\$27,038.12	-\$76,950.00	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	-\$0.00
D Business Skills Training for Participants												
Anticipated Training Funding Dispersed/Month (11)	\$168,000.00	\$10,573.44	\$157,426.56	\$100,800.00	\$48,771.42	\$52,028.58	\$100,800.00	\$48,699.61	\$52,100.39	\$115,737.51	\$117,950.95	-\$2,213.44
Subtotal Business Skills Training for Participants	\$168,000.00	\$10,573.44	\$157,426.56	\$100,800.00	\$48,771.42	\$52,028.58	\$100,800.00	\$48,699.61	\$52,100.39	\$115,737.51	\$117,950.95	-\$2,213.44
Subtotal Services for Applicants and Participants	\$118,088.12	\$37,611.56	\$80,476.56	\$127,838.12	\$75,809.54	\$52,028.58	\$127,838.12	\$75,737.73	\$52,100.39	\$142,775.63	\$144,989.07	-\$2,213.44
Contract advance (12)	-\$25,771.04	\$0.00	-\$25,771.04		\$0.00			\$0.00			\$0.00	
Interest on refund from CRA												
Total Financial Contribution	\$135,939.50	\$106,609.83	\$29,329.67	\$165,868.40	\$113,839.82	\$52,028.58	\$181,268.40	\$113,768.00	\$67,500.40	\$163,037.75	\$184,098.46	-\$21,060.71
				Nov funds not received in Nov 12	-\$105,868.40		Nov funds received in Dec 12	\$165,868.40				
				Cash deficit for Nov 12	-\$113,839.82		Cash surplus for Dec 12	\$233,368.80				



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - Sept 25, 2013

Expense/Anticipated Payment Date	Per Expenditure Summary MBT0009A-B			Per Expenditure Summary MBT0010A-B			Per Expenditure Summary MBT0011A-C			Per Expenditure Summary MBT0012A-B		
	Funds Received Feb-13	Feb-13	Suplus/Deficit Feb-13	Funds Received Mar-13	Mar-13	Suplus/Deficit Mar-13	Funds Received Apr-13	Apr-13	Suplus/Deficit Apr-13	Funds Received May-13	May-13	Suplus/Deficit May-13
A. Micro-Business Owner Outreach												
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,180.00	-\$12,180.00	\$0.00	\$0.00	\$0.00
Local Business Marketing & Recruitment (2)	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$9,338.83	-\$9,338.83	\$0.00	\$9,338.83	-\$9,338.83
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$21,518.83	-\$21,518.83	\$0.00	\$9,338.83	-\$9,338.83
B. Management Services												
Administration & Management Overhead (5)	\$0.00	\$4,000.00	-\$4,000.00	\$0.00	\$4,000.00	-\$4,000.00	\$0.00	\$3,750.00	-\$3,750.00	\$0.00	\$3,750.00	-\$3,750.00
Financial Accounting (6)	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$5,999.99	-\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Program Management (7)	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$5,999.99	-\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$0.00	\$16,799.98	-\$16,799.98	\$0.00	\$16,799.98	-\$16,799.98	\$0.00	\$15,749.98	-\$15,749.98	\$0.00	\$15,749.98	-\$15,749.98
Provincial trainer registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,231.25	-\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Information Technology	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,231.25	-\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Management Services	\$0.00	\$19,179.98	-\$19,179.98	\$0.00	\$19,179.98	-\$19,179.98	\$0.00	\$17,981.23	-\$17,981.23	\$0.00	\$17,981.23	-\$17,981.23
C. Participant Intake and Assessment Services												
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$25,348.24	-\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
Subtotal Participant Intake and Assessment Services	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$25,348.24	-\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
D. Business Skills Training for Participants												
Anticipated Training Funding Dispersed/Month (11)	\$0.00	\$91,980.65	-\$91,980.65	\$0.00	\$83,108.63	-\$83,108.63	\$0.00	\$76,709.28	-\$76,709.28	\$0.00	\$66,092.76	-\$66,092.76
Subtotal Business Skills Training for Participants	\$0.00	\$91,980.65	-\$91,980.65	\$0.00	\$83,108.63	-\$83,108.63	\$0.00	\$76,709.28	-\$76,709.28	\$0.00	\$66,092.76	-\$66,092.76
Subtotal Services for Applicants and Participants	\$0.00	\$119,018.77	-\$119,018.77	\$0.00	\$110,146.75	-\$110,146.75	\$0.00	\$102,057.52	-\$102,057.52	\$0.00	\$91,441.00	-\$91,441.00
Contract advance (12)												
Interest on refund from CRA												
Total Financial Contribution	\$0.00	\$148,160.16	-\$148,160.16	\$0.00	\$139,288.14	-\$139,288.14	\$0.00	\$141,557.58	-\$141,557.58	\$0.00	\$118,761.06	-\$118,761.06



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - Sept 25, 2013

Expense/Anticipated Payment Date	Per Expenditure Summary			Per Expenditure Summary			Per Expenditure Summary		
	Funds Received	MBT0013A-B	Surplus/Deficit	Funds Received	MBT0014A-B	Surplus/Deficit	Funds Received	MBT0015A-B	Surplus/Deficit
	Jun-13	Jun-13	Jun-13	Jul-13	Jul-13	Jul-13	Aug-13	Aug-13	Aug-13
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$5,040.00	-\$5,040.00	\$5,040.00	\$0.00	\$5,040.00
Local Business Marketing & Recruitment (2)	\$0.00	\$9,338.83	-\$9,338.83	\$18,677.66	\$9,338.83	\$9,338.83	\$0.00	\$9,338.83	-\$9,338.83
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$0.00	\$9,338.83	-\$9,338.83	\$18,677.66	\$14,378.83	\$4,298.83	\$5,040.00	\$9,338.83	-\$4,298.83
B. Management Services									
Administration & Management Overhead (5)	\$0.00	\$3,750.00	-\$3,750.00	\$7,500.00	\$3,750.00	\$3,750.00	\$0.00	\$3,750.00	-\$3,750.00
Financial Accounting (6)	\$0.00	\$5,999.99	-\$5,999.99	\$11,999.98	\$5,999.99	\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Program Management (7)	\$0.00	\$5,999.99	-\$5,999.99	\$11,999.98	\$5,999.99	\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$0.00	\$15,749.98	-\$15,749.98	\$31,499.96	\$15,749.98	\$15,749.98	\$0.00	\$15,749.98	-\$15,749.98
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$0.00	\$2,231.25	-\$2,231.25	\$4,462.50	\$2,231.25	\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Information Technology	\$0.00	\$2,231.25	-\$2,231.25	\$4,462.50	\$2,231.25	\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Management Services	\$0.00	\$17,981.23	-\$17,981.23	\$35,962.46	\$17,981.23	\$17,981.23	\$0.00	\$17,981.23	-\$17,981.23
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$0.00	\$25,348.24	-\$25,348.24	\$50,696.48	\$25,348.24	\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
Subtotal Participant Intake and Assessment Services	\$0.00	\$25,348.24	-\$25,348.24	\$50,696.48	\$25,348.24	\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$96,544.36	\$97,184.32	-\$639.96	\$140,354.49	\$104,949.76	\$35,404.73	\$40,745.81	\$90,546.19	-\$49,800.38
Subtotal Business Skills Training for Participants	\$96,544.36	\$97,184.32	-\$639.96	\$140,354.49	\$104,949.76	\$35,404.73	\$40,745.81	\$90,546.19	-\$49,800.38
Subtotal Services for Applicants and Participants	\$96,544.36	\$122,532.56	-\$25,988.20	\$191,050.97	\$130,298.00	\$60,752.97	\$40,745.81	\$115,894.43	-\$75,148.62
Contract advance (12)									
Interest on refund from CRA									
Total Financial Contribution	\$96,544.36	\$149,852.62	-\$53,308.26	\$245,691.09	\$162,658.06	\$83,033.03	\$45,785.81	\$143,214.49	-\$97,428.68



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - Sept 25, 2013

Expense/Anticipated Payment Date	Funds Received	Per Expenditure Summary MBT0015A	Per Expenditure Summary MBT0015B	Per Expenditure Summary MBT0015A-B	Surplus/Deficit	HST refund From CRA	HST refund	HST refund	Due to Province HST refund relating to FY12 Q4	Due to Province HST refund relating to FY13 Q1	Due to Province HST refund relating to FY13 Q2
	Sep-13	Sep-13	Sep-13	Sep-13	Sep-13	Quarters 2,3 & 4	Q2 Note 1	Q3 Note 1	Q4 Note 1	Q1 Note 1	Q2 Note 1
A Micro-Business Owner Outreach											
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,318.00			\$3,318.00	\$1,068.00	\$580.00
Local Business Marketing & Recruitment (2)	\$9,338.83	\$9,338.83	\$0.00	\$9,338.83	\$0.00	\$7,737.87	-\$4,536.00		\$3,201.87	\$3,201.87	\$1,334.12
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$960.00	-\$960.00		\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,800.00	-\$4,800.00		\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$9,338.83	\$9,338.83	\$0.00	\$9,338.83	\$0.00	\$16,815.87	-\$10,296.00	\$0.00	\$6,519.87	\$4,269.87	\$1,914.12
B. Management Services											
Administration & Management Overhead (5)	\$3,750.00	\$3,750.00	\$0.00	\$3,750.00	\$0.00	\$8,999.99	-\$714.29	-\$4,142.86	\$4,142.84	\$1,285.71	\$535.71
Financial Accounting (6)	\$5,999.99	\$5,999.99	\$0.00	\$5,999.99	\$0.00	\$4,799.97	-\$685.71	-\$2,057.14	\$2,057.11	\$2,057.13	\$857.14
Program Management (7)	\$5,999.99	\$5,999.99	\$0.00	\$5,999.99	\$0.00	\$4,799.97	-\$685.71	-\$2,057.14	\$2,057.11	\$2,057.13	\$857.14
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$15,749.98	\$15,749.98	\$0.00	\$15,749.98	\$0.00	\$18,599.93	-\$2,085.72	-\$6,257.15	\$8,257.06	\$5,399.97	\$2,250.00
Provincial trustee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,675.00	-\$9,675.00	-\$525.00	-\$525.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,231.25	\$2,231.25	\$0.00	\$2,231.25	\$0.00	\$2,310.00	-\$255.00	-\$765.00	\$1,290.00	\$765.00	\$318.75
Subtotal Information Technology	\$2,231.25	\$2,231.25	\$0.00	\$2,231.25	\$0.00	\$11,985.00	-\$9,929.99	-\$1,290.00	\$765.01	\$765.00	\$318.75
Subtotal Management Services	\$17,981.23	\$17,981.23	\$0.00	\$17,981.23	\$0.00	\$30,584.93	-\$12,540.72	-\$9,547.15	\$9,022.07	\$6,164.97	\$2,568.75
C Participant Intake and Assessment Services											
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$25,348.24	\$25,348.24	\$0.00	\$25,348.24	\$0.00	\$21,002.82	-\$12,312.00		\$8,690.82	\$8,690.82	\$3,621.18
Subtotal Participant Intake and Assessment Services	\$25,348.24	\$25,348.24	\$0.00	\$25,348.24	\$0.00	\$21,002.82	-\$12,312.00	\$0.00	\$8,690.82	\$8,690.82	\$3,621.18
D Business Skills Training for Participants											
Anticipated Training Funding Dispersed/Month (11)	\$89,873.31	\$31,175.86	\$48,418.65	\$79,594.51	\$10,278.80	\$19,350.80	\$0.00	-\$547.43	\$18,803.37	\$34,055.59	\$11,142.06
Subtotal Business Skills Training for Participants	\$89,873.31	\$31,175.86	\$48,418.65	\$79,594.51	\$10,278.80	\$19,350.80	\$0.00	\$0.00	\$18,803.37	\$34,055.59	\$11,142.06
Subtotal Services for Applicants and Participants	\$115,221.55	\$56,524.10	\$61,352.14	\$115,894.43	\$10,278.80	\$40,353.62	-\$12,312.00	\$0.00	\$27,494.19	\$42,746.41	\$14,763.24
Contract advance (12)											
Interest on refund from CRA						\$170.71			\$170.71	\$0.00	\$0.00
Total Financial Contribution	\$142,541.61	\$83,844.16	\$61,352.14	\$143,214.49	\$10,278.80	\$87,925.13	-\$35,148.72	-\$9,547.15	\$43,206.84	\$53,181.25	\$19,246.10

Note 1: HST refunds for Q2 and Q3 were accounted for in the cash flow in Oct 12 and Jan 13 and so have been already been deducted from the funding received from the Province in these months. Refund relating to Q4 was included in the cash flow in Apr 13 and so has not been accounted for in funding received from the Province and this amount is therefore due to the Province

**Micro Business Owner Training Project
BC CHAMBER OF COMMERCE
Monthly Claim Report**

Period: From Sept 15 - 30, 2013

A. Micro Business Owner Outreach		
Total Micro Business Owner Outreach Costs		\$0.00
B. Management Services Costs		
- Administration and overhead costs: - Administration and Management Overhead - Financial Accounting - Program Management - Third party audit of program expenditures		\$0.00 \$0.00 \$0.00
Sub Total Admin/Overhead:		\$0.00
- Information technology expenses: - Provincial trainee registration tracking and certification - Hosting, maintenance and support		\$0.00 \$0.00
Sub Total Information technology expenses:		\$0.00
Total Management Services Costs:		\$0.00
C. Participant Intake and Assessment Services		
Intake and Assessment Services		\$0.00
D. Business Skills Training for Participants		
Number of participants: _____		
Total Participant Costs (maximum of \$1,500 per participant)		\$48,418.65
Total Invoiced Costs for September 1-15/13		\$48,418.65
Less: Funds received in September 13:		
Financial reimbursements re: Participant overages received in Sept 2013		
Net HST Refunds		-
TOTAL Claim Amount for Sept 15-30 , 2013		\$48,418.65
SUMMARY		
Net Surplus for September 2013 per FC0016		\$67,737.19
Claim for September 1-15, 2013 - outstanding at Sept 30, 2013		\$83,844.16
Claim for September 15-30, 2013 - see above		\$48,418.65
Accountable Advance (per Schedule "B-2" of the Agreement)		\$200,000.00

All claimed costs are in accordance with the Eligible Costs described in Schedule "B-2" of the Agreement.

Signature: Mark Jess
Mark Jess, CGA on behalf of Sharon Clark, CA, MBT Program Manager, Financial Accounting

Print Name: Mark Jess Date: Oct 7, 2013

Signature: Wayne Poncia
Wayne Poncia, MBT Program Manager

Print Name: WC Poncia Date: Oct 7, 2013



BC Chamber of Commerce - MBT Pilot Project
Financial Contribution Statement of Account as at September 30, 2013

Statement #: FC0016

#1201, 750 West Pender Street
Vancouver, BC V6C 2T8
T 604.683.0700 F 604.683.0416
www.bccchamber.org

Description	Ref #	Date:	Eligible Costs under Section A, B & C of Schedule "B-2" - Financial Contribution	Eligible Costs under Section D "Business Skills Training" of Schedule "B-2" - Financial Contribution	Total Funding Claim	Notes and Attachments:
			Claim amounts:	Claim amounts:	amounts:	
Funds received in September 2013:						
BC Chamber of Commerce Monthly Claim Report	August 1-15, 2013	09/09/2013	\$ 52,668.30	\$ 29,194.05	\$ 81,862.35	
BC Chamber of Commerce Monthly Claim Report	August 15-31, 2013	09/26/2013	\$ -	\$ 60,679.26	\$ 60,679.26	
Funds distributed in September 2013:						
Expenditure Summary - August 26/13 - September 10/13	MBT0016A	09/14/2013	\$ (52,668.30)	\$ (31,175.86)	\$ (83,844.16)	
Expenditure Summary - September 11/13 - September 25/13	MBT0016B	09/29/2013	\$ -	\$ (48,418.65)	\$ (48,418.65)	
Net (Deficit) Surplus for September 2013			\$ -	\$ 10,278.80	\$ 10,278.80	
Net surplus carried forward:						
Financial Contribution Statement of Account for June 2012	FC0001	06/30/2012	\$ 25,771.04	\$ -	\$ 25,771.04	
Financial Contribution Statement of Account for July 2012	FC0002	08/07/2012	\$ 35,100.00	\$ 45,000.00	\$ 80,100.00	
Financial Contribution Statement of Account for August 2012	FC0003	09/07/2012	\$ 35,100.00	\$ 115,000.00	\$ 150,100.00	
Financial Contribution Statement of Account for September 2012	FC0004	10/11/2012	\$ 50,500.00	\$ 112,807.17	\$ 163,307.17	
Financial Contribution Statement of Account for October 2012	FC0005	11/06/2012	\$ (128,096.89)	\$ 157,426.56	\$ 29,329.67	
Financial Contribution Statement of Account for November 2012	FC0006	12/04/2012	\$ (65,068.39)	\$ (48,771.42)	\$ (113,839.81)	
Financial Contribution Statement of Account for December 2012	FC0007	01/06/2013	\$ 80,468.41	\$ 152,900.39	\$ 233,368.80	
Financial Contribution Statement of Account for January 2013	FC0008	02/07/2013	\$ (18,847.28)	\$ (2,213.44)	\$ (21,060.72)	
Financial Contribution Statement of Account for February 2013	FC0009	03/08/2013	\$ (56,179.51)	\$ (91,980.65)	\$ (148,160.16)	
Financial Contribution Statement of Account for March 2013	FC0010	04/09/2013	\$ (56,179.51)	\$ (83,108.63)	\$ (139,288.14)	
Financial Contribution Statement of Account for April 2013	FC0011	05/08/2013	\$ (64,848.30)	\$ (76,709.28)	\$ (141,557.58)	
Financial Contribution Statement of Account for May 2013	FC0012	06/08/2013	\$ (52,668.30)	\$ (66,092.76)	\$ (118,761.06)	
Financial Contribution Statement of Account for June 2013	FC0013	07/04/2013	\$ (52,668.30)	\$ (639.96)	\$ (53,308.26)	
Financial Contribution Statement of Account for July 2013	FC0014	08/08/2013	\$ 47,628.30	\$ 35,404.73	\$ 83,033.03	
Financial Contribution Statement of Account for August 2013	FC0015	09/06/2013	\$ (47,628.30)	\$ (49,800.38)	\$ (97,428.68)	
Financial reimbursements re: Participant overages			\$ -	\$ 10,218.89	\$ 10,218.89	Reimbursement from Participants for training courses exceeding the \$1500 limit
Net Funding Contribution on hand for September 2013			\$ (267,617.03)	\$ 219,720.02	\$ (47,897.01)	
Net HST Refund for 2012 Q4 (+ Interest) & 2013 Q1 and Q2	Funding and Expenditure Summary		\$ 51,633.18	\$ 64,001.02	\$ 115,634.20	
Total Funding Contribution on hand for September 2013	Reconciled to Bank Statement		\$ (215,983.85)	\$ 283,721.04	\$ 67,737.19	

I, Wayne Poncia, Project Manager, BC Chamber of Commerce MBT Program, declare that the above services for September 2013 have been performed as required under the signed Agreement dated May 10, 2012 between the Province of British Columbia Ministry of Jobs, Tourism and Innovation and the BC Chamber of Commerce.

WC Poncia

For the BCCC: Wayne Poncia, MBT Program Manager

Oct 7, 2013

Date:

Mark Jess

Reviewed and approved by: Mark Jess, CGA on behalf of Sharon Clark, CA, MBT Program Manager, Financial Accounting

Oct 7, 2013

Date:



BC Chamber of Commerce - MBT Pilot Project
Expenditure Summary - Aug 26/13 - Sep 10/13

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YYYY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes
Non-training expenses:										
1	Rethink Learning Inc	2169	100%	09/01/2013	\$ 2,231.25	\$ -	\$ 106.25	\$ 2,125.00	\$ 2,231.25	
2	Rethink Learning Inc	2170	100%	09/01/2013	\$ 9,338.83	\$ -	\$ 444.71	\$ 8,894.12	\$ 9,338.83	
3	Rethink Learning Inc	2171	100%	09/01/2013	\$ 25,348.24	\$ -	\$ 1,207.06	\$ 24,141.18	\$ 25,348.24	
4	Gardiner, Poncia & Associates	1043	100%	09/01/2013	\$ 5,999.99	\$ -	\$ 285.71	\$ 5,714.28	\$ 5,999.99	
5	S Clark & Co	1017	100%	09/01/2013	\$ 5,999.99	\$ -	\$ 285.71	\$ 5,714.28	\$ 5,999.99	
6	BC Chamber of Commerce	1034.13	100%	09/04/2013	\$ 3,750.00	\$ -	\$ 178.57	\$ 3,571.43	\$ 3,750.00	
					\$ 52,668.30	\$ -	\$ 2,508.01	\$ 50,160.29	\$ 52,668.30	
Training related invoices:										
774	Power Up Marketing	37	25%	09/03/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 787.50	
775	Main Street Communication Ltd.	23001662013	25%	09/03/2013	\$ 5,188.75	\$ -	\$ 247.08	\$ 4,941.67	\$ 1,297.19	
776	Executive Web Club	28	25%	09/03/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
777	Debbie Palmer Presents	167	25%	09/04/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
778	Susan Peach	1433	25%	09/09/2013	\$ 2,884.35	\$ -	\$ 137.35	\$ 2,747.00	\$ 721.09	
779	Vancouver Community College	50099822	100%	06/03/2013	\$ 700.00	\$ -	\$ -	\$ 700.00	\$ 700.00	Course dropped but not within the 72hr cancellation policy
780	L2 Accent Reduction Centre	90513	25%	09/05/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
781	Power Up Marketing	38	25%	09/07/2013	\$ 3,711.75	\$ -	\$ 176.75	\$ 3,535.00	\$ 927.94	
782	In the Black Business Cons.	191	25%	09/08/2013	\$ 1,501.50	\$ -	\$ 71.50	\$ 1,430.00	\$ 375.38	
783	Focal Point	63	25%	09/08/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
784	AcumenPD	204	100%	09/09/2013	\$ 400.00	\$ -	\$ -	\$ 400.00	\$ 400.00	COMPLETE
785	Small Business BC	13-SBBC28	100%	08/20/2013	\$ 61.95	\$ -	\$ 2.95	\$ 59.00	\$ 61.95	COMPLETE
786	Executive Web Club	29	25%	09/09/2013	\$ 3,096.45	\$ -	\$ 147.75	\$ 2,948.70	\$ 774.11	
787	Neil Godin International Inc.	8-2013-13	25%	08/27/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
788	In the Black Business Cons.	187	25%	08/31/2013	\$ 1,181.25	\$ -	\$ 56.25	\$ 1,125.00	\$ 295.31	
789	Debbie Palmer Presents	165	25%	09/02/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
790	Debbie Palmer Presents	166	25%	09/04/2013	\$ 957.60	\$ -	\$ 45.60	\$ 912.00	\$ 239.40	
791	PACE Business Centre	1107	25%	08/29/2013	\$ 1,127.70	\$ -	\$ 53.70	\$ 1,074.00	\$ 281.93	
792	PACE Business Centre	1105	25%	08/28/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 358.05	
793	Camosun College	AG-00006666	100%	06/20/2013	\$ 113.66	\$ -	\$ 5.41	\$ 108.25	\$ 113.66	
794	Wallace Murray & Associates Ltd.	3	100%	09/09/2013	\$ 1,500.00	\$ -	\$ 71.43	\$ 1,428.57	\$ 1,500.00	COMPLETE
795	AcumenPD	203	100%	09/04/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	COMPLETE
796	Neil Godin International Inc.	8-2013-14	25%	08/27/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
797	CanScribe Career College	12868	100%	08/28/2013	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ 150.00	
798	Q College Inc.	935	100%	09/09/2013	\$ 1,291.50	\$ -	\$ 61.50	\$ 1,230.00	\$ 1,291.50	
799	Q College Inc.	934	100%	09/09/2013	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75	
800	Q College Inc.	933	100%	09/09/2013	\$ 892.50	\$ -	\$ 42.50	\$ 850.00	\$ 892.50	
801	Okanagan College	50215177	100%	08/19/2013	\$ 197.40	\$ -	\$ 9.40	\$ 188.00	\$ 197.40	
802	Okanagan College	50215061	100%	08/22/2013	\$ 245.00	\$ -	\$ -	\$ 245.00	\$ 245.00	
803	Emily Carr, Uni of Art & Design	74168	100%	09/09/2013	\$ 1,155.00	\$ -	\$ -	\$ 1,155.00	\$ 1,155.00	
804	UFT Strategies Inc.	UFT241	25%	09/09/2013	\$ 1,359.75	\$ -	\$ 64.75	\$ 1,295.00	\$ 339.94	
805	Date Carnegie	P164	100%	09/10/2013	\$ 1,424.89	\$ -	\$ 67.85	\$ 1,357.04	\$ 1,424.89	COMPLETE
806	Okanagan College	50215177B	100%	08/29/2013	\$ 697.20	\$ -	\$ 33.70	\$ 663.50	\$ 697.20	
807	Community Futures of South Fraser/CI	144	25%	08/22/2013	\$ 1,496.25	\$ -	\$ 71.25	\$ 1,425.00	\$ 374.06	
808	Northwest Community College	29625	100%	08/27/2013	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
809	Northwest Community College	29624	100%	08/27/2013	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
810	Northwest Community College	29626	100%	08/27/2013	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
					\$ 48,843.40	\$ -	\$ 2,159.67	\$ 46,683.73	\$ 20,259.00	
Previously Issued invoices & partial payments re: completion										
116	ClientSave Professional Contact Manag.	2131	75%	11/20/2012	\$ 778.40	\$ 83.40	\$ -	\$ 695.00	\$ 583.80	MBT0007
411	Power Up Marketing	22	75%	04/07/2013	\$ 3,386.25	\$ -	\$ 161.25	\$ 3,225.00	\$ 468.56	MBT0011A
442	Clarity Business Strategies	1803	75%	04/18/2013	\$ 1,253.70	\$ -	\$ 59.70	\$ 1,194.00	\$ 940.27	MBT0011B
493	Thrive Business Strategies Inc	3	75%	05/13/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0012B
510	Power Up Marketing	26	75%	05/21/2013	\$ 4,898.25	\$ -	\$ 233.25	\$ 4,665.00	\$ 468.56	MBT0012B
543	Thrive Business Strategies Inc	5	75%	06/10/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0013A
548	Clarity Business Strategies	1851	75%	06/01/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0013A
601	Power Up Marketing	30	75%	06/23/2013	\$ 1,249.50	\$ -	\$ 59.50	\$ 1,190.00	\$ 468.56	MBT0013B
610	Main Street Communication Ltd.	17001582013	75%	06/21/2013	\$ 3,675.00	\$ -	\$ 175.00	\$ 3,500.00	\$ 590.62	MBT0013B
631	Susan Peach	1417	75%	07/09/2013	\$ 3,549.00	\$ -	\$ 169.00	\$ 3,380.00	\$ 468.56	MBT0014A
662	AcumenPD	1111	75%	07/19/2013	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 750.00	MBT0014B
679	Power Up Marketing	32	75%	07/18/2013	\$ 1,149.75	\$ -	\$ 54.75	\$ 1,095.00	\$ 468.56	MBT0014B
685	Power Up Marketing	33	75%	07/23/2013	\$ 3,249.75	\$ -	\$ 154.75	\$ 3,095.00	\$ 393.75	MBT0014B
726	Clarity Business Strategies	1889	75%	08/26/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 590.62	MBT0015B
727	Power Up Marketing	36	75%	08/26/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	MBT0015B
765	Power Up Marketing	35	75%	08/21/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	MBT0015B
774	Power Up Marketing	37	75%	09/03/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 393.75	See Above
					\$ 36,002.10	\$ 83.40	\$ 1,629.70	\$ 34,289.00	\$ 10,916.86	
Total amount payable per the above invoices:					\$ 137,513.80	\$ 83.40	\$ 6,297.38	\$ 131,133.02	\$ 83,844.16	

See invoices attached

Total payments to be issued:

Rethink Learning Inc	\$ 36,918.32	EFT	15-Sep-13
Gardiner, Poncia & Associates	\$ 5,999.99	EFT	15-Sep-13
S Clark & Co	\$ 5,999.99	EFT	15-Sep-13
BC Chamber of Commerce	\$ 3,750.00	EFT	15-Sep-13

Emily Carr, Uni of Art & Design	\$ 1,155.00	Chq	15-Sep-13
Lift Strategies Inc.	\$ 339.94	EFT	15-Sep-13
Small Business BC	\$ 61.95	EFT	15-Sep-13
CanScribe Career College	\$ 150.00	EFT	15-Sep-13
AcumenPD	\$ 1,650.00	EFT	15-Sep-13
Camosun College	\$ 113.66	EFT	15-Sep-13
Okanagan College	\$ 1,139.80	EFT	15-Sep-13
ClientSave Professional Contact Management Ltd	\$ 583.80	EFT	15-Sep-13
Power Up Marketing	\$ 5,164.68	EFT	15-Sep-13
In the Black Business Cons	\$ 670.69	EFT	15-Sep-13
Dale Carnegie	\$ 1,424.89	EFT	15-Sep-13
Community Futures of South Fraser/ CFDC Self Employment Program	\$ 374.06	EFT	15-Sep-13
Main Street Communication Ltd.	\$ 1,887.81	EFT	15-Sep-13
L2 Accent Reduction Centre	\$ 393.75	EFT	15-Sep-13
Susan Peach	\$ 1,189.65	EFT	15-Sep-13
Vancouver Community College	\$ 700.00	EFT	15-Sep-13
Northwest Community College	\$ 357.00	EFT	15-Sep-13
PACE Business Centre	\$ 639.98	EFT	15-Sep-13
Wallace Murray & Associates Ltd	\$ 1,500.00	EFT	15-Sep-13
Debbie Palmer Presents	\$ 1,026.90	EFT	15-Sep-13
Clarity Business Strategies	\$ 2,712.14	EFT	15-Sep-13
Neil Godin International Inc.	\$ 787.50	EFT	15-Sep-13
Thrive Business Strategies Inc	\$ 2,362.50	EFT	15-Sep-13
Executive Web Club	\$ 1,167.86	EFT	15-Sep-13
Q College Inc.	\$ 3,228.75	EFT	15-Sep-13
Focal Point	\$ 393.75	EFT	15-Sep-13
	\$		
	\$ 83,844.16		

The BC Chamber of Commerce will be claiming reimbursement of 100% of HST and GST Input Tax Credits in relation to the above expenditures

Mark Jess

Prepared by: Mark Jess, CGA

Sep 12, 2013

Date:

Sharon Clark

Reviewed and approved by: Sharon Clark, CA

Sep 12, 2013

Date

Denise Douglas

For the BCCO: Denise Douglas, Director, Corporate Membership, Finance & Admin

Sep 13, 2013

Date:

John Winter

For the BCCO: John Winter, President

Sep 13, 2013

Date:

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B-2 - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"



BC Chamber of Commerce - MBT Pilot Project
Expenditure Summary - Sep 11/13 - 25/13

Doc #	Vendor name	Inv #	% to be paid	MA/CO/YY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
Training related invoices:										
811	Rock Solid Business Coaching Inc	92013	25%	09/24/2013	\$ 1,496.20	\$ -	\$ 71.25	\$ 1,424.95	\$ 374.05	
812	Susan Peach	1438	25%	09/24/2013	\$ 1,170.75	\$ -	\$ 55.75	\$ 1,115.00	\$ 292.69	
813	Executive Web Club	31	100%	09/13/2013	\$ 3,252.90	\$ -	\$ 154.90	\$ 3,098.00	\$ 3,252.90	
814	Executive Web Club	32	100%	09/23/2013	\$ (1,575.00)	\$ -	\$ (75.00)	\$ (1,500.00)	\$ (1,575.00)	
815	Executive Web Club	33	100%	09/24/2013	\$ (1,575.00)	\$ -	\$ (75.00)	\$ (1,500.00)	\$ (1,575.00)	
816	Giesbrecht, Goodrich & Co.	CLN-01-09-2013	25%	09/25/2013	\$ 3,675.00	\$ -	\$ 175.00	\$ 3,500.00	\$ 918.75	
817	Q College Inc.	943	100%	09/16/2013	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75	
818	Focal Point	69	25%	09/23/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
819	Make Your Mark Training & Consulting	6789	25%	09/19/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 392.44	
820	Capilano University	50003617	100%	09/12/2013	\$ 1,869.21	\$ -	\$ 82.15	\$ 1,787.06	\$ 1,869.21	
821	University of British Columbia	2013796295	100%	09/16/2013	\$ 619.50	\$ -	\$ 29.50	\$ 590.00	\$ 619.50	
822	Power Up Marketing	39	25%	09/16/2013	\$ 1,249.50	\$ -	\$ 59.50	\$ 1,190.00	\$ 312.38	
823	AcumenPD	205	100%	09/16/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	COMPLETE
824	Q College Inc.	940	100%	09/16/2013	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 624.75	
825	Q College Inc.	941	100%	09/16/2013	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75	
826	Q College Inc.	942	100%	09/16/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
827	British Columbia Institute of Technolog	R0115466	100%	09/13/2013	\$ 436.14	\$ -	\$ -	\$ 436.14	\$ 436.14	
828	University of British Columbia	2013796297	100%	09/16/2013	\$ 546.00	\$ -	\$ 26.00	\$ 520.00	\$ 546.00	
829	University of British Columbia	2013795695	100%	09/10/2013	\$ 1,370.00	\$ -	\$ -	\$ 1,370.00	\$ 1,370.00	
830	Clemens Rettlich Business Consulting Lt.	2013-491	25%	09/10/2013	\$ 1,443.75	\$ -	\$ 68.75	\$ 1,375.00	\$ 360.94	
831	TLB Marketing Essentials	CLN011	25%	09/05/2013	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 1,181.25	
832	Main Street Communication Ltd.	24001672013	25%	09/12/2013	\$ 3,281.25	\$ -	\$ 156.25	\$ 3,125.00	\$ 820.31	
833	Small Business BC	13-SBBC37	25%	09/12/2013	\$ 366.45	\$ -	\$ 17.45	\$ 349.00	\$ 91.61	
834	Small Business BC	13-SBBC38	25%	09/12/2013	\$ 1,260.00	\$ -	\$ 60.00	\$ 1,200.00	\$ 315.00	
835	Capilano University	500003614	100%	09/10/2013	\$ 156.45	\$ -	\$ 7.45	\$ 149.00	\$ 156.45	
836	WebFriendly	1805	25%	09/15/2013	\$ 908.25	\$ -	\$ 43.25	\$ 865.00	\$ 227.06	
837	College of New Caledonia	19409	100%	08/29/2013	\$ 400.40	\$ -	\$ -	\$ 400.40	\$ 400.40	
838	Discovery Community College	2227	100%	09/20/2013	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ 150.00	
839	Langara College	50147374	100%	09/12/2013	\$ 121.80	\$ -	\$ 5.80	\$ 116.00	\$ 121.80	
840	Langara College	50147338	100%	09/10/2013	\$ 505.00	\$ -	\$ -	\$ 505.00	\$ 505.00	
841	Langara College	50147314	100%	09/09/2013	\$ 11.25	\$ -	\$ -	\$ 11.25	\$ 11.25	
842	Dale Carnegie	P164 Revised	100%	09/10/2013	\$ 1,753.37	\$ -	\$ 83.49	\$ 1,669.88	\$ 1,753.37	
					\$ 35,546.92	\$ -	\$ 1,525.24	\$ 34,021.68	\$ 18,506.25	
Previously Issued Invoices & partial payments re: completion										
230	Zenith Training International	MBT107	75%	01/25/2013	\$ 9,038.40	\$ 968.40	\$ -	\$ 8,070.00	\$ 1,058.40	MBT0008C
278	Susan Peach	1332	75%	02/10/2013	\$ 4,704.00	\$ 504.00	\$ -	\$ 4,200.00	\$ 336.00	MBT0009A
361	Main Street Communication Ltd.	13001492013	75%	03/13/2013	\$ 3,640.00	\$ 390.00	\$ -	\$ 3,250.00	\$ 630.00	MBT0010B
383	Giesbrecht, Goodrich & Co.	02-03-2013	75%	03/25/2013	\$ 3,640.00	\$ 390.00	\$ -	\$ 3,250.00	\$ 630.00	MBT0010B
395	Main Street Communication Ltd.	14001532013	75%	04/09/2013	\$ 2,362.50	\$ -	\$ 112.50	\$ 2,250.00	\$ 590.62	MBT0011A
423	Susan Peach	1370	75%	04/10/2013	\$ 1,464.75	\$ -	\$ 69.75	\$ 1,395.00	\$ 315.00	MBT0011A
510	Power Up Marketing	26	75%	05/21/2013	\$ 4,898.25	\$ -	\$ 233.25	\$ 4,665.00	\$ 937.12	MBT0012B
527	Rock Solid Business Coaching Inc	EndOfMay	75%	05/29/2013	\$ 7,480.99	\$ -	\$ 356.24	\$ 7,124.75	\$ 1,175.59	MBT0013A
528	Sunflower Marketing	2012-039	75%	05/29/2013	\$ 1,522.50	\$ -	\$ 72.50	\$ 1,450.00	\$ 1,141.87	MBT0013A
579	Focal Point	46	75%	06/17/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 2,362.50	MBT0013B
588	Make Your Mark Training & Consulting	5906	75%	06/20/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0013B
609	Giesbrecht, Goodrich & Co.	24-06-2013	75%	06/24/2013	\$ 4,462.50	\$ -	\$ 212.50	\$ 4,250.00	\$ 1,771.88	MBT0013B
611	Zenith Training International	MBT116	75%	06/24/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0013B
615	AcumenPD	1101	75%	06/21/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 375.00	MBT0013B
626	Debbie Palmer Presents	153	75%	07/04/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0014A
668	Sunflower Marketing	2012-044	75%	07/22/2013	\$ 1,522.50	\$ -	\$ 72.50	\$ 1,450.00	\$ 1,141.87	MBT0014B
669	Sunflower Marketing	2012-045	75%	07/22/2013	\$ 1,522.50	\$ -	\$ 72.50	\$ 1,450.00	\$ 1,141.87	MBT0014B
682	Zenith Training International	MBT117	75%	07/25/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 1,181.25	MBT0014B
683	Debbie Palmer Presents	158	75%	07/24/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0014B
685	Power Up Marketing	33	75%	07/23/2013	\$ 3,249.75	\$ -	\$ 154.75	\$ 3,095.00	\$ 393.75	MBT0014B
688	Giesbrecht, Goodrich & Co.	CLN-01-07-2013	75%	07/01/2013	\$ 6,037.50	\$ -	\$ 287.50	\$ 5,750.00	\$ 412.50	MBT0014B
695	Focal Point	57	75%	08/07/2013	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 1,181.25	MBT0015A
701	Power Up Marketing	34	75%	08/06/2013	\$ 1,512.00	\$ -	\$ 72.00	\$ 1,440.00	\$ 196.87	MBT0015A
710	Debbie Palmer Presents	161	75%	07/31/2013	\$ 393.75	\$ -	\$ 18.75	\$ 375.00	\$ 295.31	MBT0015A
711	Debbie Palmer Presents	160	75%	07/31/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0015A
717	Think Partner Coaching	235	75%	07/26/2013	\$ 2,625.00	\$ -	\$ 125.00	\$ 2,500.00	\$ 1,968.75	MBT0015A
735	Rock Solid Business Coaching Inc	Aug	75%	08/26/2013	\$ 7,484.80	\$ -	\$ 356.43	\$ 7,128.37	\$ 1,122.15	MBT0015B
737	Giesbrecht, Goodrich & Co.	CLN-01-08-2013	75%	08/01/2013	\$ 3,202.50	\$ -	\$ 152.50	\$ 3,050.00	\$ 1,968.75	MBT0015B
748	PACE Business Centre	1101	75%	08/18/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 393.75	MBT0015B
768	Think Partner Coaching	238	75%	08/13/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 590.62	MBT0015B
774	Power Up Marketing	37	75%	09/03/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 1,181.25	MBT0016A
778	Susan Peach	1433	75%	09/09/2013	\$ 2,884.35	\$ -	\$ 137.35	\$ 2,747.00	\$ 468.56	MBT0016A
781	Power Up Marketing	38	75%	09/07/2013	\$ 3,711.75	\$ -	\$ 176.75	\$ 3,535.00	\$ 468.56	MBT0016A
805	Dale Carnegie	P164	100%	09/10/2013	\$ (1,424.89)	\$ -	\$ (67.85)	\$ (1,357.04)	\$ (1,424.89)	MBT0016A
					\$ -	\$ -	\$ -	\$ -	\$ -	
					\$ 99,797.90	\$ 2,252.40	\$ 3,727.42	\$ 93,818.08	\$ 29,912.40	
					\$ 135,344.82	\$ 2,252.40	\$ 5,252.66	\$ 127,839.76	\$ 48,418.65	

Total payments to be Issued:

Rock Solid Business Coaching Inc	\$ 2,671.79	EFT	30-Sep-13
Giesbrecht, Goodrich & Co.	\$ 5,701.88	EFT	30-Sep-13
Small Business BC	\$ 406.61	EFT	30-Sep-13
Zenith Training International	\$ 3,420.90	EFT	30-Sep-13
Capilano University	\$ 2,025.66	EFT	30-Sep-13
AcumenPD	\$ 875.00	EFT	30-Sep-13
College of New Caledonia	\$ 400.40	Chq	30-Sep-13
Discovery Community College	\$ 150.00	Chq	30-Sep-13
University of British Columbia	\$ 2,535.50	Chq	30-Sep-13
Power Up Marketing	\$ 3,489.93	EFT	30-Sep-13
Dale Carnegie	\$ 328.48	EFT	30-Sep-13
Main Street Communication Ltd.	\$ 2,040.93	EFT	30-Sep-13
Susan Peach	\$ 1,412.25	EFT	30-Sep-13
WebFriendly	\$ 227.06	EFT	30-Sep-13
PACE Business Centre	\$ 393.75	EFT	30-Sep-13
Langara College	\$ 638.05	EFT	30-Sep-13
Make Your Mark Training & Consulting	\$ 1,573.69	EFT	30-Sep-13
Clemens Rettich Business Consulting Ltd.	\$ 360.94	EFT	30-Sep-13
Debbie Palmer Presents	\$ 3,839.06	EFT	30-Sep-13
TLB Marketing Essentials	\$ 1,181.25	EFT	30-Sep-13
Executive Web Club	\$ 102.90	EFT	30-Sep-13
Q College Inc.	\$ 4,284.00	EFT	30-Sep-13
British Columbia Institute of Technology	\$ 436.14	Chq	30-Sep-13
Focal Point	\$ 3,937.50	EFT	30-Sep-13
Sunflower Marketing	\$ 3,425.61	EFT	30-Sep-13
Think Partner Coaching	\$ 2,559.37	EFT	30-Sep-13
	\$ -		
	\$ 48,418.65		

The BC Chamber of Commerce will be claiming reimbursement of 100% of HST and GST Input Tax Credits in relation to the above expenditures

Monica Nykamp

Prepared by: Monica Nykamp for Mark Jess, CGA

Sep 25, 2013

Date:

Sharon Clark

Reviewed and approved by: Sharon Clark, CA

Sep 25, 2013

Date:

Denise Douglas

For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

Sep 26, 2013

Date:

John Winter

For the BCCC: John Winter, President

Sep 26, 2013

Date:

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B-2 - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"

1. Inv_2169_BCCC.pdf
2. Inv_2170_BCCC.pdf
3. Inv_2171_BCCC.pdf
4. Invoice_1043_from_Gardiner_Poncia__Associates.pdf
5. MBT Pilot Inv 1017 - Financial Accounting Services September 13.pdf
6. MBT Pilot Project Invoice September 2013.pdf

774 - PowerUp, 37.PDF

775 - Main Street, 23001662013.PDF

776 - EWC, 28.PDF

777 - DebbiePalmer, 167.PDF

778 - SusanPeach, 1433.PDF

779 - VCC, S0099822.pdf

780 - L2, 090513.PDF

781 - PowerUp, 38.PDF

782 - ITBS, 191.PDF

783 - FocalPoint, 63.PDF

784 - Acumen, 204.PDF

785 - SBBC, 13-SBBC28.PDF

786 - EWC, 29.PDF

787 - NeilGodin, 8-2013-13.pdf

788 - ITBS, 187.PDF

789 - DebbiePalmer, 165.PDF

790 - DebbiePalmer, 166.PDF

791 - PACE, 1107.PDF

792 - PACE, 1105.PDF

793 - CamosunBookStore, AG-0000666.PDF

794 - WM&Associates, 3.PDF

795 - Acumen, 203.PDF

796 - NeilGodin, 8-2013-14.pdf

797 - Canscribe, 12868.PDF

798 - QCollege, 935.PDF

800 - QCollege, 933.PDF
801 - Okanagan, S0215177.pdf
801B - Okanagan, S0215177 CONFIRM.pdf
802 - Okanagan, S0215061.pdf
803 - Emily Carr, 74168.PDF
804 - Lift, LIFT241.PDF
805 - DaleCarnegie, P164.PDF
806 - Okanagan, S0215177B.pdf
807 - CFSF, 144.pdf
807 B- CFSF, 144 CONFIRM.PDF.pdf
808 - NWCC, 29625.pdf
808 B - NWCC, 29625 CONFIRM.PDF.pdf
809 - NWCC, 29624.pdf
810 - NWCC, 29626.pdf

811 - RockSolid, 92013.PDF
812 - SusanPeach, 1438.PDF
813 - EWC, 31.PDF
814 - EWC, 32 Credit Memo.PDF
815 - EWC, 33 Credit Memo.PDF
816 - GG&Co, CLN-01-09-2013.PDF
817 - QCollege, 943.PDF
818 - FocalPoint, 69.PDF
819 - MYM, 6789.PDF
820 - Capilano, S0003617.PDF.pdf
821 - UBC, 2013796295.PDF
822 - PowerUp, 39.PDF
823 - Acumen, 205.PDF
824 - QCollege, 940.PDF
825 - QCollege, 941.PDF
826 - QCollege, 942.PDF
827 - BCIT, R0115466.PDF
828 - UBC, 2013769297.PDF
829 - UBC, 2013795695.PDF
830 - Clemens Rettich, 2013-491.PDF
831- TLB, CLN011.PDF
832 - MainStreet, 24001672013.PDF
833 - SBBC, 13-SBBC37.PDF
834 - SBBC, 13-SBBC38.PDF
835 - Capilano, S0003614.pdf
836 - WebFriendly, 1805.PDF
837 - CNC, 19409.PDF
837 B - CNC,19409 CONFIRM.pdf
838 - Discovery, 2227.pdf
838 B - Discovery, 2227 CONFRIM.pdf
839 - Langara, S0147374.PDF

840 - Langara, S0147338.pdf

841 - Langara, S0147314.PDF

842 - DaleCarnegie, P164 REVISED.PDF

**Micro Business Owner Training Project
BC CHAMBER OF COMMERCE
Monthly Claim Report**

Period: From Sept 1 - 15, 2013

A. Micro Business Owner Outreach		
	Total Micro Business Owner Outreach Costs	\$9,338.83
B. Management Services Costs		
	- Administration and overhead costs: - Administration and Management Overhead - Financial Accounting - Program Management - Third party audit of program expenditures	\$3,750.00 \$5,999.99 \$5,999.99
	Sub Total Admin/Overhead:	\$15,749.98
	- Information technology expenses: - Provincial trainee registration tracking and certification - Hosting, maintenance and support	\$0.00 \$2,231.25
	Sub Total Information technology expenses:	\$2,231.25
	Total Management Services Costs:	\$17,981.23
C. Participant Intake and Assessment Services		
	Intake and Assessment Services	\$25,348.24
D. Business Skills Training for Participants		
	Number of participants: _____	
	Total Participant Costs (maximum of \$1,500 per participant)	\$31,175.86
	Total Invoiced Costs for September 1-15/13	\$83,844.16
	Less: Funds received in September 13:	
	Financial reimbursements re: Participant overages received in Sept 2013	
	Net HST Refunds	-
	TOTAL Claim Amount for Sept 1-15 , 2013	\$83,844.16

All claimed costs are in accordance with the Eligible Costs described in Schedule "B-2" of the Agreement.

Signature: Sharon Clark
Sharon Clark, CA, MBT Program Manager, Financial Accounting

Print Name Sharon Clark Date Sep 20, 2013

Signature: Wayne Poncia
Wayne Poncia, MBT Program Manager

Print Name WC Poncia Date Sep 20, 2013



BC Chamber of Commerce - MBT Pilot Project

Index for Financial Contribution Statement of Account at October 31, 2013

Items:

1. Written statement of account, including:
 - a) Legal name and address
 - b) Date of Statement
 - c) Calculation of "Eligible Costs: claimed under the agreement, including:
 - Declaration that the services being claimed have been performed
 - Chronological listing of all expenditures
 - Receipts for the above attached
 - Description of GST/HST refunds being claimed
 - d) Calculation of all applicable taxes payable (GST/HST)
 - e) Description of Agreement
 - f) Statement # for ID
2. Participant intake forms for statement period
3. Participant exit forms for statement period
4. Completed and signed monthly activity form
5. Completed and signed quarterly status reports
6. Any other payment information
7. Completed and signed Provincial Claim form

Notes & attachments:

See FC Stmt of Acct - FC0017
See FC Stmt of Acct - FC0017

See Expenditure Summaries -October 2013
See Expenditure Summaries -October 2013
See invoice packages
See GST/HST Summary - October 2013
See Expenditure Summaries -October 2013
See FC Stmt of Acct - FC0017
See FC Stmt of Acct - FC0017

Documents to be submitted separately
Documents to be submitted separately
Documents to be submitted separately
Documents to be submitted separately
None to note
See attached BC Claim form for October 16-31/13



BC Chamber of Commerce - MBT Pilot Project
October 2013 - GST/HST Credit Summary

Statement #: FC0017

#1201, 750 West Pender Street
Vancouver, BC V6C 2T8
T 604.683.0700 F 604.683.0416
www.bccommerce.org

Description	Ref #	Date	ITC's due		Date of return filed	Date of refunds received		Analysis of Refunds Received	
			Claim amounts					HST refund on Services	HST refund on Training
HST ITC's claimed or to be claimed:									
<u>2012 Q2 HST return to be filed prior to July 2012</u>									
Expenditure Summary - June 2012	MBT0001	2012-06-30	\$	34,623.71	2012-08-01	\$	34,623.71	2013-05-02	\$ 34,623.71
<u>2012 Q3 HST return to be filed prior to October 2012</u>									
Expenditure Summary - July 2012	MBT0002	2012-08-07	\$	3,532.37				\$ 3,532.37	
Expenditure Summary - August 2012	MBT0003	2012-09-07	\$	3,007.38				\$ 3,007.38	
Expenditure Summary - September 2012	MBT0004	2012-10-10	\$	4,647.64				\$ 3,007.37	1640.27
			\$	11,187.39	2012-10-30	\$	11,187.39	2013-05-02	\$ 9,547.12 1546.27
<u>2012 Q4 HST return to be filed prior to January 2013</u>									
Expenditure Summary - October 2012	MBT0005a	10-17-12	\$	1,168.80				\$	1,168.80
Expenditure Summary - October 2012	MBT0005b	10-25-12	\$	2,021.18				\$	2,021.18
Expenditure Summary - October 2012	MBT0005c	2012-11-05	\$	10,289.60				\$	10,289.60
Expenditure Summary - November 2012	MBT0006a	2012-11-16	\$	3,087.88				\$	3,087.88
Expenditure Summary - November 2012	MBT0006b	2012-11-28	\$	12,496.49				\$ 6971.6	5524.89
Expenditure Summary - December 2012	MBT0007	2012-12-04	\$	10,935.27				\$ 6971.6	3963.67
Expenditure Summary - January 2013	MBT0008a	2013-01-04	\$	5,944.11				\$	1,944.11
			\$	41,943.33	2013-01-18	\$	41,943.33	2013-05-02	\$ 24,232.80 17,710.53
<u>2013 Q1 HST return to be filed prior to April 30, 2013</u>									
Expenditure Summary - January 2013 V1	MBT0008a	2013-01-04	\$	1,365.60					Refund for 3 qtrs to 31/12/12 \$ 87,754.43
Expenditure Summary - January 2013 V2	MBT0008a	2013-01-04	\$	1,446.39					
Expenditure Summary - January 2013 V1	MBT0008b	2013-01-14	\$	8,076.03					Refund paid 5 Feb 13 \$ 87,925.14
Expenditure Summary - January 2013 V2	MBT0008b	2013-01-14	\$	(0.01)					
Expenditure Summary - January 2013 V1	MBT0008c	2013-01-31	\$	8,306.68					Interest \$ (170.71)
Expenditure Summary - January 2013 V2	MBT0008c	2013-01-31	\$	(0.40)					
Expenditure Summary - January 2013	MBT0008d	2013-02-04	\$						
Expenditure Summary - February 2013	MBT0009a	2013-02-14	\$	12,135.27					
Expenditure Summary - February 2013	MBT0009b	2013-02-27	\$	4,703.11					
Expenditure Summary - March 2013	MBT0010A	2013-03-14	\$	10,436.11					
Expenditure Summary - March 2013	MBT0010B	2013-03-27	\$	4,684.01					
Expenditure Summary - April 2013	MBT0011A	2013-04-15	\$	2,028.46					
ITC refundable as at March 31 2013			\$	53,181.25	2013-04-23	\$	53,181.25	2013-05-03	
<u>2013 Q2 GST return to be filed prior to July 31, 2013</u>									
Expenditure Summary - April 2013	MBT0011A-V2	2013-04-15	\$	3,270.01					
Expenditure Summary - April 2013	MBT0011B	2013-04-29	\$	2,017.30					
Expenditure Summary - April 2013	MBT0011C	2013-05-02	\$	125.00					
Expenditure Summary - May 2013	MBT0012A	2013-05-14	\$	4,114.44					
Expenditure Summary - May 2013	MBT0012B	2013-05-30	\$	1,869.35					
Expenditure Summary - June 2013	MBT0013A	2013-06-13	\$	5,718.37					
Expenditure Summary - June 2013	MBT0013B	2013-06-27	\$	2,131.63					
ITC refundable as at June 30 2013			\$	19,246.10	2013-07-05	\$	19,246.10	2013-07-17	
<u>2013 Q3 GST return to be filed prior to October 31, 2013</u>									
Expenditure Summary - July 2013	MBT0014A	2013-07-11	\$	4,641.57					
Expenditure Summary - July 2013	MBT0014B	2013-07-30	\$	2,673.46					
Expenditure Summary - July 2013	MBT0014B-V2	2013-07-30	\$	193.00					
Expenditure Summary - August 2013	MBT0015A	2013-08-08	\$	4,405.35					
Expenditure Summary - August 2013	MBT0015B	2013-08-29	\$	3,761.93					
Expenditure Summary - September 2013	MBT0016A	2013-09-09	\$	4,667.68					
Expenditure Summary - September 2013	MBT0016B	2013-09-27	\$	1,525.24					
Expenditure Summary - October 2013, adj to Sept	MBT0017B	2013-10-29	\$	(80.65)					
ITC refundable as at September 30 2013			\$	21,739.58	2013-10-16	\$	21,739.58	2013-10-25	
<u>2013 Q4 GST return to be filed prior to January 31, 2014</u>									
Expenditure Summary - October 2013	MBT0017A	2013-10-10	\$	5,746.14					
Expenditure Summary - October 2013	MBT0017B	2013-10-29	\$	3,245.70					
ITC refundable as at October 31 2013			\$	8,991.84					
Total ITC's as at Oct 31, 2013			\$	190,913.20		\$	181,921.36		

Refund for 3 qtrs to 31/12/12 \$ 87,754.43

Refund paid 5 Feb 13 \$ 87,925.14

Interest \$ (170.71)



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - Oct 25, 2013

SUMMARY

Expense/Anticipated Payment Date	Total Funds Received from Province	Total Reimbursements Received from Participants exceeding \$1500 Limit	Total Refunds Received from CRA Q4 2012, Q1, Q2 & Q3 2013	Total Expenditure	Total Surplus/Deficit	Total Eligible Costs per Schedule B	Balance of Eligible Costs to be Received
Period to 25 Oct 2013	Period to 25 Oct 2013	Period to 25 Oct 2013	Period to 25 Oct 2013	Period to 25 Oct 2013	Period to 25 Oct 2013		
A Micro-Business Owner Outreach							
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$60,760.00		\$5,206.00	-\$58,156.00	\$7,810.00	\$92,400.00	\$26,434.00
Local Business Marketing & Recruitment (2)	\$124,339.80		\$9,071.98	-\$142,940.27	-\$29,528.50	\$189,000.00	\$55,588.22
Program Website (3)	\$8,000.00		\$0.00	-\$8,000.00	\$0.00	\$8,000.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$54,700.00		\$0.00	-\$54,700.00	\$0.00	\$40,000.00	-\$14,700.00
Subtotal Micro-Business Outreach	\$247,799.80	\$0.00	\$14,277.98	-\$283,796.27	-\$21,718.50	\$329,400.00	\$67,322.22
B. Management Services							
Administration & Management Overhead (5)	\$102,035.72		\$6,499.97	-\$112,302.84	-\$8,857.14	\$125,000.00	\$16,464.31
Financial Accounting (6)	\$78,457.04		\$5,828.52	-\$103,257.00	-\$18,971.43	\$120,000.00	\$35,714.43
Program Management (7)	\$78,457.04		\$5,828.52	-\$103,257.00	-\$18,971.43	\$120,000.00	\$35,714.43
Third Party Audit of program expenditures	\$3,816.75		\$0.00	-\$3,816.75	\$0.00	\$6,000.00	\$2,183.25
Subtotal Administrative & Overhead	\$262,766.55	\$0.00	\$18,157.02	-\$327,722.58	-\$46,800.00	\$371,000.00	\$90,076.42
Provincial trainee registration tracking and certification (8)	\$85,000.00		-\$534.99	-\$85,000.00	-\$524.99	\$85,000.00	\$524.99
Hosting, Maintenance, & Support (9)	\$29,176.25		\$2,692.50	-\$38,398.75	-\$6,530.00	\$44,625.00	\$12,756.25
Subtotal Information Technology	\$114,176.25	\$0.00	\$2,167.51	-\$123,598.75	-\$7,054.99	\$129,625.00	\$13,281.24
Subtotal Management Services	\$376,942.80	\$0.00	\$20,324.53	-\$451,122.33	-\$53,854.99	\$500,625.00	\$103,357.66
C Participant Intake and Assessment Services							
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$337,493.67		\$24,624.00	-\$442,266.40	-\$80,148.73	\$513,000.00	\$150,882.33
Subtotal Participant Intake and Assessment Services	\$337,493.67	\$0.00	\$24,624.00	-\$442,266.40	-\$80,148.73	\$513,000.00	\$150,882.33
D Business Skills Training for Participants							
Anticipated Training Funding Dispersed/Month (11)	\$1,259,276.49	\$14,465.34	\$77,976.56	-\$1,053,604.03	\$318,114.36	\$1,800,000.00	\$448,281.61
Subtotal Business Skills Training for Participants	\$1,259,276.49	\$14,465.34	\$77,976.56	-\$1,053,604.03	\$318,114.36	\$1,800,000.00	\$448,281.61
Subtotal Services for Applicants and Participants	\$1,596,770.16	\$14,465.34	\$102,600.56	-\$1,475,870.43	\$237,965.63	\$2,313,000.00	\$599,163.94
Contract advance (12)							
Interest on refund from CRA			\$170.71		\$170.71		-\$170.71
Total Financial Contribution	\$2,221,512.76	\$14,465.34	\$137,373.78	-\$2,210,789.03	\$162,562.85	\$3,143,025.00	\$769,673.12

As per FC0017



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - Oct 25, 2013

Expense/Anticipated Payment Date	Per Expenditure Summary MBT0001			Per Expenditure Summary MBT0002			Per Expenditure Summary MBT0003			Per Expenditure Summary MBT0004		
	Funds Received	Jun-12	Jun-12	Funds Received	Jul-12	Jul-12	Funds Received	Aug-12	Aug-12	Funds Received	Sep-12	Sep-12
A Micro-Business Owner Outreach												
Micro - Business Owner Outreach through local Chambers of Commerce (1)			\$0.00			\$0.00			\$0.00	\$15,400.00	\$0.00	\$15,400.00
Local Business Marketing & Recruitment (2)	\$37,800.00	\$37,800.00	\$0.00	\$9,450.00		\$9,450.00	\$9,450.00		\$9,450.00	\$9,450.00	\$0.00	\$9,450.00
Program Website (3)	\$8,000.00	\$8,000.00	\$0.00			\$0.00			\$0.00			\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$40,000.00	\$40,000.00	\$0.00			\$0.00			\$0.00			\$0.00
Subtotal Micro-Business Outreach	\$85,800.00	\$85,800.00	\$0.00	\$9,450.00	\$0.00	\$9,450.00	\$9,450.00	\$0.00	\$9,450.00	\$24,850.00	\$0.00	\$24,850.00
B. Management Services												
Administration & Management Overhead (5)	\$5,952.40	\$5,952.40	\$0.00	\$11,507.93	\$11,507.93	\$0.00	\$11,507.93	\$11,507.93	\$0.00	\$11,507.93	\$11,507.93	\$0.00
Financial Accounting (6)	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00
Program Management (7)	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00
Third Party Audit of program expenditures												
Subtotal Administrative & Overhead	\$17,380.96	\$17,380.96	\$0.00	\$22,936.49	\$22,936.49	\$0.00	\$22,936.49	\$22,936.49	\$0.00	\$22,936.49	\$22,936.49	\$0.00
Provincial trainee registration tracking and certification (8)	\$80,625.00	\$80,625.00	\$0.00	\$4,375.00	\$4,375.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00
Subtotal Information Technology	\$82,750.00	\$82,750.00	\$0.00	\$6,500.00	\$6,500.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00
Subtotal Management Services	\$100,130.96	\$100,130.96	\$0.00	\$29,436.49	\$29,436.49	\$0.00	\$25,061.49	\$25,061.49	\$0.00	\$25,061.49	\$25,061.49	\$0.00
C Participant Intake and Assessment Services												
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$102,600.00	\$102,600.00	\$0.00	\$25,650.00		\$25,650.00	\$25,650.00		\$25,650.00	\$25,650.00	\$0.00	\$25,650.00
Subtotal Participant Intake and Assessment Services	\$102,600.00	\$102,600.00	\$0.00	\$25,650.00	\$0.00	\$25,650.00	\$25,650.00	\$0.00	\$25,650.00	\$25,650.00	\$0.00	\$25,650.00
D Business Skills Training for Participants												
Anticipated Training Funding Dispersed/Month (11)	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	\$115,000.00	\$0.00	\$115,000.00	\$120,000.00	\$7,192.83	\$112,807.17
Subtotal Business Skills Training for Participants	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	\$115,000.00	\$0.00	\$115,000.00	\$120,000.00	\$7,192.83	\$112,807.17
Subtotal Services for Applicants and Participants	\$102,600.00	\$102,600.00	\$0.00	\$70,650.00	\$0.00	\$70,650.00	\$140,650.00	\$0.00	\$140,650.00	\$145,650.00	\$7,192.83	\$138,457.17
Contract advance (12)	\$25,771.04		\$25,771.04									
Interest on refund from CRA												
Total Financial Contribution	\$314,302.00	\$288,530.96	\$25,771.04	\$109,536.49	\$29,436.49	\$80,100.00	\$175,161.49	\$25,061.49	\$150,100.00	\$195,561.49	\$32,254.32	\$163,307.17



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - Oct 25, 2013

Expense/Anticipated Payment Date	Per Expenditure Summary MBT0005A-C			Per Expenditure Summary MBT0006A/B			Per Expenditure Summary MBT0007			Per Expenditure Summary MBT0008A-D		
	Funds Received Oct-12	Oct-12	Oct-12	Funds Received Nov-12	Nov-12	Nov-12	Funds Received Dec-12	Dec-12	Dec-12	Funds Received Jan-13	Jan-13	Jan-13
A Micro-Business Owner Outreach												
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$24,920.00	\$30,968.00	-\$6,048.00	\$0.00	\$0.00	\$0.00	\$15,400.00	\$0.00	\$15,400.00	\$0.00	\$9,968.00	-\$9,968.00
Local Business Marketing & Recruitment (2)	\$18,388.89	\$9,961.41	-\$28,350.00	\$9,961.41	\$9,961.41	\$0.00	\$9,961.41	\$9,961.41	\$0.00	\$9,961.41	\$9,961.41	\$0.00
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$6,531.41	\$40,929.41	-\$34,398.00	\$9,961.41	\$9,961.41	\$0.00	\$25,361.41	\$9,961.41	\$15,400.00	\$9,961.41	\$19,929.41	-\$9,968.00
B. Management Services												
Administration & Management Overhead (5)	\$17,031.74	\$12,888.88	\$4,142.86	\$12,888.89	\$12,888.89	\$0.00	\$12,888.89	\$12,888.88	\$0.01	\$0.00	\$4,000.00	-\$4,000.00
Financial Accounting (6)	\$8,457.13	\$6,399.99	\$2,057.14	\$6,399.99	\$6,399.99	\$0.00	\$6,399.99	\$6,399.99	\$0.00	\$4,342.85	\$6,399.99	-\$2,057.14
Program Management (7)	\$8,457.13	\$6,399.99	\$2,057.14	\$6,399.99	\$6,399.99	\$0.00	\$6,399.99	\$6,399.99	\$0.00	\$4,342.85	\$6,399.99	-\$2,057.14
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$33,946.01	\$25,688.86	\$8,257.15	\$25,688.87	\$25,688.87	\$0.00	\$25,688.87	\$25,688.87	\$0.01	\$4,685.71	\$16,799.98	-\$8,114.27
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$3,145.00	\$2,380.00	\$765.00	\$2,380.00	\$2,380.00	\$0.00	\$2,380.00	\$2,380.00	\$0.00	\$1,615.00	\$2,380.00	-\$765.00
Subtotal Information Technology	\$3,145.00	\$2,380.00	\$765.00	\$2,380.00	\$2,380.00	\$0.00	\$2,380.00	\$2,380.00	\$0.00	\$1,615.00	\$2,380.00	-\$765.00
Subtotal Management Services	\$37,091.01	\$28,068.86	\$9,022.15	\$28,068.87	\$28,068.87	\$0.00	\$28,068.87	\$28,068.87	\$0.01	\$10,300.71	\$19,179.98	-\$8,879.27
C Participant Intake and Assessment Services												
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	-\$49,911.88	\$27,038.12	-\$76,950.00	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	-\$0.00
Subtotal Participant Intake and Assessment Services	-\$49,911.88	\$27,038.12	-\$76,950.00	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	-\$0.00
D Business Skills Training for Participants												
Anticipated Training Funding Dispersed/Month (11)	\$168,000.00	\$10,573.44	\$157,426.56	\$100,800.00	\$48,771.42	\$52,028.58	\$100,800.00	\$48,699.61	\$52,100.39	\$115,737.51	\$117,950.95	-\$2,213.44
Subtotal Business Skills Training for Participants	\$168,000.00	\$10,573.44	\$157,426.56	\$100,800.00	\$48,771.42	\$52,028.58	\$100,800.00	\$48,699.61	\$52,100.39	\$115,737.51	\$117,950.95	-\$2,213.44
Subtotal Services for Applicants and Participants	\$118,088.12	\$37,611.56	\$80,476.56	\$127,838.12	\$75,809.54	\$52,028.58	\$127,838.12	\$75,737.73	\$52,100.39	\$142,775.63	\$144,989.07	-\$2,213.44
Contract advance (12)	-\$25,771.04	\$0.00	-\$25,771.04		\$0.00			\$0.00			\$0.00	
Interest on refund from CRA												
Total Financial Contribution	\$135,939.50	\$106,609.83	\$29,329.67	\$165,868.40	\$113,839.82	\$52,028.58	\$181,268.40	\$113,768.00	\$67,500.40	\$163,037.75	\$184,098.46	-\$21,060.71
				Nov funds not received in Nov 12	-\$103,868.40		Nov funds received in Dec 12	\$165,868.40				
				Cash deficit for Nov 12	-\$113,839.82		Cash surplus for Dec 12	\$233,368.80				



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - Oct 25, 2013

Expense/Anticipated Payment Date	Per Expenditure Summary MBT0009A-B			Per Expenditure Summary MBT0010A-B			Per Expenditure Summary MBT0011A-C			Per Expenditure Summary MBT0012A-B		
	Funds Received Feb-13	Feb-13	Surplus/Deficit Feb-13	Funds Received Mar-13	Mar-13	Surplus/Deficit Mar-13	Funds Received Apr-13	Apr-13	Surplus/Deficit Apr-13	Funds Received May-13	May-13	Surplus/Deficit May-13
A Micro-Business Owner Outreach												
Macro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,180.00	-\$12,180.00	\$0.00	\$0.00	\$0.00
Local Business Marketing & Recruitment (2)	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$9,338.83	-\$9,338.83	\$0.00	\$9,338.83	-\$9,338.83
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$21,518.83	-\$21,518.83	\$0.00	\$9,338.83	-\$9,338.83
B. Management Services												
Administration & Management Overhead (5)	\$0.00	\$4,000.00	-\$4,000.00	\$0.00	\$4,000.00	-\$4,000.00	\$0.00	\$3,750.00	-\$3,750.00	\$0.00	\$3,750.00	-\$3,750.00
Financial Accounting (6)	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$5,999.99	-\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Program Management (7)	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$5,999.99	-\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$0.00	\$16,799.98	-\$16,799.98	\$0.00	\$16,799.98	-\$16,799.98	\$0.00	\$15,749.98	-\$15,749.98	\$0.00	\$15,749.98	-\$15,749.98
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,231.25	-\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Information Technology	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,231.25	-\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Management Services	\$0.00	\$19,179.98	-\$19,179.98	\$0.00	\$19,179.98	-\$19,179.98	\$0.00	\$17,981.23	-\$17,981.23	\$0.00	\$17,981.23	-\$17,981.23
C Participant Intake and Assessment Services												
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$25,348.24	-\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
Subtotal Participant Intake and Assessment Services	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$25,348.24	-\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
D Business Skills Training for Participants												
Anticipated Training Funding Dispersed/Month (11)	\$0.00	\$91,980.65	-\$91,980.65	\$0.00	\$83,108.63	-\$83,108.63	\$0.00	\$76,709.28	-\$76,709.28	\$0.00	\$66,092.76	-\$66,092.76
Subtotal Business Skills Training for Participants	\$0.00	\$91,980.65	-\$91,980.65	\$0.00	\$83,108.63	-\$83,108.63	\$0.00	\$76,709.28	-\$76,709.28	\$0.00	\$66,092.76	-\$66,092.76
Subtotal Services for Applicants and Participants	\$0.00	\$119,018.77	-\$119,018.77	\$0.00	\$110,146.75	-\$110,146.75	\$0.00	\$102,057.52	-\$102,057.52	\$0.00	\$91,441.00	-\$91,441.00
Contract advance (12)												
Interest on refund from CRA												
Total Financial Contribution	\$0.00	\$148,160.16	-\$148,160.16	\$0.00	\$139,288.14	-\$139,288.14	\$0.00	\$141,557.58	-\$141,557.58	\$0.00	\$118,761.06	-\$118,761.06



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - Oct 25, 2013

Expense/Anticipated Payment Date	Per Expenditure Summary			Per Expenditure Summary			Per Expenditure Summary			Per Expenditure Summary		
	Funds Received	MBT0013A-B	Suplus/Deficit	Funds Received	MBT0014A-B	Suplus/Deficit	Funds Received	MBT0015A-B	Suplus/Deficit	Funds Received	MBT0016A-B	Suplus/Deficit
	Jun-13	Jun-13	Jun-13	Jul-13	Jul-13	Jul-13	Aug-13	Aug-13	Aug-13	Sep-13	Sep-13	Sep-13
A Micro-Business Owner Outreach												
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$5,040.00	-\$5,040.00	\$5,040.00	\$0.00	\$5,040.00	\$0.00	\$0.00	\$0.00
Local Business Marketing & Recruitment (2)	\$0.00	\$9,338.83	-\$9,338.83	\$18,677.66	\$9,338.83	\$9,338.83	\$0.00	\$9,338.83	-\$9,338.83	\$9,338.83	\$9,338.83	\$0.00
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$0.00	\$9,338.83	-\$9,338.83	\$18,677.66	\$14,378.83	\$4,298.83	\$5,040.00	\$9,338.83	-\$4,298.83	\$9,338.83	\$9,338.83	\$0.00
B. Management Services												
Administration & Management Overhead (5)	\$0.00	\$3,750.00	-\$3,750.00	\$7,500.00	\$3,750.00	\$3,750.00	\$0.00	\$3,750.00	-\$3,750.00	\$3,750.00	\$3,750.00	\$0.00
Financial Accounting (6)	\$0.00	\$5,999.99	-\$5,999.99	\$11,999.98	\$5,999.99	\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99	\$5,999.99	\$5,999.99	\$0.00
Program Management (7)	\$0.00	\$5,999.99	-\$5,999.99	\$11,999.98	\$5,999.99	\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99	\$5,999.99	\$5,999.99	\$0.00
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$0.00	\$15,749.98	-\$15,749.98	\$31,499.96	\$15,749.98	\$15,749.98	\$0.00	\$15,749.98	-\$15,749.98	\$15,749.98	\$15,749.98	\$0.00
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$0.00	\$2,231.25	-\$2,231.25	\$4,462.50	\$2,231.25	\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25	\$2,231.25	\$2,231.25	\$0.00
Subtotal Information Technology	\$0.00	\$2,231.25	-\$2,231.25	\$4,462.50	\$2,231.25	\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25	\$2,231.25	\$2,231.25	\$0.00
Subtotal Management Services	\$0.00	\$17,981.23	-\$17,981.23	\$35,962.46	\$17,981.23	\$17,981.23	\$0.00	\$17,981.23	-\$17,981.23	\$17,981.23	\$17,981.23	\$0.00
C Participant Intake and Assessment Services												
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$0.00	\$25,348.24	-\$25,348.24	\$50,696.48	\$25,348.24	\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24	\$25,348.24	\$25,348.24	\$0.00
Subtotal Participant Intake and Assessment Services	\$0.00	\$25,348.24	-\$25,348.24	\$50,696.48	\$25,348.24	\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24	\$25,348.24	\$25,348.24	\$0.00
D Business Skills Training for Participants												
Anticipated Training Funding Dispersed/Month (11)	\$96,544.36	\$97,184.32	-\$639.96	\$140,354.49	\$104,949.76	\$35,404.73	\$40,745.81	\$90,546.19	-\$49,800.38	\$89,873.31	\$79,594.51	\$10,278.80
Subtotal Business Skills Training for Participants	\$96,544.36	\$97,184.32	-\$639.96	\$140,354.49	\$104,949.76	\$35,404.73	\$40,745.81	\$90,546.19	-\$49,800.38	\$89,873.31	\$79,594.51	\$10,278.80
Subtotal Services for Applicants and Participants	\$96,544.36	\$122,532.56	-\$25,988.20	\$191,050.97	\$130,298.00	\$60,752.97	\$40,745.81	\$115,894.43	-\$75,148.62	\$115,221.55	\$104,942.75	\$10,278.80
Contract advance (12)												
Interest on refund from CRA												
Total Financial Contribution	\$96,544.36	\$149,852.62	-\$53,308.26	\$245,691.09	\$162,658.06	\$83,033.03	\$45,785.81	\$143,214.49	-\$97,428.68	\$142,541.61	\$132,262.81	\$10,278.80



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - Oct 25, 2013

Expense/Anticipated Payment Date	Funds Received Oct-13	Per Expenditure Summary	Per Expenditure Summary	Per Expenditure Summary	Surplus/Deficit Oct-13
		MBT0017A Oct-13	MBT0017B Oct-13	MBT0017A-B Oct-13	
A Micro-Business Owner Outreach					
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00		\$0.00	\$0.00	\$0.00
Local Business Marketing & Recruitment (2)	\$18,677.66	\$9,338.83	\$0.00	\$9,338.83	\$9,338.83
Program Website (3)	\$0.00		\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$14,700.00	\$14,700.00	\$0.00	\$14,700.00	\$0.00
Subtotal Micro-Business Outreach	\$33,377.66	\$24,038.83	\$0.00	\$24,038.83	\$9,338.83
B. Management Services					
Administration & Management Overhead (5)	\$7,500.00	\$3,750.00	\$0.00	\$3,750.00	\$3,750.00
Financial Accounting (6)	\$11,999.98	\$5,999.99	\$0.00	\$5,999.99	\$5,999.99
Program Management (7)	\$11,999.98	\$5,999.99	\$0.00	\$5,999.99	\$5,999.99
Third Party Audit of program expenditures	\$3,816.75	\$3,816.75	\$0.00	\$3,816.75	\$0.00
Subtotal Administrative & Overhead	\$35,316.71	\$19,566.73	\$0.00	\$19,566.73	\$15,749.98
Provincial trainee registration tracking and certification (8)				\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$4,462.50	\$2,231.25	\$0.00	\$2,231.25	\$2,231.25
Subtotal Information Technology	\$4,462.50	\$2,231.25	\$0.00	\$2,231.25	\$2,231.25
Subtotal Management Services	\$39,779.21	\$21,797.98	\$0.00	\$21,797.98	\$17,981.23
C Participant Intake and Assessment Services					
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$50,696.48	\$25,348.24	\$0.00	\$25,348.24	\$25,348.24
Subtotal Participant Intake and Assessment Services	\$50,696.48	\$25,348.24	\$0.00	\$25,348.24	\$25,348.24
D Business Skills Training for Participants					
Anticipated Training Funding Dispersed/Month (11)	\$126,421.01	\$46,826.50	\$63,423.18	\$110,249.68	\$16,171.33
Subtotal Business Skills Training for Participants	\$126,421.01	\$46,826.50	\$63,423.18	\$110,249.68	\$16,171.33
Subtotal Services for Applicants and Participants	\$177,117.49	\$72,174.74	\$63,423.18	\$135,597.92	\$41,519.57
Contract advance (12)					
Interest on refund from CRA					
Total Financial Contribution	\$250,274.36	\$118,011.55	\$63,423.18	\$181,434.73	\$68,839.63

**Micro Business Owner Training Project
BC CHAMBER OF COMMERCE
Monthly Claim Report**

Period: From Oct 16 - 31, 2013

A. Micro Business Owner Outreach	
Total Micro Business Owner Outreach Costs	\$0.00
B. Management Services Costs	
• Administration and overhead costs: ◦ Administration and Management Overhead ◦ Financial Accounting ◦ Program Management ◦ Third party audit of program expenditures	\$0.00 \$0.00 \$0.00 \$0.00
Sub Total Admin/Overhead:	\$0.00
• Information technology expenses: ◦ Provincial trainee registration tracking and certification ◦ Hosting, maintenance and support	\$0.00 \$0.00
Sub Total Information technology expenses:	\$0.00
Total Management Services Costs:	\$0.00
C. Participant Intake and Assessment Services	
Intake and Assessment Services	\$0.00
D. Business Skills Training for Participants	
Number of participants:	
Total Participant Costs (maximum of \$1,500 per participant)	\$63,423.18
Total Invoiced Costs for October 16-31/13	\$63,423.18
Less: Funds received in October 13:	
Financial reimbursements re: Participant overages received in Oct 2013 and refunds from training providers re: cancelled or dropped courses	(\$4,246.45)
Net HST Refunds	(21,739.58)
TOTAL Claim Amount for Oct 16-31, 2013	\$37,437.15
SUMMARY	
Net Surplus for October 2013 per FC0017	\$162,562.85
Claim for October 16-31, 2013 - see above	\$37,437.15
Accountable Advance (per Schedule "B-2" of the Agreement)	\$200,000.00

All claimed costs are in accordance with the Eligible Costs described in Schedule "B-2" of the Agreement

Signature Mark Jess
Mark Jess: CGA on behalf of Sharon Clark, CA, MBT Program Manager, Financial Accounting

Print Name: Mark Jess Date: Nov 6, 2013

Signature WC Poncia
WC Poncia: MBT Program Manager

Print Name: WC Poncia Date: Nov 6, 2013



BC Chamber of Commerce - MBI Pilot Project
Financial Contribution Statement of Account as at October 31, 2013

Statement A-FC0013

4101, 750 West Pender Street
Vancouver, BC V6C 2T8
Tel: 604 683 0200 / 604 683 0416
www.bccbc.ca/mbi

Description	Ref #	Dates	Eligible Costs under Section A, B & C of Schedule "B-2" - Financial Contribution		Eligible Costs under Section D - Business Skills Training - of Schedule "B-2" - Financial Contribution		Total Funding	Notes and Attachments
			Claim amounts	Claim amounts	Claim amounts	Claim amounts		
Funds received in October 2013								
BC Chamber of Commerce Monthly Claim Report	September 1-15, 2013	09/01/2013	\$	52,653.30	\$	31,175.85	\$	83,844.15
BC Chamber of Commerce Monthly Claim Report	September 16-30, 2013	09/01/2013	\$		\$	44,418.65	\$	44,418.65
BC Chamber of Commerce Monthly Claim Report	October 1-15, 2013	10/15/2013	\$	71,135.05	\$	46,825.50	\$	117,960.55
Funds distributed in October 2013								
Expenditure Summary - September 16/13 - October 15/13	V870917A	10/10/2013	\$	(71,135.05)	\$	(46,825.50)	\$	(117,960.55)
Expenditure Summary - October 17/13 - October 25/13	V870917B	10/25/2013	\$		\$	(63,423.18)	\$	(63,423.18)
Net (Deficit) Surplus for October 2013			\$	52,653.30	\$	16,171.33	\$	68,824.63
Net surplus carried forward								
Finance Contribution Statement of Account for June 2012	FC0001	06/30/2012	\$	25,771.04	\$		\$	25,771.04
Finance Contribution Statement of Account for July 2012	FC0002	07/31/2012	\$	35,002.00	\$	45,000.00	\$	80,002.00
Finance Contribution Statement of Account for August 2012	FC0003	08/31/2012	\$	35,000.00	\$	115,000.00	\$	150,000.00
Finance Contribution Statement of Account for September 2012	FC0004	09/30/2012	\$	30,930.00	\$	110,367.19	\$	141,297.19
Finance Contribution Statement of Account for October 2012	FC0005	10/31/2012	\$	112,658.16	\$	151,426.94	\$	264,085.10
Finance Contribution Statement of Account for November 2012	FC0006	11/30/2012	\$	195,068.16	\$	145,773.41	\$	340,841.57
Finance Contribution Statement of Account for December 2012	FC0007	12/31/2012	\$	30,463.41	\$	132,800.38	\$	163,263.79
Finance Contribution Statement of Account for January 2013	FC0008	01/31/2013	\$	(18,847.24)	\$	(2,213.44)	\$	(21,060.68)
Finance Contribution Statement of Account for February 2013	FC0009	02/28/2013	\$	(54,173.51)	\$	(91,559.65)	\$	(145,733.16)
Finance Contribution Statement of Account for March 2013	FC0010	03/31/2013	\$	(55,179.51)	\$	(81,164.61)	\$	(136,344.12)
Finance Contribution Statement of Account for April 2013	FC0011	04/30/2013	\$	(54,845.10)	\$	(76,709.22)	\$	(131,554.32)
Finance Contribution Statement of Account for May 2013	FC0012	05/31/2013	\$	(52,054.30)	\$	(66,092.76)	\$	(118,147.06)
Finance Contribution Statement of Account for June 2013	FC0013	06/30/2013	\$	(42,648.30)	\$	(49,999.95)	\$	(92,648.25)
Finance Contribution Statement of Account for July 2013	FC0014	07/31/2013	\$	(47,613.30)	\$	35,704.73	\$	(11,908.57)
Finance Contribution Statement of Account for August 2013	FC0015	08/31/2013	\$	(47,613.30)	\$	(49,500.14)	\$	(97,113.44)
Finance Contribution Statement of Account for September 2013	FC0016	09/30/2013	\$		\$	12,278.82	\$	12,278.82
Finance reimbursement for participants' reimbursement from training providers for approved/tracked courses			\$		\$	14,465.34	\$	14,465.34
Net Funding Contribution on hand for October 2013			\$	(111,813.71)	\$	240,137.80	\$	128,324.09
Net MBI/OST Funding for 2012 Q4 (October 1 - 2013 Q1, Q2 & Q3)	Funding and Expenditure Summary		\$	59,197.22	\$	77,376.55	\$	136,573.77
Total Funding Contribution on hand for October 2013	Reconciled to Bank Statement			(52,616.49)		317,514.35		264,897.86

Wayne Perica, Project Manager, BC Chamber of Commerce MBI Program, declares that the above entries for October 2013 have been performed as required under the signed Agreement dated May 10, 2012 between the Province of British Columbia Ministry of Jobs, Tourism and Innovation and the BC Chamber of Commerce.

Wayne Perica
As the BC Chamber of Commerce MBI Program Manager

Nov 6, 2013
Date

Hank Jass
On behalf of the BC Chamber of Commerce MBI Program Manager, Financial Accounting

Nov 6, 2013
Date

**Micro Business Owner Training Project
BC CHAMBER OF COMMERCE
Monthly Claim Report**

Period: From Oct 1 - 15, 2013

A. Micro Business Owner Outreach		
	Total Micro Business Owner Outreach Costs	\$24,038.83
B. Management Services Costs		
	- Administration and overhead costs: - Administration and Management Overhead - Financial Accounting - Program Management - Third party audit of program expenditures	\$3,750.00 \$5,999.99 \$5,999.99 \$3,816.75 Sub Total Admin/Overhead:
		\$19,566.73
	- Information technology expenses: - Provincial trainee registration tracking and certification - Hosting, maintenance and support	\$0.00 \$2,231.25 Sub Total Information technology expenses:
		\$2,231.25
	Total Management Services Costs:	\$21,797.98
C. Participant Intake and Assessment Services		
	Intake and Assessment Services	\$25,348.24
D. Business Skills Training for Participants		
	Number of participants: _____	
	Total Participant Costs (maximum of \$1,500 per participant)	\$46,826.50
Total Invoiced Costs for October 1-15/13		\$118,011.55
Less: Funds received in September 13:		
	Financial reimbursements re: Participant overages received in Sept 2013	
	Net HST Refunds	-
TOTAL Claim Amount for Oct 1-15 , 2013		\$118,011.55

All claimed costs are in accordance with the Eligible Costs described in Schedule "B-2" of the Agreement.

Signature: Mark Jess
Mark Jess, CGA on behalf of Sharon Clark, CA, MBT Program Manager, Financial Accounting

Print Name: Mark Jess Date: Oct 11, 2013

Signature: WC Poncia
Wayne Poncia, MBT Program Manager

Print Name: WC Poncia Date: Oct 11, 2013



BC Chamber of Commerce - MBT Pilot Project

Expenditure Summary - Sep 26/13 - Oct 10/13

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes
Non-training expenses:										
1	Rethink Learning Inc	2175	100%	10/01/2013	\$ 25,348.24	\$ -	\$ 1,207.06	\$ 24,141.18	\$ 25,348.24	
2	Rethink Learning Inc	2174	100%	10/01/2013	\$ 9,338.83	\$ -	\$ 444.71	\$ 8,894.12	\$ 9,338.83	
3	Rethink Learning Inc	2173	100%	10/01/2013	\$ 2,231.25	\$ -	\$ 106.25	\$ 2,125.00	\$ 2,231.25	
4	Gardiner, Poncia & Associates	1045	100%	10/01/2013	\$ 5,999.99	\$ -	\$ 285.71	\$ 5,714.28	\$ 5,999.99	
5	S Clark & Co	1018	100%	10/01/2013	\$ 5,999.99	\$ -	\$ 285.71	\$ 5,714.28	\$ 5,999.99	
6	BC Chamber of Commerce	1041.13	100%	10/04/2013	\$ 3,750.00	\$ -	\$ 178.57	\$ 3,571.43	\$ 3,750.00	
7	Rethink Learning Inc	2178	100%	09/30/2013	\$ 14,700.00	\$ -	\$ 700.00	\$ 14,000.00	\$ 14,700.00	
8	Rolfe, Benson LLP	41381	100%	07/31/2013	\$ 2,625.00	\$ -	\$ 125.00	\$ 2,500.00	\$ 2,625.00	
9	Rolfe, Benson LLP	41545	100%	08/31/2013	\$ 1,191.75	\$ -	\$ 56.75	\$ 1,135.00	\$ 1,191.75	
					\$ 71,185.05	\$ -	\$ 3,389.76	\$ 67,795.29	\$ 71,185.05	
Training related invoices:										
843	Vancouver Island University	SP48412-1	100%	09/16/2013	\$ 377.80	\$ -	\$ 2.80	\$ 375.00	\$ 377.80	
844	Okanagan College	50215523	100%	09/09/2013	\$ 437.85	\$ -	\$ 20.58	\$ 417.27	\$ 437.85	
845	Okanagan College	50215523 B	100%	09/30/2013	\$ (246.75)	\$ -	\$ (11.75)	\$ (235.00)	\$ (246.75)	
846	Okanagan College	50215523 C	100%	09/05/2013	\$ 194.75	\$ -	\$ 9.27	\$ 185.48	\$ 194.75	
847	Okanagan College	50215523 D	100%	09/20/2013	\$ 544.00	\$ -	\$ -	\$ 544.00	\$ 544.00	
848	Justice Institute of British Columbia	273548	100%	09/30/2013	\$ 327.72	\$ -	\$ 1.73	\$ 325.99	\$ 327.72	
849	Justice Institute of British Columbia	273549	100%	09/30/2013	\$ 579.00	\$ -	\$ -	\$ 579.00	\$ 579.00	
850	Clemens Rettich Business Consulting Lt	2013-515	25%	10/07/2013	\$ 2,100.00	\$ -	\$ 100.00	\$ 2,000.00	\$ 525.00	
851	Camosun College	113335	100%	10/08/2013	\$ 414.75	\$ -	\$ 19.75	\$ 395.00	\$ 414.75	
852	Camosun College	113345	100%	10/08/2013	\$ 470.40	\$ -	\$ 22.40	\$ 448.00	\$ 470.40	
853	Camosun College	113355	100%	10/08/2013	\$ 470.40	\$ -	\$ 22.40	\$ 448.00	\$ 470.40	
854	Vancouver Island University	SP48442-1	100%	09/19/2013	\$ 236.25	\$ -	\$ 11.25	\$ 225.00	\$ 236.25	
855	Camosun College	113295	100%	10/08/2013	\$ 261.45	\$ -	\$ 12.45	\$ 249.00	\$ 261.45	
856	Camosun College	113275	100%	10/08/2013	\$ 278.25	\$ -	\$ 13.25	\$ 265.00	\$ 278.25	
857	Camosun College	113285	100%	10/08/2013	\$ 261.45	\$ -	\$ 12.45	\$ 249.00	\$ 261.45	
858	Vancouver Island University	SP48441-1	100%	09/19/2013	\$ 209.00	\$ -	\$ -	\$ 209.00	\$ 209.00	
859	Camosun College	113305	100%	10/08/2013	\$ 103.95	\$ -	\$ 4.95	\$ 99.00	\$ 103.95	
860	Camosun College	113315	100%	10/08/2013	\$ 315.00	\$ -	\$ 15.00	\$ 300.00	\$ 315.00	
861	Camosun College	113235	100%	10/08/2013	\$ 812.50	\$ -	\$ 12.50	\$ 800.00	\$ 812.50	
862	Camosun College	113255	100%	10/08/2013	\$ 414.75	\$ -	\$ 19.75	\$ 395.00	\$ 414.75	
863	Camosun College	11326A	100%	10/08/2013	\$ 470.40	\$ -	\$ 22.40	\$ 448.00	\$ 470.40	
864	University of British Columbia	2013798315	100%	10/07/2013	\$ 94.50	\$ -	\$ 4.50	\$ 90.00	\$ 94.50	
865	Power Up Marketing	41	25%	10/07/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
866	Q College Inc.	955	100%	10/07/2013	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 624.75	
867	Q College Inc.	956	100%	10/07/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
868	Q College Inc.	957	100%	10/07/2013	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 624.75	
869	Okanagan College	50215442	100%	09/10/2013	\$ 1,225.00	\$ -	\$ -	\$ 1,225.00	\$ 1,225.00	
870	Vancouver Community College	50100485	100%	09/23/2013	\$ 210.00	\$ -	\$ -	\$ 210.00	\$ 210.00	
871	Camosun College	113225	100%	10/08/2013	\$ 812.50	\$ -	\$ 12.50	\$ 800.00	\$ 812.50	
2013-09- Makernan_POT19										
872	Business Advisory Team	56	25%	09/16/2013	\$ 1,260.00	\$ -	\$ 60.00	\$ 1,200.00	\$ 315.00	
873	Think Partner Coaching	251	25%	09/27/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
874	In the Black Business Cons.	196	25%	09/29/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 131.25	
875	In the Black Business Cons.	197	25%	09/29/2013	\$ 1,501.50	\$ -	\$ 71.50	\$ 1,430.00	\$ 375.38	
876	Lyons&Associates	747	25%	09/27/2013	\$ 313.95	\$ -	\$ 14.95	\$ 299.00	\$ 78.49	
877	University of British Columbia	2013797766	100%	09/30/2013	\$ 225.75	\$ -	\$ 10.75	\$ 215.00	\$ 225.75	
878	University of British Columbia	2013797768	100%	09/30/2013	\$ 475.00	\$ -	\$ -	\$ 475.00	\$ 475.00	
879	University of British Columbia	2013798314	100%	10/07/2013	\$ 94.50	\$ -	\$ 4.50	\$ 90.00	\$ 94.50	
880	Q College Inc.	953	100%	09/30/2013	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75	
881	Q College Inc.	938	100%	09/12/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
882	Executive Web Club	34	25%	10/01/2013	\$ 3,568.95	\$ -	\$ 169.95	\$ 3,399.00	\$ 892.24	
883	Clemens Rettich Business Consulting Lt	2013-517	25%	10/02/2013	\$ 393.75	\$ -	\$ 18.75	\$ 375.00	\$ 98.44	
884	Clemens Rettich Business Consulting Lt	2013-518	25%	10/02/2013	\$ 393.75	\$ -	\$ 18.75	\$ 375.00	\$ 98.44	
885	L2 Accent Reduction Centre	100213	25%	10/02/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 131.25	
886	Q College Inc.	949	100%	09/30/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
887	Q College Inc.	950	100%	09/30/2013	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 624.75	
888	Q College Inc.	951	100%	09/30/2013	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 624.75	
889	Q College Inc.	952	100%	09/30/2013	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 624.75	
890	Clarity Business Strategies	1928	25%	09/30/2013	\$ 2,362.50	\$ -	\$ 112.50	\$ 2,250.00	\$ 590.63	
891	Power Up Marketing	40	25%	09/30/2013	\$ 2,693.25	\$ -	\$ 128.25	\$ 2,565.00	\$ 673.31	
892	PACE Business Centre	1119	25%	09/30/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 358.05	
893	Vancouver Island University	SP48360-2	100%	09/04/2013	\$ 189.00	\$ -	\$ -	\$ 189.00	\$ 189.00	
894	College of the Rockies	12671	100%	09/26/2013	\$ 109.00	\$ -	\$ -	\$ 109.00	\$ 109.00	
895	College of the Rockies	12565	100%	09/23/2013	\$ 270.00	\$ -	\$ -	\$ 270.00	\$ 270.00	
896	College of the Rockies	12566	100%	09/23/2013	\$ 135.00	\$ -	\$ -	\$ 135.00	\$ 135.00	
897	College of the Rockies	12567	100%	09/23/2013	\$ 270.00	\$ -	\$ -	\$ 270.00	\$ 270.00	
898	Justice Institute of British Columbia	273519	100%	09/30/2013	\$ 579.00	\$ -	\$ -	\$ 579.00	\$ 579.00	
899	Langara College	50148641	100%	10/02/2013	\$ 121.80	\$ -	\$ 5.80	\$ 116.00	\$ 121.80	
900	Langara College	50148639	100%	10/02/2013	\$ 103.95	\$ -	\$ 4.95	\$ 99.00	\$ 103.95	
901	Excel Career College	4669409	100%	10/08/2013	\$ 1,574.98	\$ -	\$ 75.00	\$ 1,499.98	\$ 1,574.98	
902	University of the Fraser Valley	50036270	100%	09/18/2013	\$ 92.00	\$ -	\$ -	\$ 92.00	\$ 92.00	
903	College of the Rockies	12568	100%	09/23/2013	\$ 810.00	\$ -	\$ -	\$ 810.00	\$ 810.00	
904	College of the Rockies	12569	100%	09/23/2013	\$ 270.00	\$ -	\$ -	\$ 270.00	\$ 270.00	
905	Focal Point	74	25%	10/08/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
906	Pacific Office Solutions	BE101-08	25%	10/08/2013	\$ 10,281.61	\$ -	\$ 489.60	\$ 9,792.01	\$ 2,570.40	
907	Susan Peach	1443	25%	10/09/2013	\$ 2,661.75	\$ -	\$ 126.75	\$ 2,535.00	\$ 665.44	

908	Langara College	50147428	100%	09/19/2013	\$ 403.00	\$ -	\$ -	\$ 403.00	\$ 403.00	
909	Langara College	50147429	100%	09/19/2013	\$ 400.00	\$ -	\$ -	\$ 400.00	\$ 400.00	
910	University of the Fraser Valley	50035669	100%	10/09/2013	\$ 741.00	\$ -	\$ -	\$ 741.00	\$ 741.00	
911	University of the Fraser Valley	50035245	100%	10/09/2013	\$ (725.00)	\$ -	\$ -	\$ (725.00)	\$ (725.00)	Credit for original invoice 50035177-2
912	Q College Inc.	943 Credit	100%	09/30/2013	\$ (1,044.75)	\$ -	\$ (49.75)	\$ (995.00)	\$ (1,044.75)	

\$ 57,985.11 \$ - \$ 2,356.38 \$ 55,628.73 \$ 31,931.47

Previously Issued Invoices & partial payments re: completion

419	ClientSave Professional Contact Managi	2186	75%	02/28/2013	\$ 840.00	\$ 90.00	\$ -	\$ 750.00	\$ 630.00	MBT0011A
443	Power Up Marketing	23	75%	04/16/2013	\$ 1,661.45	\$ -	\$ 66.45	\$ 1,595.00	\$ 308.97	MBT0011B
463	Pacific Office Solutions	BE101-01	75%	04/23/2013	\$ 8,089.20	\$ -	\$ 385.20	\$ 7,704.00	\$ 463.05	MBT0011B
511	PACE Business Centre	1065	75%	05/21/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 1,074.15	MBT0012B
517	PACE Business Centre	1048	75%	04/30/2013	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 783.56	MBT0012B
544	Thrive Business Strategies Inc	4	75%	06/10/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0013A
631	Susan Peach	1417	75%	07/09/2013	\$ 3,549.00	\$ -	\$ 169.00	\$ 3,380.00	\$ 1,181.25	MBT0014A
665	In the Black Business Cons.	174	75%	07/19/2013	\$ 1,501.50	\$ -	\$ 71.50	\$ 1,430.00	\$ 1,126.12	MBT0014B
685	Power Up Marketing	33	75%	07/23/2013	\$ 3,249.75	\$ -	\$ 154.75	\$ 3,095.00	\$ 393.75	MBT0014B
727	Power Up Marketing	36	75%	08/26/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	MBT0015B
756	Clemens Rettich Business Consulting Lt.	2013.475	75%	08/18/2013	\$ 1,443.75	\$ -	\$ 68.75	\$ 1,375.00	\$ 1,082.81	MBT0015B
758	Debbie Palmer Presents	164	75%	08/18/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 393.75	MBT0015B
765	Power Up Marketing	35	75%	08/21/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	MBT0015B
767	Executive Web Club	25	75%	08/12/2013	\$ 3,937.50	\$ -	\$ 187.50	\$ 3,750.00	\$ 1,181.25	MBT0015B
774	Power Up Marketing	37	75%	09/03/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 393.75	MBT0016A
775	Main Street Communication Ltd.	23001662013	75%	09/12/2013	\$ 5,188.75	\$ -	\$ 247.08	\$ 4,941.67	\$ 787.50	MBT0016A
777	Debbie Palmer Presents	167	75%	09/04/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0016A
780	L2 Accent Reduction Centre	90513	75%	09/05/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0016A
822	Power Up Marketing	39	75%	09/16/2013	\$ 1,249.50	\$ -	\$ 59.50	\$ 1,190.00	\$ 468.56	MBT0016B
891	Power Up Marketing	40	75%	09/30/2013	\$ 2,693.25	\$ -	\$ 128.25	\$ 2,565.00	\$ 295.31	See Above

\$ 47,430.60 \$ 90.00 \$ 2,205.93 \$ 45,134.67 \$ 14,895.03

\$ 176,600.76 \$ 90.00 \$ 7,952.07 \$ 168,558.69 \$ 118,011.55

Total payments to be issued:

Rethink Learning Inc	\$ 51,618.32	EFT	15-Oct-13
Gardiner, Poncia & Associates	\$ 5,999.99	EFT	15-Oct-13
S Clark & Co	\$ 5,999.99	EFT	15-Oct-13
BC Chamber of Commerce	\$ 3,750.00	EFT	15-Oct-13
Rolfe, Benson LLP	\$ 3,816.75	Chq	15-Oct-13
Excel Career College	\$ 1,574.98	EFT	15-Oct-13
Vancouver Island University	\$ 1,012.05	EFT	15-Oct-13
Camosun College	\$ 5,085.80	EFT	15-Oct-13
College of the Rockies	\$ 1,864.00	EFT	15-Oct-13
Okanagan College	\$ 2,154.85	EFT	15-Oct-13
University of British Columbia	\$ 889.75	Chq	15-Oct-13
ClientSave Professional Contact Management Ltd	\$ 630.00	EFT	15-Oct-13
Power Up Marketing	\$ 3,714.90	EFT	15-Oct-13
In the Black Business Cons.	\$ 1,632.75	EFT	15-Oct-13
Main Street Communication Ltd.	\$ 787.50	EFT	15-Oct-13
L2 Accent Reduction Centre	\$ 1,312.50	EFT	15-Oct-13
Susan Peach	\$ 1,846.69	EFT	15-Oct-13
Vancouver Community College	\$ 210.00	EFT	15-Oct-13
PACE Business Centre	\$ 2,215.76	EFT	15-Oct-13
Langara College	\$ 1,028.75	EFT	15-Oct-13
Clemens Rettich Business Consulting Ltd.	\$ 1,804.69	EFT	15-Oct-13
Lyons&Associates	\$ 78.49	EFT	15-Oct-13
Debbie Palmer Presents	\$ 1,575.00	EFT	15-Oct-13
Clarity Business Strategies	\$ 590.63	EFT	15-Oct-13
Thrive Business Strategies Inc	\$ 1,181.25	EFT	15-Oct-13
Executive Web Club	\$ 2,073.49	EFT	15-Oct-13
Q College Inc.	\$ 7,833.00	EFT	15-Oct-13
University of the Fraser Valley	\$ 108.00	EFT	15-Oct-13
Pacific Office Solutions	\$ 3,033.45	EFT	15-Oct-13
Focal Point	\$ 393.75	EFT	15-Oct-13
Think Partner Coaching	\$ 393.75	EFT	15-Oct-13
Business Advisory Team	\$ 315.00	EFT	15-Oct-13
Justice Institute of British Columbia	\$ 1,485.72	Chq	15-Oct-13
	\$ -		
	\$ 118,011.55		

Mark Tess

Prepared by: Mark Tess, CGA

Oct 10, 2013

Date:

W. Poncia

Reviewed and approved by: Wayne Poncia for Sharon Clark, CA

Oct 10, 2013

Date:

Denise Douglas

For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

Oct 10, 2013

Date:

John Winter

For the BCCC: John Winter, President

Oct 10, 2013

Date:

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B-2 - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"



BC Chamber of Commerce - MBT Pilot Project

Expenditure Summary - Oct 10/13 - Oct 26/13

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YYYY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
Training related Invoices:										
913	Giesbrecht, Goodrich & Co.	10/09/2013 CN	100%	10/09/2013	\$ (369.60)	\$ (39.60)	\$ -	\$ (330.00)	\$ (369.60)	
914	WCG International Consultants Ltd.	PINV004034 CN2	0%	10/07/2013	\$ (840.00)	\$ (90.00)	\$ -	\$ (750.00)	\$ -	
915	Camosun College	110425	0%	08/02/2013	\$ (412.50)	\$ -	\$ (12.50)	\$ (400.00)	\$ -	
916	Dale Carnegie	P166	100%	10/17/2013	\$ 869.90	\$ -	\$ 41.42	\$ 828.48	\$ 869.90	Complete
917	TLB Marketing Essentials	CLN012	25%	10/09/2013	\$ 5,355.00	\$ -	\$ 255.00	\$ 5,100.00	\$ 1,338.75	
918	Q College Inc.	965	100%	10/22/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
919	Giesbrecht, Goodrich & Co.	CLN-01-10-2013	25%	10/25/2013	\$ 2,598.75	\$ -	\$ 123.75	\$ 2,475.00	\$ 649.69	
920	Langara College	S0148894	100%	10/24/2013	\$ 355.00	\$ -	\$ -	\$ 355.00	\$ 355.00	
921	Debbie Palmer Presents	171	25%	10/24/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
922	Debbie Palmer Presents	172	25%	10/24/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
923	Susan Peach	1446	25%	10/24/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 787.50	
924	Vancouver Island University	SP49064-1	100%	10/16/2013	\$ 209.00	\$ -	\$ -	\$ 209.00	\$ 209.00	
925	Vancouver Island University	SP49063-1	100%	10/16/2013	\$ 159.00	\$ -	\$ -	\$ 159.00	\$ 159.00	
926	Rock Solid Business Coaching Inc	Oct	25%	10/25/2013	\$ 1,496.20	\$ -	\$ 71.25	\$ 1,424.95	\$ 374.05	
927	Langara College	S0148756	0%	10/07/2013	\$ (403.00)	\$ -	\$ -	\$ (403.00)	\$ -	Received Cheq
928	Blue Moon Management Inc	1329	25%	10/22/2013	\$ 939.75	\$ -	\$ 44.75	\$ 895.00	\$ 234.94	
929	Blue Moon Management Inc	1324	25%	09/19/2013	\$ 939.75	\$ -	\$ 44.75	\$ 895.00	\$ 234.94	
930	Blue Moon Management Inc	1330	25%	10/22/2013	\$ 939.75	\$ -	\$ 44.75	\$ 895.00	\$ 234.94	
931	Debbie Palmer Presents	170	25%	10/24/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
932	Focal Point	77	25%	10/22/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
933	Focal Point	70	25%	09/30/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 787.50	
934	PACE Business Centre	1141	100%	08/30/2013	\$ 1,442.70	\$ -	\$ 68.70	\$ 1,374.00	\$ 1,442.70	Complete
935	PACE Business Centre	1146	25%	10/20/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
936	Oakray Marketing Services Ltd.	MBT-13-008	25%	09/22/2013	\$ 900.00	\$ -	\$ 42.85	\$ 857.15	\$ 225.00	
937	PACE Business Centre	1144	25%	10/20/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 358.05	
938	Think Partner Coaching	253	25%	10/18/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 131.25	
939	S22	RC-187124	100%	09/05/2103	\$ 147.00	\$ -	\$ 7.00	\$ 140.00	\$ 147.00	
940	Main Street Communication Ltd.	25001692013	25%	10/23/2013	\$ 9,975.00	\$ -	\$ 475.00	\$ 9,500.00	\$ 2,493.75	
941	Excel Career College	4669415	100%	10/21/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	
942	Q College Inc.	964	100%	10/22/2013	\$ 892.50	\$ -	\$ 42.50	\$ 850.00	\$ 892.50	
943	Executive Web Club	43	25%	10/21/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 787.50	
944	Marvin Alballi	10004189	100%	09/26/2013	\$ 21.07	\$ -	\$ 1.00	\$ 20.07	\$ 21.07	
945	Vancouver Community College	S0100709	100%	10/10/2013	\$ 340.00	\$ -	\$ -	\$ 340.00	\$ 340.00	
946	AcumenPD	206	100%	10/21/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	Complete
947	AcumenPD	207	100%	10/21/2013	\$ 700.00	\$ -	\$ -	\$ 700.00	\$ 700.00	Complete
948	AcumenPD	208	25%	10/21/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 125.00	
949	Power Up Marketing	43	25%	10/21/2013	\$ 2,199.75	\$ -	\$ 104.75	\$ 2,095.00	\$ 549.94	
950	Summit Fiscal Management Inc.	1	25%	09/26/2013	\$ 556.00	\$ -	\$ -	\$ 556.00	\$ 139.00	
951	PACE Business Centre	1145	25%	10/20/2013	\$ 1,557.36	\$ -	\$ 74.16	\$ 1,483.20	\$ 389.34	
952	Q College Inc.	959	100%	10/16/2013	\$ 674.10	\$ -	\$ 32.10	\$ 642.00	\$ 674.10	
953	Q College Inc.	960	100%	10/16/2013	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75	
954	Q College Inc.	961	100%	10/16/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
955	Okanagan College	S0215709	100%	10/10/2013	\$ 449.75	\$ -	\$ 9.75	\$ 440.00	\$ 449.75	
956	Okanagan College	S0215708	100%	10/10/2013	\$ 771.75	\$ -	\$ 36.75	\$ 735.00	\$ 771.75	
957	Thompson Rivers University	S0008426	100%	09/30/2013	\$ 559.86	\$ -	\$ -	\$ 559.86	\$ 559.86	
958	Vancouver Community College	S0100716	100%	10/15/2013	\$ 90.00	\$ -	\$ -	\$ 90.00	\$ 90.00	
959	Northwest Community College	30101	100%	10/08/2013	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
960	Executive Web Club	42	25%	10/14/2013	\$ 2,623.95	\$ -	\$ 124.95	\$ 2,499.00	\$ 655.99	
961	Northwest Community College	30157	100%	10/08/2013	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
962	Vancouver Community College	S0100678	100%	10/08/2013	\$ 930.00	\$ -	\$ -	\$ 930.00	\$ 930.00	
963	Power Up Marketing	42	25%	10/17/2013	\$ 3,774.75	\$ -	\$ 179.75	\$ 3,595.00	\$ 943.69	
964	Vancouver Community College	S0100710	100%	10/10/2013	\$ 376.18	\$ -	\$ -	\$ 376.18	\$ 376.18	
965	CanScribe Career College	13096	100%	10/16/2013	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ 150.00	
966	Vancouver Island University	SP48550-1	100%	10/02/2013	\$ (236.25)	\$ -	\$ -	\$ (236.25)	\$ (236.25)	
967	Executive Web Club	41	25%	10/09/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
968	Clarity Business Strategies	1934	25%	10/12/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
969	Think Partner Coaching	252	25%	10/10/2013	\$ 2,231.25	\$ -	\$ 106.25	\$ 2,125.00	\$ 557.81	
970	Debbie Palmer Presents	169	25%	09/13/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 196.88	
971	Selkirk College	R-4042	100%	10/25/2013	\$ 35.00	\$ -	\$ 1.67	\$ 33.33	\$ 35.00	
972	Thrive Business Strategies Inc	8	25%	10/01/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
973	S22	RPALMER	100%	10/15/2012	\$ 130.55	\$ -	\$ -	\$ 130.55	\$ 130.55	Refund of Overage - once course was invoiced, there was no longer an overage
974	S22	KSMITH	100%	03/12/2012	\$ 28.29	\$ -	\$ -	\$ 28.29	\$ 28.29	Refund of Overage - once course was invoiced, there was no longer an overage
975	University of British Columbia	201379B766	100%	10/15/2013	\$ 450.00	\$ -	\$ -	\$ 450.00	\$ 450.00	
					\$ 75,399.51	\$ (129.60)	\$ 3,375.30	\$ 72,153.81	\$ 31,018.56	
Previously issued Invoices & partial payments re: completion										
50	Giesbrecht, Goodrich & Co.	CLN-004-11-2012	75%	11/10/2012	\$ 10,169.60	\$ 1,089.60	\$ -	\$ 9,080.00	\$ 630.00	MBT0006A
76	Giesbrecht, Goodrich & Co.	CLN-005-11-2012	75%	11/10/2012	\$ 5,930.40	\$ 635.40	\$ -	\$ 5,295.00	\$ 369.60	MBT0006B
411	Power Up Marketing	22	75%	04/07/2013	\$ 3,386.25	\$ -	\$ 161.25	\$ 3,225.00	\$ 468.57	MBT0011A
467	In the Black Business Cons.	156	75%	05/05/2013	\$ 1,385.00	\$ -	\$ 66.00	\$ 1,320.00	\$ 1,039.50	MBT0012A
481	Susan Peach	1382	75%	05/10/2013	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 468.56	MBT0012A
510	Power Up Marketing	26	75%	05/21/2013	\$ 4,898.25	\$ -	\$ 233.25	\$ 4,665.00	\$ 937.14	MBT0012B
527	Rock Solid Business Coaching Inc	EndOfMay	75%	05/29/2013	\$ 7,480.99	\$ -	\$ 356.24	\$ 7,124.75	\$ 1,175.59	MBT0013A
555	Zenith Training International	MBT115	75%	06/10/2013	\$ 2,751.00	\$ -	\$ 131.00	\$ 2,620.00	\$ 1,181.25	MBT0013A
568	Power Up Marketing	28	75%	06/07/2013	\$ 1,181.25	\$ -	\$ 56.25	\$ 1,125.00	\$ 442.97	MBT0013A
577	Prestige Business & Management Const	MBT011	75%	06/15/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 1,181.25	MBT0013B
633	PACE Business Centre	1085	75%	07/02/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 1,074.15	MBT0014A
634	PACE Business Centre	1084	75%	07/02/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 1,074.15	MBT0014A
643	Executive Web Club	17	75%	07/02/2013	\$ 1,942.50	\$ -	\$ 92.50	\$ 1,850.00	\$ 1,181.25	MBT0014A
657	Lyons&Associates	742	75%	07/12/2013	\$ 313.95	\$ -	\$ 14.95	\$ 299.00	\$ 235.46	MBT0014A
667	Executive Web Club	19	75%	07/21/2013	\$ 7,914.38	\$ -	\$ 376.88	\$ 7,537.50	\$ 275.62	MBT0014B

680	Lyons&Associates	743	75%	07/22/2013	\$ 313.95	\$ -	\$ 14.95	\$ 299.00	\$ 235.46	MBT0014B
682	Zenith Training International	MBT117	75%	07/25/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 1,181.25	MBT0014B
688	Giesbrecht, Goodrich & Co.	CLN-01-07-2013	100%	07/01/2013	\$ 6,037.50	\$ -	\$ 287.50	\$ 5,750.00	\$ (18.75)	MBT0014B
714	Prestige Business & Management Const	MBT012	75%	07/30/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0015A
718	Executive Web Club	21	75%	07/29/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0015A
727	Power Up Marketing	36	75%	08/26/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	MBT0015B
732	Executive Web Club	27	75%	08/23/2013	\$ 2,203.95	\$ -	\$ 104.95	\$ 2,099.00	\$ 471.71	MBT0015B
735	Rock Solid Business Coaching Inc	AUG	75%	08/26/2013	\$ 7,484.80	\$ -	\$ 356.43	\$ 7,128.37	\$ 2,244.30	MBT0015B
740	WebFriendly	1801	75%	08/22/2013	\$ 1,046.85	\$ -	\$ 49.85	\$ 997.00	\$ 785.14	MBT0015B
749	PACE Business Centre	1100	75%	08/18/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 1,074.15	MBT0015B
759	Prestige Business & Management Const	MBT013	75%	08/18/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0015B
760	PACE Business Centre	1104	75%	08/18/2013	\$ 1,442.70	\$ -	\$ 68.70	\$ 1,374.00	\$ 1,082.02	MBT0015B
761	PACE Business Centre	1103	75%	08/18/2013	\$ 1,442.70	\$ -	\$ 68.70	\$ 1,374.00	\$ 1,082.02	MBT0015B
765	Power Up Marketing	35	75%	08/21/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	MBT0015B
767	Executive Web Club	25	75%	08/12/2013	\$ 3,937.50	\$ -	\$ 187.50	\$ 3,750.00	\$ 1,181.25	MBT0015B
790	Debbie Palmer Presents	166	75%	09/04/2013	\$ 957.60	\$ -	\$ 45.60	\$ 912.00	\$ 718.20	MBT0016A
791	PACE Business Centre	1107	75%	08/29/2013	\$ 1,127.70	\$ -	\$ 53.70	\$ 1,074.00	\$ 845.77	MBT0016A
792	PACE Business Centre	1105	75%	08/28/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 1,074.15	MBT0016A
804	Lift Strategies Inc.	LIFT241	75%	09/09/2013	\$ 1,359.75	\$ -	\$ 64.75	\$ 1,295.00	\$ 1,019.81	MBT0016A
805	Dale Carnegie	P164	0%	09/10/2013	\$ (1,424.89)	\$ -	\$ (67.85)	\$ (1,357.04)	\$ -	MBT0016A
816	Giesbrecht, Goodrich & Co.	CLN-01-09-2013	75%	09/25/2013	\$ 3,675.00	\$ -	\$ 175.00	\$ 3,500.00	\$ 1,181.25	MBT0016B
865	Power Up Marketing	41	75%	10/07/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	MBT0017A
876	Lyons&Associates	747	75%	09/27/2013	\$ 313.95	\$ -	\$ 14.95	\$ 299.00	\$ 235.46	MBT0017A
883	Clemens Rettich Business Consulting Ltd.	2013-517	75%	10/02/2013	\$ 393.75	\$ -	\$ 18.75	\$ 375.00	\$ 295.31	MBT0017A
891	Power Up Marketing	40	75%	09/30/2013	\$ 2,693.25	\$ -	\$ 128.25	\$ 2,565.00	\$ 787.50	MBT0017A
907	Susan Peach	1443	75%	10/09/2013	\$ 2,661.75	\$ -	\$ 126.75	\$ 2,535.00	\$ 468.56	MBT0017A

\$ 105,125.93 \$ 1,725.00 \$ 4,239.35 \$ 99,161.58 \$ 32,404.62

\$ 180,525.44 \$ 1,595.40 \$ 7,614.65 \$ 171,315.39 \$ 63,423.18

Total payments to be issued:

Oakray Marketing Services Ltd.	\$ 225.00	EFT	31-Oct-13
Rock Solid Business Coaching Inc	\$ 3,793.94	EFT	31-Oct-13
Giesbrecht, Goodrich & Co.	\$ 2,442.19	EFT	31-Oct-13
Lift Strategies Inc.	\$ 1,019.81	EFT	31-Oct-13
Excel Career College	\$ 1,575.00	EFT	31-Oct-13
Zenith Training International	\$ 2,362.50	EFT	31-Oct-13
CanScribe Career College	\$ 150.00	EFT	31-Oct-13
Vancouver Island University	\$ 131.75	EFT	31-Oct-13
AcumenPD	\$ 1,325.00	EFT	31-Oct-13
Okanagan College	\$ 1,221.50	EFT	31-Oct-13
University of British Columbia	\$ 450.00	Chq	31-Oct-13
Power Up Marketing	\$ 5,311.06	EFT	31-Oct-13
In the Black Business Cons.	\$ 1,039.50	EFT	31-Oct-13
Dale Carnegie	\$ 869.90	EFT	31-Oct-13
Selkirk College	\$ 35.00	Chq	31-Oct-13
Main Street Communication Ltd.	\$ 2,493.75	EFT	31-Oct-13
Susan Peach	\$ 1,724.62	EFT	31-Oct-13
WebFriendly	\$ 785.14	EFT	31-Oct-13
Vancouver Community College	\$ 1,736.18	EFT	31-Oct-13
Thompson Rivers University	\$ 559.86	EFT	31-Oct-13
Northwest Community College	\$ 238.00	EFT	31-Oct-13
PACE Business Centre	\$ 9,890.25	EFT	31-Oct-13
Langara College	\$ 355.00	EFT	31-Oct-13
Prestige Business & Management Consulting Ltd.	\$ 3,543.75	EFT	31-Oct-13
Blue Moon Management Inc	\$ 704.82	EFT	31-Oct-13
Clemens Rettich Business Consulting Ltd.	\$ 295.31	EFT	31-Oct-13
Lyons&Associates	\$ 706.38	EFT	31-Oct-13
Debbie Palmer Presents	\$ 2,096.33	EFT	31-Oct-13
Clarity Business Strategies	\$ 393.75	EFT	31-Oct-13
Thrive Business Strategies Inc	\$ 393.75	EFT	31-Oct-13
TLB Marketing Essentials	\$ 1,338.75	EFT	31-Oct-13
Executive Web Club	\$ 6,128.32	EFT	31-Oct-13
Q College Inc.	\$ 5,750.85	EFT	31-Oct-13
Focal Point	\$ 1,181.25	EFT	31-Oct-13
Think Partner Coaching	\$ 689.06	EFT	31-Oct-13
Summit Fiscal Management Inc.	\$ 139.00	EFT	31-Oct-13
	\$ 21.07	Chq	31-Oct-13
	\$ 147.00	Chq	31-Oct-13
	\$ 28.29	Chq	31-Oct-13
	\$ 130.55	Chq	31-Oct-13
	\$ 63,423.18		

Monica Nykamp

Prepared by: Monica Nykamp for Mark Jess, CGA

Oct 29, 2013

Date:

Mark Jess

Reviewed and approved by: Mark Jess for Sharon Clark, CA

Oct 29, 2013

Date:

Denise Douglas

For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

Oct 29, 2013

Date:

WC Poncia

For the BCCC: Wayne Poncia for John Winter, President

Oct 29, 2013

Date:

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B-2 - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"

913 - GG&Co, Credit CCLarke.pdf
914 - WCG, PINV004034 CREDIT.pdf
915 - Camosun, 11042S Refund.pdf
916 - Dale Carnegie, P166.pdf
917 - TLB, CLN012.pdf
918 - QCollege, 965.pdf
919 - GG&Co, CLN-01-10-2013.pdf
920 - Langara, S0148894.pdf
921 - DebbiePalmer, 171.pdf
922 - DebbiePalmer, 172.pdf
923 - SusanPeach, 1446.pdf
924 - VIU, SP49064-1.pdf
925 - VIU, SP49063-1.pdf
926 - RockSolid, Oct.pdf
927 - Langara, S0148756.pdf
928 - Bluemoon, 1329.pdf
929 - Bluemoon, 1324.pdf
930 - Bluemoon, 1330.pdf
931 - DebbiePalmer, 170.pdf
932 - FocalPoint, 77.pdf
933 - FocalPoint, 70.pdf
934 - PACE, 1141.pdf
935 - PACE, 1146.pdf
936 - Oakray, MBT-13-008.pdf
937 - PACE, 1144.pdf
938 - ThinkPartner, 253.pdf
939 - Philip Liao Books - Langara.pdf
940 - MainStreet, 25001692013.pdf
941 - Excel Career College, 4669415.pdf
942 - QCollege, 964.pdf
943 - EWC, 43.pdf

945 - VCC, S0100709.pdf
946 - Acumen, 206.pdf
947 - Acumen, 207.pdf
948 - Acumen, 208.pdf
949 - PowerUp, 43.pdf
950 - Summit, 1.pdf
951 - PACE, 1145.pdf
952 - QCollege, 959.pdf
953 - QCollege, 960.pdf
954 - QCollege, 961.pdf
955 - Okanagan, S0215709.pdf
956 - Okanagan, S0215708.pdf
957 - TRU, S0008426.pdf
958 - VCC, S0100716.pdf
959 - NWCC, 30101.pdf
960 - EWC, 42.pdf
961 - NWCC, 30157.pdf
962 - VCC, S0100678.pdf
963 - PowerUp, 42.pdf
964 - VCC, S0100710.pdf
965 - CanScribe, 13096.pdf
966 - VIU, SP48550-1.pdf
967 - EWC, 41.pdf
968 - Clarity, 1934.pdf
969 - ThinkPartner, 252.pdf
970 - DebbiePalmer, 169.pdf
971 - Selkirk, R-4204.pdf
972 - Thrive, 8.pdf
973 - s22 Refund.pdf
974 - s22 Refund.pdf

1 - Rethink, 2175.PDF
2 - Rethink, 2174.PDF
3 - Rethink, 2173.PDF
4 - Invoice_1045_from_Gardiner_Poncias_Associates.pdf
5 - MBT Pilot Inv 1018 - Financial Accounting Services October 13.pdf
6 - BC Chamber 1041.13.PDF
7 - Rethink, 2178.PDF
8 - Rolfe, Benson LLP, 41381.PDF
9 - Rolfe, Benson LLP, 41545.PDF
843 - VIU, SP48412-1.PDF.pdf
844 - Okanagan, S0215523.pdf
845 - Okanagan , S0215523 B.pdf
846 - Okanagan, S0215523 C.pdf
847 - Okanagan, S0215523 D.pdf
848 - JIBC, 273548.pdf
849 - JIBC, 273549.pdf
850 - Clemens, 2013-515.PDF
851 - Camosun, 11333S.PDF
852 - Camosun, 11334S.PDF
853 - Camosun, 11335S.PDF
854 - VIU, SP48442-1.pdf
855 - Camosun, 11329S.PDF
856 - Camosun, 11327S.PDF
857 - Camosun, 11328S.PDF
858 - VIU, SP48441-1.pdf
859 - Camosun, 11330S.PDF
860 - Camosun, 11331S.PDF
861 - Camosun, 11323S.PDF
862 - Camosun, 11325S.PDF
863 - Camosun, 11326S.PDF
864 - UBC, 2013798315.PDF

866 - QCollege, 955.PDF
867 - QCollege, 956.PDF
868 - QCollege, 957.PDF
869 - Okanagan, S0215442.pdf
870 - VCC, S0100485.pdf
871 - Camosun, 11322S.PDF
872 - McLaren, 2013-09.PDF
873 - ThinkPartner, 251.PDF
874 - InTheBlack, 196.PDF
875 - InTheBlack, 197.PDF
876 - Lyons, 747.PDF
877 - UBC, 2013797766.PDF
878 - UBC, 2013797768.PDF
879 - UBC, 2013798314.PDF
880 - QCollege, 953.PDF
881 - QCollege, 938.PDF
882 - EWC, 34.PDF
883 - Clemens, 2013-517.PDF
884 - Clemens, 2013-518.PDF
885 - L2, 100213.PDF
886 - QCollege, 949.PDF
887 - QCollege, 950.PDF
888 - QCollege, 951.PDF
889 - QCollege, 952.PDF
890 - Clarity, 1928.PDF
891 - PowerUp, 40.PDF
892 - PACE, 1119.PDF
893 - VIU, SP48360-2.PDF
894 - COTR, 12671.pdf
895 - COTR, 12565.pdf

896 - COTR, 12566.pdf
897 - COTR, 12567.pdf
898 - JIBC, 273519.pdf
899 - Langara, S0148641.pdf
900 - S0148639.pdf
901 - ECC, 4669409.PDF
902 - UFV, S0035669CONFIRM.pdf
902 - UFV, S0036270.pdf
903 - COTR, 12568.pdf
904 - COTR, 12569.pdf
905 - FocalPoint, 74.PDF
906 - POS, BE101-08.PDF
907 - SusanPeach, 1443.PDF
908 - Langara, S0147428 CONFIRM.pdf
908 - Langara, S0147428.pdf
909 - Langara, S0147429.pdf
910 - UFV, S0035669.pdf
911 - UFV, S0035245 Credit.pdf
912 - QCollege, 943 CREDIT.PDF



BC Chamber of Commerce - MBT Pilot Project

Index for Financial Contribution Statement of Account at November 30, 2013

Items:

1. Written statement of account, including:
 - a) Legal name and address
 - b) Date of Statement
 - c) Calculation of "Eligible Costs: claimed under the agreement, including:
 - Declaration that the services being claimed have been performed
 - Chronological listing of all expenditures
 - Receipts for the above attached
 - Description of GST/HST refunds being claimed
 - d) Calculation of all applicable taxes payable (GST/HST)
 - e) Description of Agreement
 - f) Statement # for ID
2. Participant intake forms for statement period
3. Participant exit forms for statement period
4. Completed and signed monthly activity form
5. Completed and signed quarterly status reports
6. Any other payment information
7. Completed and signed Provincial Claim form

Notes & attachments:

See FC Stmt of Acct - FC0018
See FC Stmt of Acct - FC0018

See Expenditure Summaries -November 2013
See Expenditure Summaries -November 2013
See invoice packages
See GST/HST Summary - November 2013
See Expenditure Summaries -November 2013
See FC Stmt of Acct - FC0018
See FC Stmt of Acct - FC0018

Documents to be submitted separately
Documents to be submitted separately
Documents to be submitted separately
Documents to be submitted separately
None to note
See attached BC Claim form for November 16-30/13



BC Chamber of Commerce - MBT Pilot Project
November 2013 - GST/HST Credit Summary

Statement #: FCO018

#1201, 750 West Pender Street
Vancouver, BC V6C 2T8
T 604.683.0700 F 604.683.0416
www.bchamber.org

Description	Ref #	Date	ITC's due		Date of return filed	Refunds received	Date of refunds received	Analysis of Refunds Received			
			Claim amounts:					HST refund on Services	HST refund on Training		
HST ITC's claimed or to be claimed:											
<u>2012 Q2 HST return to be filed prior to July 2012</u>											
Expenditure Summary - June 2012	MBT0001	2012-06-30	\$	34,623.71	2012-08-01	\$	34,623.71	2013-05-02	\$	34,623.71	
<u>2012 Q3 HST return to be filed prior to October 2012</u>											
Expenditure Summary - July 2012	MBT0002	2012-08-07	\$	3,532.37					\$	3,532.37	
Expenditure Summary - August 2012	MBT0003	2012-09-07	\$	3,007.38					\$	3,007.38	
Expenditure Summary - September 2012	MBT0004	2012-10-10	\$	4,647.64						1640.27	
			\$	11,187.39	2012-10-30	\$	11,187.39	2013-05-02	\$	9,547.12	
										1640.27	
<u>2012 Q4 HST return to be filed prior to January 2013</u>											
Expenditure Summary - October 2012	MBT0005a	10-17-12	\$	1,168.80						\$	1,168.80
Expenditure Summary - October 2012	MBT0005b	10-25-12	\$	2,021.18						\$	2,021.18
Expenditure Summary - October 2012	MBT0005c	2012-11-05	\$	10,289.60					\$	10,289.60	
Expenditure Summary - November 2012	MBT0006a	2012-11-16	\$	3,087.88						\$	3,087.88
Expenditure Summary - November 2012	MBT0006b	2012-11-28	\$	12,496.49						6971.6	5524.89
Expenditure Summary - December 2012	MBT0007	2012-12-04	\$	10,935.27						6971.6	3963.67
Expenditure Summary - January 2013	MBT0008a	2013-01-04	\$	1,944.11							1,944.11
			\$	41,943.33	2013-01-18		41,943.33	2013-05-02	\$	24,232.80	17,710.53
									\$	68,403.63	19,350.80
<u>2013 Q1 HST return to be filed prior to April 30, 2013</u>											
Expenditure Summary - January 2013 V1	MBT0008a	2013-01-04	\$	1,365.60							
Expenditure Summary - January 2013 V2	MBT0008a	2013-01-04	\$	1,446.39							
Expenditure Summary - January 2013 V1	MBT0008b	2013-01-14	\$	8,076.03							
Expenditure Summary - January 2013 V2	MBT0008b	2013-01-14	\$	(0.01)							
Expenditure Summary - January 2013 V1	MBT0008c	2013-01-31	\$	8,306.68							
Expenditure Summary - January 2013 V2	MBT0008c	2013-01-31	\$	(0.40)							
Expenditure Summary - January 2013	MBT0008d	2013-02-04	\$	-							
Expenditure Summary - February 2013	MBT0009A	2013-02-14	\$	12,135.27							
Expenditure Summary - February 2013	MBT0009B	2013-02-27	\$	4,703.11							
Expenditure Summary - March 2013	MBT0010A	2013-03-14	\$	10,436.11							
Expenditure Summary - March 2013	MBT0010B	2013-03-27	\$	4,684.01							
Expenditure Summary - April 2013	MBT0011A	2013-04-15	\$	2,028.46							
ITC refundable as at March 31 2013			\$	53,181.25	2013-04-23		53,181.25	2013-05-03			
<u>2013 Q2 GST return to be filed prior to July 31, 2013</u>											
Expenditure Summary - April 2013	MBT0011A-V2	2013-04-15	\$	3,270.01							
Expenditure Summary - April 2013	MBT0011B	2013-04-29	\$	2,017.30							
Expenditure Summary - April 2013	MBT0011C	2013-05-02	\$	125.00							
Expenditure Summary - May 2013	MBT0012A	2013-05-14	\$	4,114.44							
Expenditure Summary - May 2013	MBT0012B	2013-05-30	\$	1,869.35							
Expenditure Summary - June 2013	MBT0013A	2013-06-13	\$	5,718.37							
Expenditure Summary - June 2013	MBT0013B	2013-06-27	\$	2,131.63							
ITC refundable as at June 30 2013			\$	19,246.10	2013-07-05		19,246.10	2013-07-17			
<u>2013 Q3 GST return to be filed prior to October 31, 2013</u>											
Expenditure Summary - July 2013	MBT0014A	2013-07-11	\$	4,641.57							
Expenditure Summary - July 2013	MBT0014B	2013-07-30	\$	2,619.46							
Expenditure Summary - July 2013	MBT0014B-V2	2013-07-30	\$	159.00							
Expenditure Summary - August 2013	MBT0015A	2013-08-08	\$	4,495.35							
Expenditure Summary - August 2013	MBT0015B	2013-08-29	\$	3,701.93							
Expenditure Summary - September 2013	MBT0016A	2013-09-09	\$	4,687.68							
Expenditure Summary - September 2013	MBT0016B	2013-09-27	\$	1,525.24							
Expenditure Summary - October 2013, adj to Sept	MBT0017B	2013-10-29	\$	(60.65)							
ITC refundable as at September 30 2013			\$	21,739.58	2013-10-16		21,739.58	2013-10-25			
<u>2013 Q4 GST return to be filed prior to January 31, 2014</u>											
Expenditure Summary - October 2013	MBT0017A	2013-10-10	\$	5,746.14							
Expenditure Summary - October 2013	MBT0017B	2013-10-29	\$	3,245.70							
Expenditure Summary - November 2013	MBT0018A	2013-11-14	\$	6,016.67							
Expenditure Summary - November 2013	MBT0018B	2013-11-29	\$	2,802.46							
ITC refundable as at November 30 2013			\$	17,810.97							
Total ITC's as at Nov 30, 2013			\$	199,732.33		\$	181,921.36				

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12.0(b) of Schedule B - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"



SUMMARY

Expense/Anticipated Payment Date	Total Funds Received from Province	Total Reimbursements Received from Participants exceeding \$1500 Limit	Total Refunds Received from CRA Q4 2012, Q1, Q2 & Q3 2013	Total Expenditure	Total Surplus/Deficit
	Period to 25 Nov 2013	Period to 25 Nov 2013	Period to 25 Nov 2013	Period to 25 Nov 2013	Period to 25 Nov 2013
A Micro-Business Owner Outreach					
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$64,960.00		\$5,206.00	-\$62,356.00	\$7,810.00
Local Business Marketing & Recruitment (2)	\$133,678.63		\$9,071.98	-\$172,279.10	-\$29,528.80
Program Website (3)	\$8,000.00		\$0.00	-\$8,000.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$54,700.00		\$0.00	-\$54,700.00	\$0.00
Subtotal Micro-Business Outreach	\$261,338.63	\$0.00	\$14,277.98	-\$297,885.10	-\$21,718.50
B. Management Services					
Administration & Management Overhead (5)	\$105,785.72		\$6,499.97	-\$121,142.84	-\$8,857.14
Financial Accounting (6)	\$86,425.78		\$5,828.52	-\$111,325.74	-\$18,971.43
Program Management (7)	\$84,457.03		\$5,828.52	-\$109,256.92	-\$18,971.43
Third Party Audit of program expenditures	\$3,816.75		\$0.00	-\$3,816.75	\$0.00
Subtotal Administrative & Overhead	\$280,485.28	\$0.00	\$18,157.02	-\$345,442.31	-\$46,800.00
Provincial trainee registration tracking and certification (8)	\$85,000.00		\$521.99	-\$85,000.00	-\$524.99
Hosting, Maintenance, & Support (9)	\$31,407.50		\$2,692.50	-\$40,630.00	-\$6,550.00
Subtotal Information Technology	\$116,407.50	\$0.00	\$2,692.51	-\$125,630.00	-\$7,054.99
Subtotal Management Services	\$396,892.78	\$0.00	\$20,824.53	-\$471,072.31	-\$55,854.99
C Participant Intake and Assessment Services					
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$362,841.91		\$24,624.00	-\$467,614.64	-\$80,148.73
Subtotal Participant Intake and Assessment Services	\$362,841.91	\$0.00	\$24,624.00	-\$467,614.64	-\$80,148.73
D Business Skills Training for Participants					
Anticipated Training Funding Dispersed/Month (11)	\$1,352,999.57	\$15,372.67	\$77,976.56	-\$1,156,070.39	\$290,278.41
Subtotal Business Skills Training for Participants	\$1,352,999.57	\$15,372.67	\$77,976.56	-\$1,156,070.39	\$290,278.41
Subtotal Services for Applicants and Participants	\$1,715,841.48	\$15,372.67	\$102,600.56	-\$1,625,685.03	\$210,129.68
Contract advance (12)	-\$25,000.00				-\$25,000.00
Interest on refund from CRA			\$170.71		\$170.71
Total Financial Contribution	\$2,349,072.89	\$15,372.67	\$137,373.78	-\$2,392,092.44	\$109,726.90

As per FC0018



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - Nov 25, 2013

Expense/Anticipated Payment Date	Total Eligible Costs per Schedule B	Adjustment re: marketing allocation	Amendment re: additional funding, Oct 2013	REVISED Total Eligible Costs per Schedule B	Balance of Eligible Costs to be Received
A Micro-Business Owner Outreach					
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$92,400.00	-\$14,700.00	\$11,165.00	\$88,865.00	\$18,699.00
Local Business Marketing & Recruitment (2)	\$189,000.00			\$189,000.00	\$46,249.39
Program Website (3)	\$8,000.00			\$8,000.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$40,000.00	\$14,700.00		\$54,700.00	\$0.00
Subtotal Micro-Business Outreach	\$329,400.00	\$0.00	\$11,165.00	\$340,565.00	\$64,948.39
B. Management Services					
Administration & Management Overhead (5)	\$125,000.00			\$125,000.00	\$12,714.31
Financial Accounting (6)	\$120,000.00		\$7,500.00	\$127,500.00	\$35,245.69
Program Management (7)	\$120,000.00			\$120,000.00	\$29,714.44
Third Party Audit of program expenditures	\$6,000.00			\$6,000.00	\$2,183.25
Subtotal Administrative & Overhead	\$371,000.00	\$0.00	\$7,500.00	\$378,500.00	\$79,857.69
Provincial trainee registration tracking and certification (8)	\$85,000.00			\$85,000.00	\$524.99
Hosting, Maintenance, & Support (9)	\$44,625.00			\$44,625.00	\$10,525.00
Subtotal Information Technology	\$129,625.00	\$0.00	\$0.00	\$129,625.00	\$11,049.99
Subtotal Management Services	\$500,625.00	\$0.00	\$7,500.00	\$508,125.00	\$90,907.68
C Participant Intake and Assessment Services					
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$513,000.00		\$30,993.75	\$543,993.75	\$156,527.84
Subtotal Participant Intake and Assessment Services	\$513,000.00	\$0.00	\$30,993.75	\$543,993.75	\$156,527.84
D Business Skills Training for Participants					
Anticipated Training Funding Dispersed/Month (11)	\$1,800,000.00		\$217,500.00	\$2,017,500.00	\$586,523.87
Subtotal Business Skills Training for Participants	\$1,800,000.00	\$0.00	\$217,500.00	\$2,017,500.00	\$586,523.87
Subtotal Services for Applicants and Participants	\$2,313,000.00	\$0.00	\$248,493.75	\$2,561,493.75	\$743,051.71
Contract advance (12)					
Interest on refund from CRA					-\$170.71
Total Financial Contribution	\$3,143,025.00	\$0.00	\$267,158.75	\$3,410,183.75	\$898,737.08



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - Nov 25, 2013

Expense/Anticipated Payment Date	Per Expenditure Summary MBT0001			Per Expenditure Summary MBT0002			Per Expenditure Summary MBT0003			Per Expenditure Summary MBT0004		
	Funds Received	Jun-12	Jun-12	Funds Received	Jul-12	Jul-12	Funds Received	Aug-12	Aug-12	Funds Received	Sep-12	Sep-12
A Micro-Business Owner Outreach												
Micro - Business Owner Outreach through local Chambers of Commerce (1)			\$0.00			\$0.00			\$0.00	\$15,400.00	\$0.00	\$15,400.00
Local Business Marketing & Recruitment (2)	\$37,800.00	\$37,800.00	\$0.00	\$9,450.00		\$9,450.00	\$9,450.00		\$9,450.00	\$9,450.00	\$0.00	\$9,450.00
Program Website (3)	\$8,000.00	\$8,000.00	\$0.00			\$0.00			\$0.00			\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$40,000.00	\$40,000.00	\$0.00			\$0.00			\$0.00			\$0.00
Subtotal Micro-Business Outreach	\$85,800.00	\$85,800.00	\$0.00	\$9,450.00	\$0.00	\$9,450.00	\$9,450.00	\$0.00	\$9,450.00	\$24,850.00	\$0.00	\$24,850.00
B. Management Services												
Administration & Management Overhead (5)	\$5,952.40	\$5,952.40	\$0.00	\$11,507.93	\$11,507.93	\$0.00	\$11,507.93	\$11,507.93	\$0.00	\$11,507.93	\$11,507.93	\$0.00
Financial Accounting (6)	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00
Program Management (7)	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00
Third Party Audit of program expenditures												
Subtotal Administrative & Overhead	\$17,380.96	\$17,380.96	\$0.00	\$22,936.49	\$22,936.49	\$0.00	\$22,936.49	\$22,936.49	\$0.00	\$22,936.49	\$22,936.49	\$0.00
Provincial trainee registration tracking and certification (8)	\$80,625.00	\$80,625.00	\$0.00	\$4,375.00	\$4,375.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00
Subtotal Information Technology	\$82,750.00	\$82,750.00	\$0.00	\$6,500.00	\$6,500.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00
Subtotal Management Services	\$106,130.96	\$106,130.96	\$0.00	\$29,436.49	\$29,436.49	\$0.00	\$25,061.49	\$25,061.49	\$0.00	\$25,061.49	\$25,061.49	\$0.00
C Participant Intake and Assessment Services												
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$102,600.00	\$102,600.00	\$0.00	\$25,650.00		\$25,650.00	\$25,650.00		\$25,650.00	\$25,650.00	\$0.00	\$25,650.00
Subtotal Participant Intake and Assessment Services	\$102,600.00	\$102,600.00	\$0.00	\$25,650.00	\$0.00	\$25,650.00	\$25,650.00	\$0.00	\$25,650.00	\$25,650.00	\$0.00	\$25,650.00
D Business Skills Training for Participants												
Anticipated Training Funding Dispersed/Month (11)	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	\$115,000.00	\$0.00	\$115,000.00	\$120,000.00	\$7,192.83	\$112,807.17
Subtotal Business Skills Training for Participants	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	\$115,000.00	\$0.00	\$115,000.00	\$120,000.00	\$7,192.83	\$112,807.17
Subtotal Services for Applicants and Participants	\$102,600.00	\$102,600.00	\$0.00	\$70,650.00	\$0.00	\$70,650.00	\$140,650.00	\$0.00	\$140,650.00	\$145,650.00	\$7,192.83	\$138,457.17
Contract advance (12)	\$25,771.04		\$25,771.04									
Interest on refund from CRA												
Total Financial Contribution	\$314,302.00	\$288,530.96	\$25,771.04	\$109,536.49	\$29,436.49	\$80,100.00	\$175,161.49	\$25,061.49	\$150,100.00	\$195,561.49	\$32,254.32	\$163,307.17



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - Nov 25, 2013

Expense/Anticipated Payment Date	Funds Received Oct-12	Per Expenditure Summary MBT0005A-C		Funds Received Nov-12	Per Expenditure Summary MBT0006A/B		Funds Received Dec-12	Per Expenditure Summary MBT0007		Funds Received Jan-13	Per Expenditure Summary MBT0008A-D	
		Oct-12	Suplus/Deficit Oct-12		Nov-12	Nov-12		Dec-12	Dec-12		Jan-13	Jan-13
A Micro-Business Owner Outreach												
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$24,920.00	\$30,968.00	-\$6,048.00	\$0.00	\$0.00	\$0.00	\$15,400.00	\$0.00	\$15,400.00	\$0.00	\$9,968.00	-\$9,968.00
Local Business Marketing & Recruitment (2)	\$13,398.54	\$9,961.41	-\$28,350.00	\$9,961.41	\$9,961.41	\$0.00	\$9,961.41	\$9,961.41	\$0.00	\$9,961.41	\$9,961.41	\$0.00
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$6,531.41	\$40,929.41	-\$34,398.00	\$9,961.41	\$9,961.41	\$0.00	\$25,361.41	\$9,961.41	\$15,400.00	\$9,961.41	\$19,929.41	-\$9,968.00
B. Management Services												
Administration & Management Overhead (5)	\$17,031.74	\$12,888.88	\$4,142.86	\$12,888.89	\$12,888.89	\$0.00	\$12,888.89	\$12,888.88	\$0.01	\$0.00	\$4,000.00	-\$4,081.89
Financial Accounting (6)	\$8,457.13	\$6,399.99	\$2,057.14	\$6,399.99	\$6,399.99	\$0.00	\$6,399.99	\$6,399.99	\$0.00	\$4,342.85	\$6,399.99	-\$2,057.14
Program Management (7)	\$8,457.13	\$6,399.99	\$2,057.14	\$6,399.99	\$6,399.99	\$0.00	\$6,399.99	\$6,399.99	\$0.00	\$4,342.85	\$6,399.99	-\$2,057.14
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$33,946.01	\$25,688.86	\$8,257.15	\$25,688.87	\$25,688.87	\$0.00	\$25,688.87	\$25,688.87	\$0.01	\$8,685.71	\$16,799.98	-\$8,114.27
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$3,145.00	\$2,380.00	\$765.00	\$2,380.00	\$2,380.00	\$0.00	\$2,380.00	\$2,380.00	\$0.00	\$1,615.00	\$2,380.00	-\$765.00
Subtotal Information Technology	\$3,145.00	\$2,380.00	\$765.00	\$2,380.00	\$2,380.00	\$0.00	\$2,380.00	\$2,380.00	\$0.00	\$1,615.00	\$2,380.00	-\$765.00
Subtotal Management Services	\$37,091.91	\$28,068.86	\$9,022.15	\$28,068.87	\$28,068.87	\$0.00	\$28,068.87	\$28,068.87	\$0.01	\$10,300.71	\$19,179.98	-\$8,879.27
C. Participant Intake and Assessment Services												
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	-\$29,911.88	\$27,038.12	-\$76,950.00	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	-\$0.00
Subtotal Participant Intake and Assessment Services	-\$29,911.88	\$27,038.12	-\$76,950.00	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	-\$0.00
D. Business Skills Training for Participants												
Anticipated Training Funding Dispersed/Month (11)	\$168,000.00	\$10,573.44	\$157,426.56	\$100,800.00	\$48,771.42	\$52,028.58	\$100,800.00	\$48,699.61	\$52,100.39	\$115,737.51	\$117,950.95	-\$2,213.44
Subtotal Business Skills Training for Participants	\$168,000.00	\$10,573.44	\$157,426.56	\$100,800.00	\$48,771.42	\$52,028.58	\$100,800.00	\$48,699.61	\$52,100.39	\$115,737.51	\$117,950.95	-\$2,213.44
Subtotal Services for Applicants and Participants	\$118,088.12	\$37,611.56	\$80,476.56	\$127,838.12	\$75,809.54	\$52,028.58	\$127,838.12	\$75,737.73	\$52,100.39	\$142,775.63	\$144,989.07	-\$2,213.44
Contract advance (12)	-\$25,771.04	\$0.00	-\$25,771.04		\$0.00			\$0.00			\$0.00	
Interest on refund from CRA												
Total Financial Contribution	\$135,939.50	\$106,609.83	\$29,329.67	\$165,868.40	\$113,839.82	\$52,028.58	\$181,268.40	\$113,768.00	\$67,500.40	\$163,037.75	\$184,098.46	-\$21,060.71
				Nov funds not received in Nov 12	-\$165,868.40		Nov funds received in Dec 12	\$165,868.40				
				Cash deficit for Nov 12	-\$113,839.82		Cash surplus for Dec 12	\$233,368.80				



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - Nov 25, 2013

Expense/Anticipated Payment Date	Per Expenditure Summary MBT0009A-B			Per Expenditure Summary MBT0010A-B			Per Expenditure Summary MBT0011A-C			Per Expenditure Summary MBT0012A-B		
	Funds Received Feb-13	Feb-13	Surplus/Deficit Feb-13	Funds Received Mar-13	Mar-13	Surplus/Deficit Mar-13	Funds Received Apr-13	Apr-13	Surplus/Deficit Apr-13	Funds Received May-13	May-13	Surplus/Deficit May-13
A Micro-Business Owner Outreach												
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,180.00	-\$12,180.00	\$0.00	\$0.00	\$0.00
Local Business Marketing & Recruitment (2)	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$9,338.83	-\$9,338.83	\$0.00	\$9,338.83	-\$9,338.83
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$21,518.83	-\$21,518.83	\$0.00	\$9,338.83	-\$9,338.83
B. Management Services												
Administration & Management Overhead (5)	\$0.00	\$4,000.00	-\$4,000.00	\$0.00	\$4,000.00	-\$4,000.00	\$0.00	\$3,750.00	-\$3,750.00	\$0.00	\$3,750.00	-\$3,750.00
Financial Accounting (6)	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$5,999.99	-\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Program Management (7)	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$5,999.99	-\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$0.00	\$16,799.98	-\$16,799.98	\$0.00	\$16,799.98	-\$16,799.98	\$0.00	\$15,749.98	-\$15,749.98	\$0.00	\$15,749.98	-\$15,749.98
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,231.25	-\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Information Technology	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,231.25	-\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Management Services	\$0.00	\$19,179.98	-\$19,179.98	\$0.00	\$19,179.98	-\$19,179.98	\$0.00	\$17,981.23	-\$17,981.23	\$0.00	\$17,981.23	-\$17,981.23
C Participant Intake and Assessment Services												
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$25,348.24	-\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
Subtotal Participant Intake and Assessment Services	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$25,348.24	-\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
D Business Skills Training for Participants												
Anticipated Training Funding Dispersed/Month (11)	\$0.00	\$91,980.65	-\$91,980.65	\$0.00	\$83,108.63	-\$83,108.63	\$0.00	\$76,709.28	-\$76,709.28	\$0.00	\$66,092.76	-\$66,092.76
Subtotal Business Skills Training for Participants	\$0.00	\$91,980.65	-\$91,980.65	\$0.00	\$83,108.63	-\$83,108.63	\$0.00	\$76,709.28	-\$76,709.28	\$0.00	\$66,092.76	-\$66,092.76
Subtotal Services for Applicants and Participants	\$0.00	\$119,018.77	-\$119,018.77	\$0.00	\$116,146.75	-\$116,146.75	\$0.00	\$102,057.52	-\$102,057.52	\$0.00	\$91,441.00	-\$91,441.00
Contract advance (12)												
Interest on refund from CRA												
Total Financial Contribution	\$0.00	\$148,160.16	-\$148,160.16	\$0.00	\$139,288.14	-\$139,288.14	\$0.00	\$141,557.58	-\$141,557.58	\$0.00	\$118,761.06	-\$118,761.06



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - Nov 25, 2013

Expense/Anticipated Payment Date	Per Expenditure Summary			Per Expenditure Summary			Per Expenditure Summary			Per Expenditure Summary		
	Funds Received	MBT0013A-B	Suplus/Deficit	Funds Received	MBT0014A-B	Suplus/Deficit	Funds Received	MBT0015A-B	Suplus/Deficit	Funds Received	MBT0016A-B	Suplus/Deficit
	Jun-13	Jun-13	Jun-13	Jul-13	Jul-13	Jul-13	Aug-13	Aug-13	Aug-13	Sep-13	Sep-13	Sep-13
A Micro-Business Owner Outreach												
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$5,040.00	-\$5,040.00	\$5,040.00	\$0.00	\$5,040.00	\$0.00	\$0.00	\$0.00
Local Business Marketing & Recruitment (2)	\$0.00	\$9,338.83	-\$9,338.83	\$18,677.66	\$9,338.83	\$9,338.83	\$0.00	\$9,338.83	-\$9,338.83	\$9,338.83	\$9,338.83	\$0.00
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$0.00	\$9,338.83	-\$9,338.83	\$18,677.66	\$14,378.83	\$4,298.83	\$5,040.00	\$9,338.83	-\$4,298.83	\$9,338.83	\$9,338.83	\$0.00
B. Management Services												
Administration & Management Overhead (5)	\$0.00	\$3,750.00	-\$3,750.00	\$7,500.00	\$3,750.00	\$3,750.00	\$0.00	\$3,750.00	-\$3,750.00	\$3,750.00	\$3,750.00	\$0.00
Financial Accounting (6)	\$0.00	\$5,999.99	-\$5,999.99	\$11,999.98	\$5,999.99	\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99	\$5,999.99	\$5,999.99	\$0.00
Program Management (7)	\$0.00	\$5,999.99	-\$5,999.99	\$11,999.98	\$5,999.99	\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99	\$5,999.99	\$5,999.99	\$0.00
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$0.00	\$15,749.98	-\$15,749.98	\$31,499.96	\$15,749.98	\$15,749.98	\$0.00	\$15,749.98	-\$15,749.98	\$15,749.98	\$15,749.98	\$0.00
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$0.00	\$2,231.25	-\$2,231.25	\$4,462.50	\$2,231.25	\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25	\$2,231.25	\$2,231.25	\$0.00
Subtotal Information Technology	\$0.00	\$2,231.25	-\$2,231.25	\$4,462.50	\$2,231.25	\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25	\$2,231.25	\$2,231.25	\$0.00
Subtotal Management Services	\$0.00	\$17,981.23	-\$17,981.23	\$35,962.46	\$17,981.23	\$17,981.23	\$0.00	\$17,981.23	-\$17,981.23	\$17,981.23	\$17,981.23	\$0.00
C Participant Intake and Assessment Services												
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$0.00	\$25,348.24	-\$25,348.24	\$50,696.48	\$25,348.24	\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24	\$25,348.24	\$25,348.24	\$0.00
Subtotal Participant Intake and Assessment Services	\$0.00	\$25,348.24	-\$25,348.24	\$50,696.48	\$25,348.24	\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24	\$25,348.24	\$25,348.24	\$0.00
D Business Skills Training for Participants												
Anticipated Training Funding Dispersed/Month (11)	\$96,544.36	\$97,184.32	-\$639.96	\$140,354.49	\$104,949.76	\$35,404.73	\$40,745.81	\$90,546.19	-\$49,800.38	\$89,873.31	\$79,594.51	\$10,278.80
Subtotal Business Skills Training for Participants	\$96,544.36	\$97,184.32	-\$639.96	\$140,354.49	\$104,949.76	\$35,404.73	\$40,745.81	\$90,546.19	-\$49,800.38	\$89,873.31	\$79,594.51	\$10,278.80
Subtotal Services for Applicants and Participants	\$96,544.36	\$122,532.56	-\$25,988.20	\$191,050.97	\$130,298.00	\$60,752.97	\$40,745.81	\$115,894.43	-\$75,148.62	\$115,221.55	\$104,942.75	\$10,278.80
Contract advance (12)												
Interest on refund from CRA												
Total Financial Contribution	\$96,544.36	\$149,852.62	-\$53,308.26	\$245,691.09	\$162,658.06	\$83,033.03	\$45,785.81	\$143,214.49	-\$97,428.68	\$142,541.61	\$132,262.81	\$10,278.80



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - Nov 25, 2013

Expense/Anticipated Payment Date	Per Expenditure Summary			Per Expenditure Summary			Per Expenditure Summary		
	Funds Received	Summary	Suplus/Deficit	Funds Received	Summary	Suplus/Deficit	Funds Received	Summary	Suplus/Deficit
	Oct-13	Oct-13	Oct-13	Nov-13	Nov-13	Nov-13	Nov-13	Nov-13	Nov-13
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$4,200.00	\$4,200.00	\$0.00	\$4,200.00	\$0.00	\$0.00
Local Business Marketing & Recruitment (2)	\$18,677.66	\$9,338.83	\$9,338.83	\$9,338.83	\$9,338.83	\$0.00	\$9,338.83	\$0.00	\$0.00
Program Website (3)	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$14,700.00	\$14,700.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$33,377.66	\$24,038.83	\$9,338.83	\$13,538.83	\$13,538.83	\$0.00	\$13,538.83	\$0.00	\$0.00
B. Management Services									
Administration & Management Overhead (5)	\$7,500.00	\$3,750.00	\$3,750.00	\$3,750.00	\$3,750.00	\$0.00	\$3,750.00	\$0.00	\$0.00
Financial Accounting (6)	\$11,999.98	\$5,999.99	\$5,999.99	\$7,968.74	\$7,968.74	\$0.00	\$7,968.74	\$0.00	\$0.00
Program Management (7)	\$11,999.98	\$5,999.99	\$5,999.99	\$5,999.99	\$5,999.99	\$0.00	\$5,999.99	\$0.00	\$0.00
Third Party Audit of program expenditures	\$3,816.75	\$3,816.75	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$35,316.71	\$19,566.73	\$15,749.98	\$17,718.73	\$17,718.73	\$0.00	\$17,718.73	\$0.00	\$0.00
Provincial trainee registration tracking and certification (8)		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$4,462.50	\$2,231.25	\$2,231.25	\$2,231.25	\$2,231.25	\$0.00	\$2,231.25	\$0.00	\$0.00
Subtotal Information Technology	\$4,462.50	\$2,231.25	\$2,231.25	\$2,231.25	\$2,231.25	\$0.00	\$2,231.25	\$0.00	\$0.00
Subtotal Management Services	\$39,779.21	\$21,797.98	\$17,981.23	\$19,949.98	\$19,949.98	\$0.00	\$19,949.98	\$0.00	\$0.00
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$50,696.48	\$25,348.24	\$25,348.24	\$25,348.24	\$25,348.24	\$0.00	\$25,348.24	\$0.00	\$0.00
Subtotal Participant Intake and Assessment Services	\$50,696.48	\$25,348.24	\$25,348.24	\$25,348.24	\$25,348.24	\$0.00	\$25,348.24	\$0.00	\$0.00
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$126,421.01	\$110,249.68	\$16,171.33	\$93,723.08	\$56,285.93	\$66,180.43	\$122,466.36	-\$28,743.28	-\$28,743.28
Subtotal Business Skills Training for Participants	\$126,421.01	\$110,249.68	\$16,171.33	\$93,723.08	\$56,285.93	\$66,180.43	\$122,466.36	-\$28,743.28	-\$28,743.28
Subtotal Services for Applicants and Participants	\$177,117.49	\$135,597.92	\$41,519.57	\$119,071.32	\$81,634.17	\$66,180.43	\$147,814.60	-\$28,743.28	-\$28,743.28
Contract advance (12)				-\$25,000.00					-\$25,000.00
Interest on refund from CRA									
Total Financial Contribution	\$250,274.36	\$181,434.73	\$68,839.63	\$127,560.13	\$115,122.98	\$66,180.43	\$181,303.41	-\$28,743.28	-\$28,743.28



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - Nov 25, 2013

Expense/Anticipated Payment Date	HST refund From CRA Quarters 2,3 & 4	HST refund Q2 Note 1	HST refund Q3 Note 1	Due to Province HST refund relating to FY12 Q4 Note 1	Due to Province HST refund relating to FY13 Q1 Note 1	Due to Province GST refund relating to FY13 Q2 Q2 Note 1	Due to Province GST refund relating to FY13 Q3 Q3 Note 1
A Micro-Business Owner Outreach							
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$3,318.00			\$3,318.00	\$1,068.00	\$580.00	\$240.00
Local Business Marketing & Recruitment (2)	\$7,737.87	-\$4,556.90		\$3,201.87	\$3,201.87	\$1,334.12	\$1,334.12
Program Website (3)	\$960.00	-\$960.00		\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$4,800.00	-\$4,800.00		\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$16,815.87	-\$10,296.90	\$0.00	\$6,519.87	\$4,269.87	\$1,914.12	\$1,574.12
B. Management Services							
Administration & Management Overhead (5)	\$8,999.99	-\$714.29	-\$4,142.89	\$4,142.84	\$1,285.71	\$535.71	\$535.71
Financial Accounting (6)	\$4,799.97	-\$985.71	-\$2,057.14	\$2,057.11	\$2,057.13	\$857.14	\$857.14
Program Management (7)	\$4,799.97	-\$985.71	-\$2,057.14	\$2,057.11	\$2,057.13	\$857.14	\$857.14
Third Party Audit of program expenditures	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$18,599.93	-\$2,085.72	-\$8,257.15	\$8,257.06	\$5,399.97	\$2,250.00	\$2,249.99
Provincial trustee registration tracking and certification (8)	\$9,675.00	-\$9,674.99	-\$525.00	-\$524.99	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,310.00	-\$255.00	-\$765.00	\$1,290.00	\$765.00	\$318.75	\$318.75
Subtotal Information Technology	\$11,985.00	-\$9,929.99	-\$1,290.00	\$765.01	\$765.00	\$318.75	\$318.75
Subtotal Management Services	\$30,584.93	-\$12,349.72	-\$9,547.15	\$9,022.07	\$6,164.97	\$2,568.75	\$2,568.74
C Participant Intake and Assessment Services							
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$21,002.82	-\$12,312.00		\$8,690.82	\$8,690.82	\$3,621.18	\$3,621.18
Subtotal Participant Intake and Assessment Services	\$21,002.82	-\$12,312.00	\$0.00	\$8,690.82	\$8,690.82	\$3,621.18	\$3,621.18
D Business Skills Training for Participants							
Anticipated Training Funding Dispersed/Month (11)	\$19,350.80	\$0.00	-\$547.43	\$18,803.37	\$34,055.59	\$11,142.06	\$13,975.54
Subtotal Business Skills Training for Participants	\$19,350.80	\$0.00	\$0.00	\$18,803.37	\$34,055.59	\$11,142.06	\$13,975.54
Subtotal Services for Applicants and Participants	\$40,353.62	-\$12,312.00	\$0.00	\$27,494.19	\$42,746.41	\$14,763.24	\$17,596.72
Contract advance (12)							
Interest on refund from CRA	\$170.71			\$170.71	\$0.00	\$0.00	\$0.00
Total Financial Contribution	\$87,925.13	-\$15,148.72	-\$9,547.15	\$43,206.84	\$53,181.25	\$19,246.10	\$21,739.58

Note 1: HST refunds for Q2 and Q3 were accounted for in the cash flow in Oct 12 and Jan 13 and so have been already been deducted from the funding received from the Province in these months. Refund relating to Q4 was included in the cash flow in Apr 13 and so has not been accounted for in funding received from the Province and this amount is therefore due to the Province

Period: From Nov 16-30, 2013

All claimed costs are in accordance with the Eligible Costs described in Schedule "B-2" of the Agreement.

Print Name: WC Poncia Date: Dec 10, 2013



BC Chamber of Commerce - MBT Pilot Project
Financial Contribution Statement of Account as at November 30, 2013

Statement #: FC0018

#1201, 750 West Pender Street
Vancouver, BC V6C 2T8
T 604.683.0700 F 604.683.0416
www.bccchamber.org

			Eligible Costs under Section A, B & C of Schedule "B-2" - Financial Contribution		Eligible Costs under Section D " Business Skills Training" of Schedule "B-2" - Financial Contribution		Total Funding Claim amounts:		Notes and Attachments:	
Description	Ref #:	Date:	Claim amounts:		Claim amounts:					
Funds received in November 2013:										
BC Chamber of Commerce Monthly Claim Report	October 16-31	2013-11-06			\$	37,437.15	\$	37,437.15		
BC Chamber of Commerce Monthly Claim Report	November 1-15	2013-11-19	\$	33,837.05	\$	56,285.93	\$	90,122.98		
Funds distributed in November 2013:										
Expenditure Summary - October 26/13 - November 10/13	MBT0018A	2013-11-14	\$	(58,837.05)	\$	(56,285.93)	\$	(115,122.98)		
Expenditure Summary - November 11/13 - November 25/13	MBT0018B	2013-11-29	\$	-	\$	(66,180.43)	\$	(66,180.43)		
Net (Deficit) Surplus for October 2013					\$	(25,000.00)	\$	(28,743.28)	\$	(53,743.28)
Net surplus carried forward:										
Financial Contribution Statement of Account for June 2012	FC0001	2012-06-30	\$	25,771.04	\$	-		25,771.04		
Financial Contribution Statement of Account for July 2012	FC0002	2012-08-07	\$	35,100.00	\$	45,000.00		80,100.00		
Financial Contribution Statement of Account for August 2012	FC0003	2012-09-07	\$	35,100.00	\$	115,000.00		150,100.00		
Financial Contribution Statement of Account for September 2012	FC0004	2012-10-11	\$	50,500.00	\$	112,807.17		163,307.17		
Financial Contribution Statement of Account for October 2012	FC0005	2012-11-06	\$	(128,096.89)	\$	157,426.56		29,329.67		
Financial Contribution Statement of Account for November 2012	FC0006	2012-12-04	\$	(65,068.39)	\$	(48,771.42)		(113,839.81)		
Financial Contribution Statement of Account for December 2012	FC0007	2012-01-06	\$	80,468.41	\$	152,900.39		233,368.80		
Financial Contribution Statement of Account for January 2013	FC0008	2013-02-07	\$	(18,847.28)	\$	(2,213.44)		(21,060.72)		
Financial Contribution Statement of Account for February 2013	FC0009	2013-03-08	\$	(56,179.51)	\$	(91,980.65)		(148,160.16)		
Financial Contribution Statement of Account for March 2013	FC0010	2013-04-09	\$	(56,179.51)	\$	(83,108.63)		(139,288.14)		
Financial Contribution Statement of Account for April 2013	FC0011	2013-05-08	\$	(64,848.30)	\$	(76,709.28)		(141,557.58)		
Financial Contribution Statement of Account for May 2013	FC0012	2013-06-08	\$	(52,668.30)	\$	(66,092.76)		(118,761.06)		
Financial Contribution Statement of Account for June 2013	FC0013	2013-07-04	\$	(52,668.30)	\$	(639.96)		(53,308.26)		
Financial Contribution Statement of Account for July 2013	FC0014	2013-08-08	\$	47,628.30	\$	35,404.73		83,033.03		
Financial Contribution Statement of Account for August 2013	FC0015	2013-09-06	\$	(47,628.30)	\$	(49,800.38)		(97,428.68)		
Financial Contribution Statement of Account for September 2013	FC0016	2013-10-07	\$	-	\$	10,278.80		10,278.80		
Financial Contribution Statement of Account for October 2013	FC0017	2013-10-07	\$	52,668.30	\$	16,171.33		68,839.63		
Financial reimbursements re: Participant overages & reimbursements from training providers for dropped/cancelled courses			\$	-	\$	15,372.67		15,372.67		Reimbursement from Participants for training courses exceeding the \$1500 limit
Net Funding Contribution on hand for November 2013			\$	(239,948.73)	\$	212,301.85	\$	(27,646.88)		
Net HST/GST Refund for 2012 Q4 (+ Interest) & 2013 Q1, Q2 & Q3	Funding and Expenditure Summary		\$	59,397.22	\$	77,976.56		137,373.78		
Total Funding Contribution on hand for November 2013	Reconciled to Bank Statement			(180,551.51)		290,278.41		109,726.90		

I, Wayne Poncia, Project Manager, BC Chamber of Commerce MBT Program, declare that the above services for November 2013 have been performed as required under the signed Agreement dated May 10, 2012 between the Province of British Columbia Ministry of Jobs, Tourism and Innovation and the BC Chamber of Commerce.

Wayne Poncia
For the BCCC: Wayne Poncia, MBT Program Manager

Dec 10, 2013

Date:

Mark Jess
Reviewed and approved by: Mark Jess, CGA on behalf of Sharon Clark, CA, MBT Program Manager, Financial Accounting

Dec 10, 2013

Date:



BC Chamber of Commerce - MBT Pilot Project

Expenditure Summary - Oct 26/13 - Nov 10/13

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YYYY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes
Non-training expenses:										
1	Rethink Learning Inc	2179	100%	11/01/2013	\$ 2,231.25	\$ -	\$ 106.25	\$ 2,125.00	\$ 2,231.25	
2	Rethink Learning Inc	2180	100%	11/01/2013	\$ 9,338.83	\$ -	\$ 444.71	\$ 8,894.12	\$ 9,338.83	
3	Rethink Learning Inc	2181	100%	11/01/2013	\$ 25,348.24	\$ -	\$ 1,207.06	\$ 24,141.18	\$ 25,348.24	
4	Gardiner, Poncia & Associates	1046	100%	11/01/2013	\$ 5,999.99	\$ -	\$ 285.71	\$ 5,714.28	\$ 5,999.99	
5	S Clark & Co	1019	100%	11/04/2013	\$ 7,968.74	\$ -	\$ 379.46	\$ 7,589.28	\$ 7,968.74	
6	BC Chamber of Commerce	1043.13	100%	11/01/2013	\$ 3,750.00	\$ -	\$ 178.57	\$ 3,571.43	\$ 3,750.00	
6B	BC Chamber of Commerce	1043.13B	100%	11/04/2013	\$ 4,200.00	\$ -	\$ 200.00	\$ 4,000.00	\$ 4,200.00	
					\$ 58,837.05	\$ -	\$ 2,801.76	\$ 56,035.29	\$ 58,837.05	
Training related invoices:										
976	University of the Fraser Valley	50036584	100%	10/31/2013	\$ 92.00	\$ -	\$ -	\$ 92.00	\$ 92.00	
977	Vancouver Island University	SP49217-1	100%	10/31/2013	\$ 418.00	\$ -	\$ -	\$ 418.00	\$ 418.00	
978	Okanagan College	50215907	100%	10/03/2013	\$ 10.53	\$ -	\$ 0.51	\$ 10.02	\$ 10.53	
979	Camosun College	113695	100%	10/09/2013	\$ 393.75	\$ -	\$ 18.75	\$ 375.00	\$ 393.75	
980	College of the Rockies	12721	100%	10/23/2013	\$ 135.00	\$ -	\$ -	\$ 135.00	\$ 135.00	
981	TLB Marketing Essentials	CLN013	25%	11/05/2013	\$ 3,360.00	\$ -	\$ 160.00	\$ 3,200.00	\$ 840.00	
982	College of New Caledonia	19698	100%	11/07/2013	\$ 727.00	\$ -	\$ -	\$ 727.00	\$ 727.00	
983	Okanagan College	50215907B	100%	10/02/2013	\$ 139.00	\$ -	\$ -	\$ 139.00	\$ 139.00	
984	PACE Business Centre	1150	25%	10/31/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 358.05	
985	PACE Business Centre	1149	25%	10/31/2013	\$ 1,041.60	\$ -	\$ 49.60	\$ 992.00	\$ 260.40	
986	PACE Business Centre	1164	25%	11/04/2013	\$ 1,488.00	\$ -	\$ 70.86	\$ 1,417.14	\$ 372.00	
987	PACE Business Centre	1161	25%	11/04/2013	\$ 1,562.40	\$ -	\$ 74.40	\$ 1,488.00	\$ 390.60	
988	PACE Business Centre	1162	25%	11/04/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
989	PACE Business Centre	1160	25%	11/04/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
990	AcumenPD	209	25%	11/02/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 125.00	
991	AcumenPD	210	100%	11/02/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	Complete
992	Focal Point	81	25%	11/05/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
993	Camosun College	116105	100%	11/05/2013	\$ 288.75	\$ -	\$ 13.75	\$ 275.00	\$ 288.75	
994	Lyons&Associates	749	100%	11/01/2013	\$ 313.95	\$ -	\$ 14.95	\$ 299.00	\$ 313.95	Complete
995	Thrive Business Strategies Inc	9	25%	11/01/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
996	The Big Picture Coach Inc.	2013-211	25%	11/04/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
997	Excel Career College	4669420	100%	11/04/2013	\$ 42.00	\$ -	\$ 2.00	\$ 40.00	\$ 42.00	
998	Q College Inc.	973	100%	11/04/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	Credit applied at invoice 1005
999	Q College Inc.	972	100%	11/04/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1000	College of the Rockies	12718	100%	10/23/2013	\$ 135.00	\$ -	\$ -	\$ 135.00	\$ 135.00	
1001	College of the Rockies	12719	100%	10/23/2013	\$ 270.00	\$ -	\$ -	\$ 270.00	\$ 270.00	
1002	Clemens Rettich Business Consulting Ltd	2013-545	25%	10/30/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1003	College of the Rockies	12720	100%	10/23/2013	\$ 141.75	\$ -	\$ 6.75	\$ 135.00	\$ 141.75	
1004	Vancouver Community College	50100803	100%	10/30/2013	\$ 210.00	\$ -	\$ -	\$ 210.00	\$ 210.00	See application of credit at invoice 999
1005	Q College Inc.	CR6	100%	10/30/2013	\$ (787.50)	\$ -	\$ (37.50)	\$ (750.00)	\$ (787.50)	
1006	PACE Business Centre	1163	25%	11/04/2013	\$ 1,041.60	\$ -	\$ 49.60	\$ 992.00	\$ 260.40	
1007	University of British Columbia	2013799579	100%	10/28/2013	\$ 560.00	\$ -	\$ -	\$ 560.00	\$ 560.00	
1008	Q College Inc.	968	100%	10/28/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1009	Q College Inc.	969	100%	10/28/2013	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75	
1010	Q College Inc.	970	100%	10/28/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1011	The Big Picture Coach Inc.	2013-208	100%	06/20/2013	\$ 924.00	\$ -	\$ 44.00	\$ 880.00	\$ 924.00	Complete
1012	Vancouver Community College	50100793	100%	10/28/2013	\$ 359.00	\$ -	\$ -	\$ 359.00	\$ 359.00	
1013	Pacific Office Solutions	BE101-09CR	100%	10/28/2013	\$ (264.60)	\$ -	\$ (12.60)	\$ (252.00)	\$ (264.60)	
1014	Pacific Office Solutions	BE101-10	25%	10/28/2013	\$ 4,662.00	\$ -	\$ 222.00	\$ 4,440.00	\$ 1,165.50	
1015	Q College Inc.	974	100%	11/12/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1016	Q College Inc.	975	100%	11/12/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1017	Susan Peach	1451	25%	11/11/2013	\$ 2,866.50	\$ -	\$ 136.50	\$ 2,730.00	\$ 716.63	
1018	Power Up Marketing	44	25%	11/11/2013	\$ 2,331.00	\$ -	\$ 111.00	\$ 2,220.00	\$ 582.75	
1019	Executive Web Club	44	25%	11/09/2013	\$ 4,459.35	\$ -	\$ 212.35	\$ 4,247.00	\$ 1,114.84	
1020	Think Partner Coaching	258	25%	11/02/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1021	PACE Business Centre	1167	25%	11/10/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 358.05	
1022	Trainwest Management & Consulting Inc	1431	25%	11/10/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1023	Giesbrecht, Goodrich & Co.	CLN-01-11-2013	25%	11/12/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 787.50	
1024	Neil Godin International Inc.	11-2013-14	25%	11/09/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1025	The Big Picture Coach Inc.	2013-212	25%	11/08/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1026	Main Street Communication Ltd.	26001712013	25%	11/08/2013	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 1,181.25	
1027	Coach Kyle / Actionwest Business Solut	1131	25%	11/11/2013	\$ 1,573.95	\$ -	\$ 74.95	\$ 1,499.00	\$ 393.49	
1028	Lyons&Associates	748	100%	10/23/2013	\$ 627.90	\$ -	\$ 29.90	\$ 598.00	\$ 627.90	Complete
1029	Camosun College	AG-00006859	100%	10/28/2013	\$ 146.79	\$ -	\$ 6.99	\$ 139.80	\$ 146.79	
1030	Trainwest Management & Consulting Inc	1430	25%	11/10/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1031	AcumenPD	211	25%	11/11/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 125.00	
1032	PACE Business Centre	1166	25%	11/10/2013	\$ 1,041.60	\$ -	\$ 49.60	\$ 992.00	\$ 260.40	
1033	North Island College	02-719284	100%	10/21/2013	\$ 446.35	\$ -	\$ 6.95	\$ 439.40	\$ 446.35	
1034	Coach Kyle / Actionwest Business Solut	1130	25%	11/11/2013	\$ 1,573.95	\$ -	\$ 74.95	\$ 1,499.00	\$ 393.49	
					\$ 72,358.27	\$ -	\$ 3,214.91	\$ 69,143.36	\$ 30,308.52	
Previously Issued Invoices & partial payments re: completion										
315	Giesbrecht, Goodrich & Co.	CLN-011-02-2013	75%	01/25/2013	\$ 8,120.00	\$ 870.00	\$ -	\$ 7,250.00	\$ 630.00	MBTC009B
395	Main Street Communication Ltd.	14001532013	75%	04/09/2013	\$ 2,362.50	\$ -	\$ 112.20	\$ 2,250.30	\$ 1,181.25	MBTC011A
464	Giesbrecht, Goodrich & Co.	02-04-2013	75%	04/24/2013	\$ 2,625.00	\$ -	\$ 125.00	\$ 2,500.00	\$ 590.62	MBTC011C
506	Main Street Communication Ltd.	15001562013	75%	05/20/2013	\$ 2,362.50	\$ -	\$ 112.50	\$ 2,250.00	\$ 1,181.25	MBTC012B
510	Power Up Marketing	26	75%	05/21/2013	\$ 4,898.25	\$ -	\$ 233.25	\$ 4,665.00	\$ 393.75	MBTC012B
515	PACE Business Centre	1047	75%	04/30/2013	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 783.56	MBTC012B
610	Main Street Communication Ltd.	17001582013	75%	06/21/2013	\$ 3,675.00	\$ -	\$ 175.00	\$ 3,500.00	\$ 984.38	MBTC013B
632	Pacific Office Solutions	BE101-03	75%	07/08/2013	\$ 9,727.20	\$ -	\$ 463.20	\$ 9,264.00	\$ 463.05	MBTC014A
648	Focal Point	50	75%	07/06/2013	\$ 6,300.00	\$ -	\$ 300.00	\$ 6,000.00	\$ 3,543.75	MBTC014A

672	Thrive Business Strategies Inc	6	75%	07/18/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0014B
687	Susan Peach	1421	75%	07/24/2013	\$ 1,412.25	\$ -	\$ 67.25	\$ 1,345.00	\$ 196.87	MBT0014B
694	Susan Peach	1425	75%	08/08/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0015A
695	Focal Point	57	75%	08/07/2013	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 2,362.50	MBT0015A
696	Coach Kyle / Actionwest Business Solut	1120	75%	08/05/2013	\$ 1,573.95	\$ -	\$ 74.95	\$ 1,499.00	\$ 1,180.46	MBT0015A
701	Power Up Marketing	34	75%	08/06/2013	\$ 1,512.00	\$ -	\$ 72.00	\$ 1,440.00	\$ 468.57	MBT0015A
708	Pacific Office Solutions	BE101-05	75%	07/31/2013	\$ 4,384.80	\$ -	\$ 208.80	\$ 4,176.00	\$ 463.05	MBT0015A
731	Think Partner Coaching	242	75%	08/24/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 393.75	MBT0015B
738	The Big Picture Coach Inc.	2013-210	75%	08/26/2013	\$ 521.85	\$ -	\$ 24.85	\$ 497.00	\$ 391.39	MBT0015B
751	PACE Business Centre	1099	75%	08/18/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 1,074.15	MBT0015B
775	Main Street Communication Ltd.	23001662013	75%	09/12/2013	\$ 5,188.75	\$ -	\$ 247.08	\$ 4,941.67	\$ 741.56	MBT0016A
812	Susan Peach	1438	75%	09/24/2013	\$ 1,170.75	\$ -	\$ 55.75	\$ 1,115.00	\$ 196.87	MBT0016B
832	Main Street Communication Ltd.	24001672013	75%	09/12/2013	\$ 3,281.25	\$ -	\$ 156.25	\$ 3,125.00	\$ 689.06	MBT0016B
873	Think Partner Coaching	251	75%	09/27/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	MBT0017A
885	L2 Accent Reduction Centre	100213	75%	10/15/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 393.75	MBT0017A
891	Power Up Marketing	40	75%	09/30/2013	\$ 2,693.25	\$ -	\$ 128.25	\$ 2,565.00	\$ 468.57	MBT0017A
917	TLB Marketing Essentials	CLN012	75%	10/09/2013	\$ 5,355.00	\$ -	\$ 255.00	\$ 5,100.00	\$ 157.50	MBT0017B
919	Giesbrecht, Goodrich & Co.	CLN-01-10-2013	75%	10/25/2013	\$ 2,598.75	\$ -	\$ 123.75	\$ 2,475.00	\$ 590.63	MBT0017B
949	Power Up Marketing	43	75%	10/21/2013	\$ 2,199.75	\$ -	\$ 104.75	\$ 2,095.00	\$ 393.75	MBT0017B
950	Summit Fiscal Management Inc.	1	75%	09/26/2013	\$ 556.00	\$ -	\$ -	\$ 556.00	\$ 417.00	MBT0017B
963	Power Up Marketing	42	75%	10/17/2013	\$ 3,775.75	\$ -	\$ 179.75	\$ 3,596.00	\$ 1,181.25	MBT0017B
966	Vancouver Island University	SP48550-01	0%	10/02/2013	\$ (236.25)	\$ -	\$ (11.25)	\$ (225.00)	\$ -	MBT0017B
969	Think Partner Coaching	252	75%	10/10/2013	\$ 2,231.25	\$ -	\$ 106.25	\$ 2,125.00	\$ 1,082.81	MBT0017B
981	TLB Marketing Essentials	CLN013	75%	11/05/2013	\$ 3,360.00	\$ -	\$ 160.00	\$ 3,200.00	\$ 157.50	See Above
1017	Susan Peach	1451	75%	11/11/2013	\$ 2,866.50	\$ -	\$ 136.50	\$ 2,730.00	\$ 468.56	See Above
					\$ -	\$ -	\$ -	\$ -	\$ -	
					\$ 97,493.00	\$ 870.00	\$ 4,229.03	\$ 92,393.97	\$ 25,977.41	
					\$ 228,688.32	\$ 870.00	\$ 10,245.70	\$ 217,572.62	\$ 115,122.98	

Total payments to be Issued:

Rethink Learning Inc	\$ 36,918.32	EFT	15-Nov-13
Gardiner, Poncia & Associates	\$ 5,999.99	EFT	15-Nov-13
S Clark & Co	\$ 7,968.74	EFT	15-Nov-13
BC Chamber of Commerce	\$ 7,950.00	EFT	15-Nov-13
The Big Picture Coach Inc.	\$ 2,102.89	EFT	15-Nov-13
Giesbrecht, Goodrich & Co.	\$ 2,598.75	EFT	15-Nov-13
North Island College	\$ 446.35	EFT	15-Nov-13
Excel Career College	\$ 42.00	EFT	15-Nov-13
Vancouver Island University	\$ 418.00	EFT	15-Nov-13
AcumenPD	\$ 750.00	EFT	15-Nov-13
Camosun College	\$ 829.29	EFT	15-Nov-13
College of New Caledonia	\$ 727.00	Chq	15-Nov-13
College of the Rockies	\$ 681.75	EFT	15-Nov-13
Okanagan College	\$ 149.53	EFT	15-Nov-13
University of British Columbia	\$ 560.00	Chq	15-Nov-13
Power Up Marketing	\$ 3,488.64	EFT	15-Nov-13
Main Street Communication Ltd.	\$ 5,958.75	EFT	15-Nov-13
L2 Accent Reduction Centre	\$ 393.75	EFT	15-Nov-13
Susan Peach	\$ 2,760.18	EFT	15-Nov-13
Vancouver Community College	\$ 569.00	EFT	15-Nov-13
PACE Business Centre	\$ 4,905.11	EFT	15-Nov-13
Trainwest Management & Consulting Inc	\$ 787.50	EFT	15-Nov-13
Clemens Rettich Business Consulting Ltd.	\$ 393.75	EFT	15-Nov-13
Lyons&Associates	\$ 941.85	EFT	15-Nov-13
Neil Godin International Inc.	\$ 393.75	EFT	15-Nov-13
Thrive Business Strategies Inc	\$ 1,575.00	EFT	15-Nov-13
TLB Marketing Essentials	\$ 1,155.00	EFT	15-Nov-13
Executive Web Club	\$ 1,114.84	EFT	15-Nov-13
Q College Inc.	\$ 9,675.75	EFT	15-Nov-13
University of the Fraser Valley	\$ 92.00	EFT	15-Nov-13
Pacific Office Solutions	\$ 1,827.00	EFT	15-Nov-13
Focal Point	\$ 6,300.00	EFT	15-Nov-13
Think Partner Coaching	\$ 2,264.06	EFT	15-Nov-13
Coach Kyle / Actionwest Business Solutions Ltd	\$ 1,967.44	EFT	15-Nov-13
Summit Fiscal Management Inc.	\$ 417.00	EFT	15-Nov-13
	\$ 115,122.98		

Monica Nykampa

Prepared by: Monica Nykampa for Mark Jess, CGA

Nov 13, 2013

Date:

Mark Jess

Reviewed and approved by: Mark Jess for Sharon Clark, CA

Nov 13, 2013

Date:

Denise Douglas

For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

Nov 14, 2013

Date:

John Winter

For the BCCC: John Winter, President

Nov 14, 2013

Date:

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B-2 - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"



BC Chamber of Commerce - MBT Pilot Project
Expenditure Summary - Nov 11/13 - Nov 25/13

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
Training related Invoices:										
1035	University of British Columbia	2013800879	0%	11/19/2013	\$ (560.00)	\$ -	\$ -	\$ (560.00)	\$ -	Cancelled Cheque to be returned
1036	Emily Carr, Uni of Art & Design	3594	100%	10/30/2013	\$ 385.00	\$ -	\$ -	\$ 385.00	\$ 385.00	
1037	Debbie Palmer Presents	179	100%	11/21/2013	\$ (525.00)	\$ -	\$ (25.00)	\$ (500.00)	\$ (525.00)	Requested original invoice to be sent to
1038	S22	RC-485491	100%	05/07/2013	\$ 15.75	\$ -	\$ 0.75	\$ 15.00	\$ 15.75	BCCC MBT Program
1039	Prestige Business & Management Consi	MBT015	25%	11/17/2013	\$ 2,362.50	\$ -	\$ 112.50	\$ 2,250.00	\$ 590.63	
1040	Q College Inc.	7	100%	11/15/2013	\$ (1,569.75)	\$ -	\$ (74.75)	\$ (1,495.00)	\$ (1,569.75)	
1041	Coach Kyle / Actionwest Business Solut	1126	25%	10/20/2013	\$ 1,573.95	\$ -	\$ 74.95	\$ 1,499.00	\$ 393.49	
1042	Coach Kyle / Actionwest Business Solut	1125	25%	10/20/2013	\$ 1,573.95	\$ -	\$ 74.95	\$ 1,499.00	\$ 393.49	
1043	Think Partner Coaching	261	25%	11/13/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1044	Debbie Palmer Presents	175	25%	11/12/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 196.88	
1045	Debbie Palmer Presents	174	25%	11/12/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1046	Debbie Palmer Presents	177	25%	11/19/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 131.25	
1047	Power Up Marketing	45	25%	11/20/2013	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 156.19	
1048	Camosun College	116345	100%	11/19/2013	\$ (103.95)	\$ -	\$ (4.95)	\$ (99.00)	\$ (103.95)	
1049	Q College Inc.	981	100%	11/19/2013	\$ 1,102.50	\$ -	\$ 52.50	\$ 1,050.00	\$ 1,102.50	
1050	Q College Inc.	980	100%	11/19/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 525.00	
1051	Q College Inc.	979	100%	11/19/2013	\$ 666.75	\$ -	\$ 31.75	\$ 635.00	\$ 666.75	
1052	Excel Career College	4669436	100%	11/19/2013	\$ 42.00	\$ -	\$ 2.00	\$ 40.00	\$ 42.00	
1053	Main Street Communication Ltd.	27001722013	25%	11/21/2013	\$ 4,200.00	\$ -	\$ 200.00	\$ 4,000.00	\$ 1,050.00	
1054	Dale Carnegie	P176	100%	11/21/2013	\$ 1,106.13	\$ -	\$ 52.67	\$ 1,053.46	\$ 1,106.13	Complete
1055	Clemens Rettich Buissness Consulting Lt	2013-550	25%	11/21/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 196.88	
1056	Think Partner Coaching	262	25%	11/15/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 131.25	
1057	Coach Kyle / Actionwest Business Solut	1133	25%	11/18/2013	\$ 1,573.95	\$ -	\$ 74.95	\$ 1,499.00	\$ 393.49	
1058	TLB Marketing Essentials	CLN014	25%	11/20/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1059	Vancouver Community College	S0100955	100%	11/20/2013	\$ 282.00	\$ -	\$ -	\$ 282.00	\$ 282.00	
1060	Think Partner Coaching	264	25%	11/22/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1061	Executive Web Club	45	25%	11/19/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 787.50	
1062	Coach Kyle / Actionwest Business Solut	1134	25%	11/25/2013	\$ 957.60	\$ -	\$ 45.60	\$ 912.00	\$ 239.40	
1063	Debbie Palmer Presents	176	25%	11/12/2013	\$ 250.95	\$ -	\$ 11.95	\$ 239.00	\$ 62.74	
1064	Giesbrecht, Goodrich & Co.	CLN-02-11-2013	25%	11/25/2013	\$ 1,837.50	\$ -	\$ 87.50	\$ 1,750.00	\$ 459.38	
1065	AcumenPD	213	100%	11/22/2013	\$ (375.00)	\$ -	\$ -	\$ (375.00)	\$ (375.00)	
1066	Wallace Murray & Associates Ltd.	4	25%	11/25/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1067	Excel Career College	4669437	100%	11/19/2013	\$ 1,581.28	\$ -	\$ 75.30	\$ 1,505.98	\$ 1,581.28	
1068	Q College Inc.	985	100%	11/25/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1069	Q College Inc.	978	100%	11/19/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1070	PACE Business Centre	1168	25%	11/24/2013	\$ 1,562.40	\$ -	\$ 74.40	\$ 1,488.00	\$ 390.60	
1071	AcumenPD	212	100%	11/18/2013	\$ 1,250.00	\$ -	\$ -	\$ 1,250.00	\$ 1,250.00	Complete
1072	Debbie Palmer Presents	178	25%	11/19/2013	\$ 1,046.85	\$ -	\$ 49.85	\$ 997.00	\$ 261.71	
1073	Dale Carnegie	P177	100%	11/21/2013	\$ 553.71	\$ -	\$ 26.37	\$ 527.34	\$ 553.71	Complete
1074	Camosun College	116805	100%	11/25/2013	\$ 472.50	\$ -	\$ 22.50	\$ 450.00	\$ 472.50	
1075	Rock Solid Business Coaching Inc	Credit 01/11/2013	100%	11/25/2013	\$ (672.00)	\$ (72.00)	\$ -	\$ (600.00)	\$ (672.00)	
1076	Rock Solid Business Coaching Inc	Nov-13	25%	11/25/2013	\$ 4,488.60	\$ -	\$ 213.75	\$ 4,274.85	\$ 1,122.15	
1077	Trainwest Management & Consulting Ir	1336CR	100%	04/04/2013	\$ (1,181.25)	\$ -	\$ (56.25)	\$ (1,125.00)	\$ (1,181.25)	
1078	Trainwest Management & Consulting Ir	1389	25%	07/29/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1079	Trainwest Management & Consulting Ir	1399	25%	08/17/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1080	Trainwest Management & Consulting Ir	1423	25%	10/01/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1081	Trainwest Management & Consulting Ir	1435	25%	11/24/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1082	Excel Career College	4669441	100%	11/25/2013	\$ 1,449.00	\$ -	\$ 69.00	\$ 1,380.00	\$ 1,449.00	
1083	North Island College	02-722320	100%	11/05/2013	\$ 296.00	\$ -	\$ 1.00	\$ 295.00	\$ 296.00	
1084	Clemens Rettich Buissness Consulting Lt	2013-492	25%	09/09/2013	\$ 1,542.19	\$ -	\$ 73.44	\$ 1,468.75	\$ 385.55	
1085	Q College Inc.	984	100%	11/25/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1086	Susan Peach	1454	25%	11/24/2013	\$ 3,974.25	\$ -	\$ 189.25	\$ 3,785.00	\$ 993.56	
1087	Q College Inc.	986	100%	11/25/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 525.00	
1088	Capilano University	201335	100%	11/25/2013	\$ 1,267.35	\$ -	\$ 60.35	\$ 1,207.00	\$ 1,267.35	Charges
Credits applied on above invoice = \$1,503.81 Net credit = \$236.46 - refund cheque being sent by vendor										
1088	Capilano University	201335	100%	11/25/2013	\$ (1,267.35)	\$ -	\$ (60.35)	\$ (1,207.00)	\$ (1,267.35)	
1089	Make Your Mark Training & Consulting	3672	100%	11/25/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	Complete
1090	Academy of Learning - Abbotsford	07637BCS-1	100%	11/18/2013	\$ 648.00	\$ -	\$ -	\$ 648.00	\$ 648.00	
1091	Foca!Point	86	25%	11/25/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1092	Vancouver Island University	SP49233-1	100%	11/15/2013	\$ 159.00	\$ -	\$ -	\$ 159.00	\$ 159.00	
1093	WebFriendly	1809	25%	11/22/2013	\$ 1,500.00	\$ -	\$ 71.43	\$ 1,428.57	\$ 375.00	
1094	Q College Inc.	8	100%	11/26/2013	\$ (245.70)	\$ -	\$ (11.70)	\$ (234.00)	\$ (245.70)	
1095	Business Advisory Team	2013-11-Bmooney	100%	11/26/2013	\$ (945.00)	\$ -	\$ (45.00)	\$ (900.00)	\$ (945.00)	
					\$ 61,755.41	\$ (72.00)	\$ 2,874.46	\$ 58,952.95	\$ 24,369.61	
Previously Issued Invoices & partial payments re: completion										
56	WGC International Consultants Ltd.	PINV003898	75%	10/24/2012	\$ 5,040.00	\$ 540.00	\$ -	\$ 4,500.00	\$ 630.00	MBT0006A
92	Rock Solid Business Coaching Inc	3a	75%	11/21/2012	\$ 2,688.00	\$ 288.00	\$ -	\$ 2,400.00	\$ 1,008.00	MBT0006B
194	Giesbrecht, Goodrich & Co.	CLN-08-01-2013	75%	01/25/2013	\$ 7,280.00	\$ 780.00	\$ -	\$ 6,500.00	\$ 1,050.00	MBT0008C
226	AcumenPD	1046	75%	01/14/2013	\$ 1,400.00	\$ -	\$ -	\$ 1,400.00	\$ 525.00	MBT0008C
433	Power Up Marketing	24	75%	04/20/2013	\$ 1,512.00	\$ -	\$ 72.00	\$ 1,440.00	\$ 665.44	MBT0011B
484	Rock Solid Business Coaching Inc	MidMay	75%	05/09/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 1,181.25	MBT0012A
550	AcumenPD	1094	75%	05/31/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 375.00	MBT0013A
552	Blue Moon Management Inc	1305	75%	04/20/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0013A
559	Neil Godin International Inc.	6-2013-12	75%	06/01/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0013A
580	Oakray Marketing Services Ltd.	MBT-13-005	75%	06/13/2013	\$ 1,300.00	\$ -	\$ 61.90	\$ 1,238.10	\$ 975.00	MBT0013B
590	In the Black Business Cons.	170	75%	06/17/2013	\$ 1,050.00	\$ -	\$ 50.00	\$ 1,000.00	\$ 787.50	MBT0013B
598	Executive Web Club	16	75%	06/23/2013	\$ 1,942.50	\$ -	\$ 92.50	\$ 1,850.00	\$ 1,181.25	MBT0013B
609	Giesbrecht, Goodrich & Co.	24-06-2013	75%	06/24/2013	\$ 4,462.50	\$ -	\$ 212.50	\$ 4,250.00	\$ 590.62	MBT0013B
610	Main Street Communication Ltd.	17001582013	75%	06/21/2013	\$ 3,675.00	\$ -	\$ 175.00	\$ 3,500.00	\$ 1,181.25	MBT0013B
631	Susan Peach	1417	75%	07/09/2013	\$ 3,549.00	\$ -	\$ 169.00	\$ 3,380.00	\$ 815.06	MBT0014A
641	Main Street Communication Ltd.	19001602013	75%	07/02/2013	\$ 2,012.50	\$ -	\$ 95.83	\$ 1,916.67	\$ 525.00	MBT0014A
642	Business Advisory Team	2013-06-Bmooney	75%	06/30/2013	\$ 1,260.00	\$ -	\$ 60.00	\$ 1,200.00	\$ 945.00	MBT0014A

667	Executive Web Club	19	75%	07/21/2013	\$ 7,914.38	\$ -	\$ 376.88	\$ 7,537.50	\$ 1,181.25	MBT0014B
674	Debbie Palmer Presents	155	75%	07/09/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0014B
699	Oakray Marketing Services Ltd.	MBT-13-007	75%	08/06/2013	\$ 750.00	\$ -	\$ 35.71	\$ 714.29	\$ 562.50	MBT0015A
716	PACE Business Centre	1088	75%	07/26/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 1,074.15	MBT0015A
737	Giesbrecht, Goodrich & Co.	CLN-01-08-2013	75%	08/01/2013	\$ 3,202.50	\$ -	\$ 152.50	\$ 3,050.00	\$ 433.12	MBT0015B
773	Coach Kyle / Actionwest Business Solut	1121	75%	08/15/2013	\$ 1,102.50	\$ -	\$ 52.50	\$ 1,050.00	\$ 826.87	MBT0015B
774	Power Up Marketing	37	75%	09/03/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 393.75	MBT0016A
781	Power Up Marketing	38	75%	09/07/2013	\$ 3,711.75	\$ -	\$ 176.75	\$ 3,535.00	\$ 468.56	MBT0016A
789	Debbie Palmer Presents	165	75%	09/02/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0016A
811	Rock Solid Business Coaching Inc	92013	75%	09/24/2013	\$ 1,496.20	\$ -	\$ 71.25	\$ 1,424.95	\$ 1,122.15	MBT0016B
819	Make Your Mark Training & Consulting	6789	75%	09/19/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,177.31	MBT0016B
830	Clemens Rettich Buissness Consulting Lt	2013-491	75%	09/10/2013	\$ 1,443.75	\$ -	\$ 68.75	\$ 1,375.00	\$ 1,082.81	MBT0016B
865	Power Up Marketing	41	75%	10/07/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	MBT0017A
890	Clarity Business Strategies	1928	75%	09/30/2013	\$ 2,362.50	\$ -	\$ 112.50	\$ 2,250.00	\$ 1,181.25	MBT0017A
892	PACE Business Centre	1119	75%	09/30/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 1,074.15	MBT0017A
919	Giesbrecht, Goodrich & Co.	CLN-01-10-2013	75%	10/25/2013	\$ 2,598.75	\$ -	\$ 123.75	\$ 2,475.00	\$ 1,358.43	MBT0017B
921	Debbie Palmer Presents	171	75%	10/24/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0017B
926	Rock Solid Business Coaching Inc	Oct	75%	10/25/2013	\$ 1,496.20	\$ -	\$ 71.25	\$ 1,424.95	\$ 1,122.15	MBT0017B
938	Think Partner Coaching	253	75%	10/18/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 393.75	MBT0017B
943	Executive Web Club	43	75%	10/21/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 2,362.50	MBT0017B
951	PACE Business Centre	1145	75%	10/20/2013	\$ 1,557.36	\$ -	\$ 74.16	\$ 1,483.20	\$ 1,168.02	MBT0017B
963	Power Up Marketing	42	75%	10/17/2013	\$ 3,774.75	\$ -	\$ 179.75	\$ 3,595.00	\$ 393.75	MBT0017B
967	Executive Web Club	41	75%	10/09/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0017B
970	Debbie Palmer Presents	169	75%	09/13/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 590.62	MBT0017B
985	PACE Business Centre	1149	75%	10/31/2013	\$ 1,041.60	\$ -	\$ 49.60	\$ 992.00	\$ 781.20	MBT0018A
1018	Power Up Marketing	44	75%	11/11/2013	\$ 2,331.00	\$ -	\$ 111.00	\$ 2,220.00	\$ 393.75	MBT0018A
1026	Main Street Communication Ltd.	26001712013	75%	11/08/2013	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 1,181.25	MBT0018A
1031	AcumenPD	211	75%	11/11/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 375.00	MBT0018A
1076	Rock Solid Business Coaching Inc	13-Nov	25%	11/25/2013	\$ 4,488.59	\$ -	\$ 213.74	\$ 4,274.85	\$ 1,122.15	See Above
1084	Clemens Rettich Buissness Consulting Lt	2013-492	25%	09/09/2013	\$ 1,542.19	\$ -	\$ 73.44	\$ 1,468.75	\$ 73.76	See Above

\$ 109,932.17 \$ 1,608.00 \$ 4,405.91 \$ 103,918.26 \$ 41,810.82

\$ 171,687.58 \$ 1,536.00 \$ 7,280.37 \$ 162,871.21 \$ 66,180.43

Total payments to be issued:

Oakray Marketing Services Ltd.	\$ 1,537.50	EFT	30-Nov-13
Rock Solid Business Coaching Inc	\$ 6,005.85	EFT	30-Nov-13
Emily Carr, Uni of Art & Design	\$ 385.00	Chq	30-Nov-13
Giesbrecht, Goodrich & Co.	\$ 3,891.55	EFT	30-Nov-13
North Island College	\$ 296.00	EFT	30-Nov-13
Excel Career College	\$ 3,072.28	EFT	30-Nov-13
Vancouver Island University	\$ 159.00	EFT	30-Nov-13
AcumenPD	\$ 2,150.00	EFT	30-Nov-13
Camosun College	\$ 368.55	EFT	30-Nov-13
WCG International Consultants Ltd.	\$ 630.00	EFT	30-Nov-13
Power Up Marketing	\$ 2,865.19	EFT	30-Nov-13
In the Black Business Cons.	\$ 787.50	EFT	30-Nov-13
Dale Carnegie	\$ 1,659.84	EFT	30-Nov-13
Main Street Communication Ltd.	\$ 3,937.50	EFT	30-Nov-13
Susan Peach	\$ 1,808.62	EFT	30-Nov-13
WebFriendly	\$ 375.00	EFT	30-Nov-13
Vancouver Community College	\$ 282.00	EFT	30-Nov-13
PACE Business Centre	\$ 4,488.12	EFT	30-Nov-13
Trainwest Management & Consulting Inc	\$ 393.75	EFT	30-Nov-13
Prestige Business & Management Consulting Ltd.	\$ 590.63	EFT	30-Nov-13
Blue Moon Management Inc	\$ 1,181.25	EFT	30-Nov-13
Wallace Murray & Associates Ltd.	\$ 393.75	EFT	30-Nov-13
Make Your Mark Training & Consulting	\$ 2,747.06	EFT	30-Nov-13
Clemens Rettich Buissness Consulting Ltd.	\$ 1,739.00	EFT	30-Nov-13
Debbie Palmer Presents	\$ 4,655.70	EFT	30-Nov-13
Clarity Business Strategies	\$ 1,181.25	EFT	30-Nov-13
Neil Godin International Inc.	\$ 1,181.25	EFT	30-Nov-13
TLB Marketing Essentials	\$ 393.75	EFT	30-Nov-13
Executive Web Club	\$ 6,693.75	EFT	30-Nov-13
Q College Inc.	\$ 5,713.05	EFT	30-Nov-13
Focal Point	\$ 393.75	EFT	30-Nov-13
Think Partner Coaching	\$ 1,312.50	EFT	30-Nov-13
Coach Kyle / Actionwest Business Solutions Ltd	\$ 2,246.74	EFT	30-Nov-13
Academy of Learning - Abbotsford	\$ 648.00	Chq	30-Nov-13
S22	\$ 15.75	Chq	30-Nov-13
	\$ 66,180.43		

Monica Nykano

Prepared by Monica Nykano for Mark Jess, CGA

Nov 28, 2013

Date:

Mark Jess

Reviewed and approved by: Mark Jess for Sharon Clark, CA

Nov 28, 2013

Date:

Denise Douglas

For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

Nov 28, 2013

Date:

John Winter

For the BCCC: John Winter, President

Nov 29, 2013

Date:

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B-2 - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"

1 - Rethink Inv_2179_BCCC.pdf
2 - Rethink Inv_2180_BCCC.pdf
3 - Rethink Inv_2181_BCCC.pdf
4 - Gardiner Poncia Invoice_1046.pdf
5 - Sharon Clark Inv 1019 - Financial Accounting Services November 13.pdf
6. BC Chamber MBT Pilot Project Invoice November 2013.pdf
6B - BC Chamber, Participant Invoice.PDF
976 - UFV, S0036584.pdf
977 - VIU, SP49217-1.pdf
978 - Okanagan, S0215907.pdf
979 - Camosun, 11369S.PDF
980 - COTR, 12721.pdf
981 - TLB, CLN013.PDF
982 - CNC, 19698.PDF
983 - Okanagan, S0215907 B.pdf
984 - PACE, 1150.PDF
985 - PACE, 1149.PDF
986 - PACE, 1164.PDF
987 - PACE, 1161.PDF
988 - PACE, 1162.PDF
989 - PACE, 1160.PDF
990 - Acumen, 209.PDF
991 - Acumen, 210.PDF
992 - FocalPoint, 81.PDF
993 - Camosun, 11610S.PDF
994 - Lyons, 749.PDF
995 - Thrive, 9.PDF
996 - BigPicture, 2013-211.PDF
997 - Excel Career College, 4669420.PDF
998 - QCollege, 973.PDF
999 - QCollege, 972.PDF

1001 - COTR, 12719.pdf
1002 - ClemensRettich, 2013-545.PDF
1003 - COTR, 12720.pdf
1004 - VCC, S0100803.PDF
1005 - QCollege, CR6.PDF
1006 - PACE, 1163.PDF
1007 - UBC, 2013799579.PDF
1008 - QCollege, 968.PDF
1009 - QCollege, 969.PDF
1010 - QCollege, 970.PDF
1011 - BigPicture, 2013-208.PDF
1012 - VCC, S0100793.PDF
1013 - POS, BE101-09CR.PDF
1014 - POS, BE101-10.PDF
1015 - QCollege, 974.PDF
1016 - QCollege, 975.PDF
1017 - Susan Peach, 1451.PDF
1018 - PowerUp, 44.PDF
1019 - EWC, 44.PDF
1020 - ThinkPartner, 258.PDF
1021 - PACE, 1167.PDF
1022 - Trainwest, 1431.PDF
1023 - GG&Co, CLN-01-11-2013.PDF
1024 - NeilGodin, 11-2013-14.pdf
1025 - BigPocture, 2013-212.PDF
1026 - Mainstreet, 26001712013.PDF
1027 - CoachKyle, 1131.PDF
1028 - Lyons, 748.PDF
1029 - Camsoun, AG0000859.PDF
1030 - Trainwest, 1430.PDF

1031 - Acumen, 211.PDF

1032 - PACE, 1166.PDF

1033 - NIC, 02-719284.pdf

1034 - CoachKyle, 1130.PDF

1035 - UBC 2013800879 Credit note.PDF
1036 - Emily Carr 13-10-30 Support.PDF
1036 - Emily Carr 13-10-30.PDF
1037 - DebbiePalmer, 179.PDF
1038 - s22 Refund.PDF
1039 - Prestige, MBT015.PDF
1040 - QCollege Credit 7.PDF
1041 - CoachKyle, 1126.PDF
1042 - CoachKyle, 1125.PDF
1043 - ThinkPartner, 261.PDF
1044 - DebbiePalmer, 175.PDF
1045 - DebbiePalmer, 174.PDF
1046 - DebbiePalmer, 177.PDF
1047 - PowerUp, 45.PDF
1048 - Camosun, 11634S Credit.PDF
1049 - QCollege, 981.PDF
1050 - QCollege, 980.PDF
1051 - QCollege, 979.PDF
1052 - ECC, 4669436.PDF
1053 - MainStreet, 27001722013.PDF
1054 - DaleCarnegie, P176.PDF
1055 - Clemens, 2013-550.PDF
1056 - ThinkPartner, 262.PDF
1057 - CoachKyle, 1133.PDF
1058 - TLB, CLN014.PDF
1059 - VCC, S0100955.PDF
1060 - ThinkPartner, 264.PDF
1061 - EWC, 45.PDF
1062 - CoachKyle, 1134.PDF
1063 - DebbiePalmer, 176.PDF
1064 - GG&Co, CLN-02-11-2013.PDF

1066 - WallaceMurray, 4.PDF
1067 - ECC, 4669437.PDF
1068 - QCollege, 985.PDF
1069 - QCollege, 978.PDF
1070 - PACE, 1168.PDF
1071 - Acumen, 212.PDF
1072 - DebbiePalmer, 178.PDF
1073 - DaleCarnegie, P177.PDF
1074 - Camosun, 11680S.PDF
1075 - Rocksolid, CREDIT 01.11.2013.PDF
1076 - Rocksolid, Nov.13.PDF
1077 - Trainwest, 1336 Credit.PDF
1078 - Trainwest, 1389.PDF
1079 - Trainwest, 1399.PDF
1080 - Trainwest, 1423.PDF
1081 - Trainwest, 1435.PDF
1082 - ECC, 4669441.PDF
1083 - NIC, 02-722320.PDF
1084 - Clemens, 2013-492.PDF
1085 - QCollege, 984.PDF
1086 - SusanPeach, 1454.PDF
1087 - QCollege, 986.PDF
1088 - Capilano. 201335 Credits.PDF
1089 - MYM, 3672.PDF
1090 - AOL Abbotsford, 07637BCS-1.PDF
1091 - FocalPoint, 86.PDF
1092 - VIU, SP49233-1.pdf
1093 - Webfriendly, 1809.PDF
1094 - QCollege, 8.PDF
1095 - BAT, 2013-11-BMooney-POT1315 Credit.PDF

**Micro Business Owner Training Project
BC CHAMBER OF COMMERCE
Monthly Claim Report**

Period: From Nov 1 - 15, 2013

A. Micro Business Owner Outreach		
Total Micro Business Owner Outreach Costs		\$13,538.83
B. Management Services Costs		
- Administration and overhead costs: - Administration and Management Overhead - Financial Accounting - Program Management - Third party audit of program expenditures		\$3,750.00 \$7,968.74 \$5,999.99 \$0.00
Sub Total Admin/Overhead:		\$17,718.73
- Information technology expenses: - Provincial trainee registration tracking and certification - Hosting, maintenance and support		\$0.00 \$2,231.25
Sub Total Information technology expenses:		\$2,231.25
Total Management Services Costs:		\$19,949.98
C. Participant Intake and Assessment Services		
Intake and Assessment Services		\$25,348.24
D. Business Skills Training for Participants		
Number of participants: _____		
Total Participant Costs (maximum of \$1,500 per participant)		\$56,285.93
Total Invoiced Costs for November 1-15/13		\$115,122.98
Less: reduction of accounting advance		(\$25,000.00)
TOTAL Claim Amount for Nov 1-15 , 2013		\$90,122.98

All claimed costs are in accordance with the Eligible Costs described in Schedule "B-2" of the Agreement.

Signature: Mark Jess
Mark Jess, CGA on behalf of Sharon Clark, CA, MBT Program Manager, Financial Accounting

Print Name: Mark Jess Date: Nov 18, 2013

Signature: WC Poncia
Wayne Poncia, MBT Program Manager

Print Name: WC Poncia Date: Nov 19, 2013



BC Chamber of Commerce - MBT Pilot Project

Expenditure Summary - Oct 26/13 - Nov 10/13

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YYYY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
Non-training expenses:										
1	Rethink Learning Inc	2179	100%	11/01/2013	\$ 2,231.25	\$ -	\$ 106.25	\$ 2,125.00	\$ 2,231.25	
2	Rethink Learning Inc	2180	100%	11/01/2013	\$ 9,338.83	\$ -	\$ 444.71	\$ 8,894.12	\$ 9,338.83	
3	Rethink Learning Inc	2181	100%	11/01/2013	\$ 25,348.24	\$ -	\$ 1,207.06	\$ 24,141.18	\$ 25,348.24	
4	Gardiner, Poncia & Associates	1046	100%	11/01/2013	\$ 5,999.99	\$ -	\$ 285.71	\$ 5,714.28	\$ 5,999.99	
5	S Clark & Co	1019	100%	11/04/2013	\$ 7,968.74	\$ -	\$ 379.46	\$ 7,589.28	\$ 7,968.74	
6	BC Chamber of Commerce	1043.13	100%	11/01/2013	\$ 3,750.00	\$ -	\$ 178.57	\$ 3,571.43	\$ 3,750.00	
6B	BC Chamber of Commerce	1043.13B	100%	11/04/2013	\$ 4,200.00	\$ -	\$ 200.00	\$ 4,000.00	\$ 4,200.00	
					\$ 58,837.05	\$ -	\$ 2,801.76	\$ 56,035.29	\$ 58,837.05	
Training related Invoices:										
976	University of the Fraser Valley	S0036584	100%	10/31/2013	\$ 92.00	\$ -	\$ -	\$ 92.00	\$ 92.00	
977	Vancouver Island University	SP49217-1	100%	10/31/2013	\$ 418.00	\$ -	\$ -	\$ 418.00	\$ 418.00	
978	Okanagan College	S0215907	100%	10/03/2013	\$ 10.53	\$ -	\$ 0.51	\$ 10.02	\$ 10.53	
979	Camosun College	113695	100%	10/09/2013	\$ 393.75	\$ -	\$ 18.75	\$ 375.00	\$ 393.75	
980	College of the Rockies	12721	100%	10/23/2013	\$ 135.00	\$ -	\$ -	\$ 135.00	\$ 135.00	
981	TLB Marketing Essentials	CLN013	25%	11/05/2013	\$ 3,360.00	\$ -	\$ 160.00	\$ 3,200.00	\$ 840.00	
982	College of New Caledonia	19698	100%	11/07/2013	\$ 727.00	\$ -	\$ -	\$ 727.00	\$ 727.00	
983	Okanagan College	S0215907B	100%	10/02/2013	\$ 139.00	\$ -	\$ -	\$ 139.00	\$ 139.00	
984	PACE Business Centre	1150	25%	10/31/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 358.05	
985	PACE Business Centre	1149	25%	10/31/2013	\$ 1,041.60	\$ -	\$ 49.60	\$ 992.00	\$ 260.40	
986	PACE Business Centre	1164	25%	11/04/2013	\$ 1,488.00	\$ -	\$ 70.86	\$ 1,417.14	\$ 372.00	
987	PACE Business Centre	1161	25%	11/04/2013	\$ 1,562.40	\$ -	\$ 74.40	\$ 1,488.00	\$ 390.60	
988	PACE Business Centre	1162	25%	11/04/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
989	PACE Business Centre	1160	25%	11/04/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
990	AcumenPD	209	25%	11/02/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 125.00	
991	AcumenPD	210	100%	11/02/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	Complete
992	Focal Point	81	25%	11/05/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
993	Camosun College	116105	100%	11/05/2013	\$ 288.75	\$ -	\$ 13.75	\$ 275.00	\$ 288.75	
994	Lyons&Associates	749	100%	11/01/2013	\$ 313.95	\$ -	\$ 14.95	\$ 299.00	\$ 313.95	Complete
995	Thrive Business Strategies Inc	9	25%	11/01/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
996	The Big Picture Coach Inc.	2013-211	25%	11/04/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
997	Excel Career College	4669420	100%	11/04/2013	\$ 42.00	\$ -	\$ 2.00	\$ 40.00	\$ 42.00	
998	Q College Inc.	973	100%	11/04/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
999	Q College Inc.	972	100%	11/04/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	Credit applied at invoice 1005
1000	College of the Rockies	12718	100%	10/23/2013	\$ 135.00	\$ -	\$ -	\$ 135.00	\$ 135.00	
1001	College of the Rockies	12719	100%	10/23/2013	\$ 270.00	\$ -	\$ -	\$ 270.00	\$ 270.00	
1002	Clemens Rettich Business Consulting Lt	2013-545	25%	10/30/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1003	College of the Rockies	12720	100%	10/23/2013	\$ 141.75	\$ -	\$ 6.75	\$ 135.00	\$ 141.75	
1004	Vancouver Community College	S0100803	100%	10/30/2013	\$ 210.00	\$ -	\$ -	\$ 210.00	\$ 210.00	
1005	Q College Inc.	CR6	100%	10/30/2013	\$ (787.50)	\$ -	\$ (37.50)	\$ (750.00)	\$ (787.50)	See application of credit at invoice 999
1006	PACE Business Centre	1163	25%	11/04/2013	\$ 1,041.60	\$ -	\$ 49.60	\$ 992.00	\$ 260.40	
1007	University of British Columbia	2013799579	100%	10/28/2013	\$ 560.00	\$ -	\$ -	\$ 560.00	\$ 560.00	
1008	Q College Inc.	968	100%	10/28/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1009	Q College Inc.	969	100%	10/28/2013	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75	
1010	Q College Inc.	970	100%	10/28/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1011	The Big Picture Coach Inc.	2013-208	100%	06/20/2013	\$ 924.00	\$ -	\$ 44.00	\$ 880.00	\$ 924.00	Complete
1012	Vancouver Community College	S0100793	100%	10/28/2013	\$ 359.00	\$ -	\$ -	\$ 359.00	\$ 359.00	
1013	Pacific Office Solutions	BE101-09CR	100%	10/28/2013	\$ (264.60)	\$ -	\$ (12.60)	\$ (252.00)	\$ (264.60)	
1014	Pacific Office Solutions	BE101-10	25%	10/28/2013	\$ 4,662.00	\$ -	\$ 222.00	\$ 4,440.00	\$ 1,165.50	
1015	Q College Inc.	974	100%	11/12/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1016	Q College Inc.	975	100%	11/12/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1017	Susan Peach	1451	25%	11/11/2013	\$ 2,866.50	\$ -	\$ 136.50	\$ 2,730.00	\$ 716.63	
1018	Power Up Marketing	44	25%	11/11/2013	\$ 2,331.00	\$ -	\$ 111.00	\$ 2,220.00	\$ 582.75	
1019	Executive Web Club	44	25%	11/09/2013	\$ 4,459.35	\$ -	\$ 212.35	\$ 4,247.00	\$ 1,114.84	
1020	Think Partner Coaching	258	25%	11/02/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1021	PACE Business Centre	1167	25%	11/10/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 358.05	
1022	Trainwest Management & Consulting Ir	1431	25%	11/10/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1023	Giesbrecht, Goodrich & Co.	CLN-011-2013	25%	11/12/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 787.50	
1024	Neil Godin International Inc.	11-2013-14	25%	11/09/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1025	The Big Picture Coach Inc.	2013-212	25%	11/08/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1026	Main Street Communication Ltd.	26001712013	25%	11/08/2013	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 1,181.25	
1027	Coach Kyle / Actionwest Business Solut	1131	25%	11/11/2013	\$ 1,573.95	\$ -	\$ 74.95	\$ 1,499.00	\$ 393.49	
1028	Lyons&Associates	748	100%	10/23/2013	\$ 627.90	\$ -	\$ 29.90	\$ 598.00	\$ 627.90	Complete
1029	Camosun College	AG-00006859	100%	10/28/2013	\$ 146.79	\$ -	\$ 6.99	\$ 139.80	\$ 146.79	
1030	Trainwest Management & Consulting Ir	1430	25%	11/10/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1031	AcumenPD	211	25%	11/11/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 125.00	
1032	PACE Business Centre	1166	25%	11/30/2013	\$ 1,041.60	\$ -	\$ 49.60	\$ 992.00	\$ 260.40	
1033	North Island College	02-719284	100%	10/21/2013	\$ 446.35	\$ -	\$ 6.95	\$ 439.40	\$ 446.35	
1034	Coach Kyle / Actionwest Business Solut	1130	25%	11/11/2013	\$ 1,573.95	\$ -	\$ 74.95	\$ 1,499.00	\$ 393.49	
					\$ 72,358.27	\$ -	\$ 3,214.91	\$ 69,143.36	\$ 30,308.52	
Previously issued Invoices & partial payments re: completion										
315	Giesbrecht, Goodrich & Co.	CLN-011-02-2013	75%	01/25/2013	\$ 8,120.00	\$ 870.00	\$ -	\$ 7,250.00	\$ 630.00	MBT0009B
395	Main Street Communication Ltd.	14001532013	75%	04/09/2013	\$ 2,362.50	\$ -	\$ 112.20	\$ 2,250.30	\$ 1,181.25	MBT0011A
464	Giesbrecht, Goodrich & Co.	02-04-2013	75%	04/24/2013	\$ 2,625.00	\$ -	\$ 125.00	\$ 2,500.00	\$ 590.62	MBT0011C
506	Main Street Communication Ltd.	15001562013	75%	05/20/2013	\$ 2,362.50	\$ -	\$ 112.50	\$ 2,250.00	\$ 1,181.25	MBT0012B
510	Power Up Marketing	26	75%	05/21/2013	\$ 4,898.25	\$ -	\$ 233.25	\$ 4,665.00	\$ 393.75	MBT0012B
515	PACE Business Centre	1047	75%	04/30/2013	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 783.56	MBT0012B
610	Main Street Communication Ltd.	17001582013	75%	06/21/2013	\$ 3,675.00	\$ -	\$ 175.00	\$ 3,500.00	\$ 984.38	MBT0013B
632	Pacific Office Solutions	BE101-03	75%	07/08/2013	\$ 9,727.20	\$ -	\$ 463.20	\$ 9,264.00	\$ 463.05	MBT0014A
648	Focal Point	50	75%	07/06/2013	\$ 6,300.00	\$ -	\$ 300.00	\$ 6,000.00	\$ 3,543.75	MBT0014A

672	Thrive Business Strategies Inc	6	75%	07/18/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0014B
687	Susan Peach	1421	75%	07/24/2013	\$ 1,412.25	\$ -	\$ 67.25	\$ 1,345.00	\$ 196.87	MBT0014B
694	Susan Peach	1425	75%	08/08/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0015A
695	Focal Point	57	75%	08/07/2013	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 2,362.50	MBT0015A
696	Coach Kyle / Actionwest Business Solut	1120	75%	08/05/2013	\$ 1,573.95	\$ -	\$ 74.95	\$ 1,499.00	\$ 1,180.46	MBT0015A
701	Power Up Marketing	34	75%	08/06/2013	\$ 1,512.00	\$ -	\$ 72.00	\$ 1,440.00	\$ 468.57	MBT0015A
708	Pacific Office Solutions	BE101-05	75%	07/31/2013	\$ 4,384.80	\$ -	\$ 208.80	\$ 4,176.00	\$ 463.05	MBT0015A
731	Think Partner Coaching	242	75%	08/24/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 393.75	MBT0015B
738	The Big Picture Coach Inc.	2013-210	75%	08/26/2013	\$ 521.85	\$ -	\$ 24.85	\$ 497.00	\$ 391.39	MBT0015B
751	PACE Business Centre	1099	75%	08/18/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 1,074.15	MBT0015B
775	Main Street Communication Ltd.	23001662013	75%	09/12/2013	\$ 5,188.75	\$ -	\$ 247.08	\$ 4,941.67	\$ 741.56	MBT0016A
812	Susan Peach	1438	75%	09/24/2013	\$ 1,170.75	\$ -	\$ 55.75	\$ 1,115.00	\$ 196.87	MBT0016B
832	Main Street Communication Ltd.	24001672013	75%	09/12/2013	\$ 3,281.25	\$ -	\$ 156.25	\$ 3,125.00	\$ 689.06	MBT0016B
873	Think Partner Coaching	251	75%	09/27/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	MBT0017A
885	L2 Accent Reduction Centre	100213	75%	10/15/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 393.75	MBT0017A
891	Power Up Marketing	40	75%	09/30/2013	\$ 2,693.25	\$ -	\$ 128.25	\$ 2,565.00	\$ 468.57	MBT0017A
917	TLB Marketing Essentials	CLN012	75%	10/09/2013	\$ 5,355.00	\$ -	\$ 255.00	\$ 5,100.00	\$ 157.50	MBT0017B
919	Giesbrecht, Goodrich & Co.	CLN-01-10-2013	75%	10/25/2013	\$ 2,598.75	\$ -	\$ 123.75	\$ 2,475.00	\$ 590.63	MBT0017B
949	Power Up Marketing	43	75%	10/21/2013	\$ 2,199.75	\$ -	\$ 104.75	\$ 2,095.00	\$ 393.75	MBT0017B
950	Summit Fiscal Management Inc.	1	75%	09/26/2013	\$ 556.00	\$ -	\$ -	\$ 556.00	\$ 417.00	MBT0017B
963	Power Up Marketing	42	75%	10/17/2013	\$ 3,775.75	\$ -	\$ 179.75	\$ 3,596.00	\$ 1,181.25	MBT0017B
966	Vancouver Island University	SP48550-01	0%	10/02/2013	\$ (236.25)	\$ -	\$ (11.25)	\$ (225.00)	\$ -	MBT0017B
969	Think Partner Coaching	252	75%	10/10/2013	\$ 2,231.25	\$ -	\$ 106.25	\$ 2,125.00	\$ 1,082.81	MBT0017B
981	TLB Marketing Essentials	CLN013	75%	11/05/2013	\$ 3,360.00	\$ -	\$ 160.00	\$ 3,200.00	\$ 157.50	See Above
1017	Susan Peach	1451	75%	11/11/2013	\$ 2,866.50	\$ -	\$ 136.50	\$ 2,730.00	\$ 468.56	See Above
					\$ -	\$ -	\$ -	\$ -	\$ -	
					\$ 97,493.00	\$ 870.00	\$ 4,229.03	\$ 92,393.97	\$ 25,977.41	
					\$ 228,688.32	\$ 870.00	\$ 10,245.70	\$ 217,572.62	\$ 115,122.98	

Total payments to be issued:

Rethink Learning Inc	\$ 36,918.32	EFT	15-Nov-13
Gardiner, Poncia & Associates	\$ 5,999.99	EFT	15-Nov-13
S Clark & Co	\$ 7,968.74	EFT	15-Nov-13
BC Chamber of Commerce	\$ 7,950.00	EFT	15-Nov-13
The Big Picture Coach Inc.	\$ 2,102.89	EFT	15-Nov-13
Giesbrecht, Goodrich & Co.	\$ 2,598.75	EFT	15-Nov-13
North Island College	\$ 446.35	EFT	15-Nov-13
Excel Career College	\$ 42.00	EFT	15-Nov-13
Vancouver Island University	\$ 418.00	EFT	15-Nov-13
AcumenPD	\$ 750.00	EFT	15-Nov-13
Camosun College	\$ 829.29	EFT	15-Nov-13
College of New Caledonia	\$ 727.00	Chq	15-Nov-13
College of the Rockies	\$ 681.75	EFT	15-Nov-13
Okanagan College	\$ 149.53	EFT	15-Nov-13
University of British Columbia	\$ 560.00	Chq	15-Nov-13
Power Up Marketing	\$ 3,488.64	EFT	15-Nov-13
Main Street Communication Ltd.	\$ 5,958.75	EFT	15-Nov-13
L2 Accent Reduction Centre	\$ 393.75	EFT	15-Nov-13
Susan Peach	\$ 2,760.18	EFT	15-Nov-13
Vancouver Community College	\$ 569.00	EFT	15-Nov-13
PACE Business Centre	\$ 4,905.11	EFT	15-Nov-13
Trainwest Management & Consulting Inc	\$ 787.50	EFT	15-Nov-13
Clemens Rettich Business Consulting Ltd.	\$ 393.75	EFT	15-Nov-13
Lyons&Associates	\$ 941.85	EFT	15-Nov-13
Neil Godin International Inc.	\$ 393.75	EFT	15-Nov-13
Thrive Business Strategies Inc	\$ 1,575.00	EFT	15-Nov-13
TLB Marketing Essentials	\$ 1,155.00	EFT	15-Nov-13
Executive Web Club	\$ 1,114.84	EFT	15-Nov-13
Q College Inc.	\$ 9,675.75	EFT	15-Nov-13
University of the Fraser Valley	\$ 92.00	EFT	15-Nov-13
Pacific Office Solutions	\$ 1,827.00	EFT	15-Nov-13
Focal Point	\$ 6,300.00	EFT	15-Nov-13
Think Partner Coaching	\$ 2,264.06	EFT	15-Nov-13
Coach Kyle / Actionwest Business Solutions Ltd	\$ 1,967.44	EFT	15-Nov-13
Summit Fiscal Management Inc.	\$ 417.00	EFT	15-Nov-13
	\$ 115,122.98		

Monica Nykano
Prepared by: Monica Nykano for Mark Jess, CGA

Nov 13, 2013

Date:

Mark Jess
Reviewed and approved by: Mark Jess for Sharon Clark, CA

Nov 13, 2013

Date:

Denise Douglas
For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

Nov 14, 2013

Date:

John Winter
For the BCCC: John Winter, President

Nov 14, 2013

Date:

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B-2 - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"



BC Chamber of Commerce - MBT Pilot Project

Index for Financial Contribution Statement of Account at December 31, 2013

Items:

1. Written statement of account, including:
 - a) Legal name and address
 - b) Date of Statement
 - c) Calculation of "Eligible Costs: claimed under the agreement, including:
 - Declaration that the services being claimed have been performed
 - Chronological listing of all expenditures
 - Receipts for the above attached
 - Description of GST/HST refunds being claimed
 - d) Calculation of all applicable taxes payable (GST/HST)
 - e) Description of Agreement
 - f) Statement # for ID
2. Participant intake forms for statement period
3. Participant exit forms for statement period
4. Completed and signed monthly activity form
5. Completed and signed quarterly status reports
6. Any other payment information
7. Completed and signed Provincial Claim form

Notes & attachments:

See FC Stmt of Acct - FC0019
See FC Stmt of Acct - FC0019

See Expenditure Summaries -December 2013
See Expenditure Summaries -December 2013
See Invoice packages
See GST/HST Summary - December 2013
See Expenditure Summaries -December 2013
See FC Stmt of Acct - FC0019
See FC Stmt of Acct - FC0019

Documents to be submitted separately
Documents to be submitted separately
Documents to be submitted separately
Documents to be submitted separately
None to note
See attached BC Claim form for December 16-31/13



BC Chamber of Commerce - MBT Pilot Project
November 2013 - GST/HST Credit Summary

Statement #: FC0018

#1201, 750 West Pender Street
Vancouver, BC V6C 2T8
T 604.683.0700 F 604.683.0416
www.bccchamber.org

Description	Ref #	Date:	ITC's due		Date of return filed:	Refunds received:		Analysis of Refunds Received			
			Claim amounts:			received:		HST refund on Services	HST refund on Training		
HST ITC's claimed or to be claimed:											
<u>2012 Q2 HST return to be filed prior to July 2012</u>											
Expenditure Summary - June 2012	MBT0001	2012-06-30	\$	34,623.71	See Expenditure Summary - Dec 2012	4,569.72	2013-05-02	\$	34,623.71		
<u>2012 Q3 HST return to be filed prior to October 2012</u>											
Expenditure Summary - July 2012	MBT0002	2012-08-07	\$	3,532.37	See GST/HST Summary - December 2013			\$	3,532.37		
Expenditure Summary - August 2012	MBT0003	2012-09-07	\$	3,007.38				\$	3,007.38		
Expenditure Summary - September 2012	MBT0004	2012-10-10	\$	4,647.64				\$	3,007.37		
			\$	11,187.39	2012-10-30	\$	11,187.39	2013-05-02	\$	9,547.12	
										1640.27	
										1640.27	
<u>2012 Q4 HST return to be filed prior to January 2013</u>											
Expenditure Summary - October 2012	MBT0005a	10-17-12	\$	1,168.80	See attached BC Claim form for December 16-30/13				\$	1,168.80	
Expenditure Summary - October 2012	MBT0005b	10-25-12	\$	2,021.18					\$	2,021.18	
Expenditure Summary - October 2012	MBT0005c	2012-11-05	\$	10,289.60				\$	10,289.60		
Expenditure Summary - November 2012	MBT0006a	2012-11-16	\$	3,037.83					\$	3,037.83	
Expenditure Summary - November 2012	MBT0006b	2012-11-28	\$	12,496.49					6971.6	5524.89	
Expenditure Summary - December 2012	MBT0007	2012-12-04	\$	10,935.27					6971.6	3963.67	
Expenditure Summary - January 2013	MBT0008a	2013-01-04	\$	1,944.11					\$	1,944.11	
			\$	41,943.33	2013-01-18	41,943.33	2013-05-02	\$	24,232.80		
								\$	68,403.63		
								\$	17,710.53		
								\$	19,350.80		
<u>2013 Q1 HST return to be filed prior to April 30, 2013</u>											
Expenditure Summary - January 2013 V1	MBT0008a	2013-01-04	\$	1,365.60					Refund for 3 qtrs to 31/12/12	\$	87,754.43
Expenditure Summary - January 2013 V2	MBT0008b	2013-01-04	\$	1,446.39							
Expenditure Summary - January 2013 V1	MBT0008b	2013-01-14	\$	8,076.03					Refund paid 5 Feb 13	\$	87,925.14
Expenditure Summary - January 2013 V2	MBT0008b	2013-01-14	\$	(0.01)							
Expenditure Summary - January 2013 V1	MBT0008c	2013-01-31	\$	8,306.68					Interest	\$	(170.71)
Expenditure Summary - January 2013 V2	MBT0008c	2013-01-31	\$	(0.10)							
Expenditure Summary - January 2013	MBT0008d	2013-02-04	\$	-							
Expenditure Summary - February 2013	MBT0009a	2013-02-14	\$	12,135.27							
Expenditure Summary - February 2013	MBT0009b	2013-02-27	\$	4,703.11							
Expenditure Summary - March 2013	MBT0010a	2013-03-14	\$	10,436.11							
Expenditure Summary - March 2013	MBT0010b	2013-03-27	\$	4,684.01							
Expenditure Summary - April 2013	MBT0011a	2013-04-15	\$	2,028.46							
ITC refundable as at March 31 2013			\$	53,181.25	2013-04-23	53,181.25	2013-05-03				
<u>2013 Q2 GST return to be filed prior to July 31, 2013</u>											
Expenditure Summary - April 2013	MBT0011a-V2	2013-04-15	\$	3,270.01							
Expenditure Summary - April 2013	MBT0011b	2013-04-29	\$	2,017.30							
Expenditure Summary - April 2013	MBT0011c	2013-05-02	\$	125.00							
Expenditure Summary - May 2013	MBT0012a	2013-05-14	\$	4,114.44							
Expenditure Summary - May 2013	MBT0012b	2013-05-30	\$	1,869.35							
Expenditure Summary - June 2013	MBT0013a	2013-06-13	\$	5,718.37							
Expenditure Summary - June 2013	MBT0013b	2013-06-27	\$	2,131.63							
ITC refundable as at June 30 2013			\$	19,246.10	2013-07-05	19,246.10	2013-07-17				
<u>2013 Q3 GST return to be filed prior to October 31, 2013</u>											
Expenditure Summary - July 2013	MBT0014a	2013-07-11	\$	4,641.57							
Expenditure Summary - July 2013	MBT0014b	2013-07-30	\$	2,629.46							
Expenditure Summary - July 2013	MBT0014b-V2	2013-07-30	\$	159.00							
Expenditure Summary - August 2013	MBT0015a	2013-08-08	\$	4,495.35							
Expenditure Summary - August 2013	MBT0015b	2013-08-29	\$	3,701.93							
Expenditure Summary - September 2013	MBT0016a	2013-09-09	\$	4,667.68							
Expenditure Summary - September 2013	MBT0016b	2013-09-27	\$	1,525.24							
Expenditure Summary - October 2013, adj to Sept	MBT0017a	2013-10-29	\$	(80.65)							
ITC refundable as at September 30 2013			\$	21,739.58	2013-10-16	21,739.58	2013-10-25				
<u>2013 Q4 GST return to be filed prior to January 31, 2014</u>											
Expenditure Summary - October 2013	MBT0017a	2013-10-10	\$	5,746.14							
Expenditure Summary - October 2013	MBT0017b	2013-10-29	\$	3,245.70							
Expenditure Summary - November 2013	MBT0018a	2013-11-14	\$	6,016.67							
Expenditure Summary - November 2013	MBT0018b	2013-11-29	\$	2,802.46							
Expenditure Summary - December 2013	MBT0019a	2013-12-13	\$	2,601.76							
Expenditure Summary - December 2013	MBT0019b	2013-12-19	\$	3,849.48							
ITC refundable as at December 31 2013			\$	24,262.21							
Total ITC's as at Dec 31, 2013			\$	206,183.57		\$	181,921.36				

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12.0(b) of Schedule B - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - Dec 25, 2013

SUMMARY

Expense/Anticipated Payment Date	Total Funds Received from Province Period to 25 Dec 2013	Total Reimbursements Received from Participants exceeding \$1500 Limit Period to 25 Dec 2013	Total Refunds Received from CRA Q4 2012, Q1, Q2 & Q3 2013 Period to 25 Dec 2013	Total Expenditure Period to 25 Dec 2013	Total Surplus/Deficit Period to 25 Dec 2013
A. Micro-Business Owner Outreach					
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$64,960.00		\$5,206.00	-\$62,356.00	\$7,810.00
Local Business Marketing & Recruitment (2)	\$143,017.46		\$9,071.98	-\$181,617.93	-\$29,528.50
Program Website (3)	\$8,000.00		\$0.00	-\$8,000.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$54,700.00		\$0.00	-\$54,700.00	\$0.00
Subtotal Micro-Business Outreach	\$270,677.46	\$0.00	\$14,277.98	-\$306,673.93	-\$21,718.50
B. Management Services			\$0.00		
Administration & Management Overhead (5)	\$109,535.72		\$6,499.97	-\$124,892.84	-\$8,857.14
Financial Accounting (6)	\$94,394.52		\$5,828.52	-\$119,194.48	-\$18,971.43
Program Management (7)	\$90,457.02		\$5,828.52	-\$115,256.98	-\$18,971.43
Third Party Audit of program expenditures	\$3,816.75		\$0.00	-\$3,816.75	\$0.00
Subtotal Administrative & Overhead	\$298,204.01	\$0.00	\$18,157.02	-\$363,161.04	-\$46,800.00
Provincial trainee registration tracking and certification (8)	\$85,000.00		-\$524.99	-\$85,000.00	-\$524.99
Hosting, Maintenance, & Support (9)	\$33,638.75		\$2,692.50	-\$42,861.25	-\$6,530.00
Subtotal Information Technology	\$118,638.75	\$0.00	\$2,167.51	-\$127,861.25	-\$7,054.99
Subtotal Management Services	\$416,842.76	\$0.00	\$20,324.53	-\$491,022.29	-\$53,854.99
C. Participant Intake and Assessment Services			\$0.00		
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$388,190.15		\$24,624.00	-\$492,962.88	-\$80,148.73
Subtotal Participant Intake and Assessment Services	\$388,190.15	\$0.00	\$24,624.00	-\$492,962.88	-\$80,148.73
D. Business Skills Training for Participants					
Anticipated Training Funding Dispersed/Month (11)	\$1,418,272.67	\$16,032.57	\$77,976.56	-\$1,266,830.80	\$245,451.00
Subtotal Business Skills Training for Participants	\$1,418,272.67	\$16,032.57	\$77,976.56	-\$1,266,830.80	\$245,451.00
Subtotal Services for Applicants and Participants	\$1,806,462.82	\$16,032.57	\$102,600.56	-\$1,759,793.68	\$165,302.27
Contract advance (12)	-\$75,000.00				-\$75,000.00
Interest on refund from CRA			\$170.71		\$170.71
Total Financial Contribution	\$2,418,983.04	\$16,032.57	\$137,373.78	-\$2,557,489.90	\$14,899.49

As per FC0019



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - Dec 25, 2013

Expense/Anticipated Payment Date	Funds Received	Per Expenditure Summary MBT0001	Suplus/Deficit	Funds Received	Per Expenditure Summary MBT0002	Suplus/Deficit	Funds Received	Per Expenditure Summary MBT0003	Suplus/Deficit
	Jun-12	Jun-12	Jun-12	Jul-12	Jul-12	Jul-12	Aug-12	Aug-12	Aug-12
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)			\$0.00			\$0.00			\$0.00
Local Business Marketing & Recruitment (2)	\$37,800.00	\$37,800.00	\$0.00	\$9,450.00		\$9,450.00	\$9,450.00		\$9,450.00
Program Website (3)	\$8,000.00	\$8,000.00	\$0.00			\$0.00			\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$40,000.00	\$40,000.00	\$0.00			\$0.00			\$0.00
Subtotal Micro-Business Outreach	\$85,800.00	\$85,800.00	\$0.00	\$9,450.00	\$0.00	\$9,450.00	\$9,450.00	\$0.00	\$9,450.00
B. Management Services									
Administration & Management Overhead (5)	\$5,952.40	\$5,952.40	\$0.00	\$11,507.93	\$11,507.93	\$0.00	\$11,507.93	\$11,507.93	\$0.00
Financial Accounting (6)	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00
Program Management (7)	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00
Third Party Audit of program expenditures									
Subtotal Administrative & Overhead	\$17,380.96	\$17,380.96	\$0.00	\$22,936.49	\$22,936.49	\$0.00	\$22,936.49	\$22,936.49	\$0.00
Provincial trainee registration tracking and certification (8)	\$80,625.00	\$80,625.00	\$0.00	\$4,375.00	\$4,375.00	\$0.00		\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00
Subtotal Information Technology	\$82,750.00	\$82,750.00	\$0.00	\$6,500.00	\$6,500.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00
Subtotal Management Services	\$100,130.96	\$100,130.96	\$0.00	\$29,436.49	\$29,436.49	\$0.00	\$25,061.49	\$25,061.49	\$0.00
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$102,600.00	\$102,600.00	\$0.00	\$25,650.00		\$25,650.00	\$25,650.00		\$25,650.00
Subtotal Participant Intake and Assessment Services	\$102,600.00	\$102,600.00	\$0.00	\$25,650.00	\$0.00	\$25,650.00	\$25,650.00	\$0.00	\$25,650.00
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	\$115,000.00	\$0.00	\$115,000.00
Subtotal Business Skills Training for Participants	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	\$115,000.00	\$0.00	\$115,000.00
Subtotal Services for Applicants and Participants	\$102,600.00	\$102,600.00	\$0.00	\$70,650.00	\$0.00	\$70,650.00	\$140,650.00	\$0.00	\$140,650.00
Contract advance (12)	\$25,771.04		\$25,771.04						
Interest on refund from CRA									
Total Financial Contribution	\$314,302.00	\$288,530.96	\$25,771.04	\$109,536.49	\$29,436.49	\$80,100.00	\$175,161.49	\$25,061.49	\$150,100.00



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - Dec 25, 2013

Expense/Anticipated Payment Date	Funds Received	Per Expenditure Summary	Suplus/Deficit	Funds Received	Per Expenditure Summary	Suplus/Deficit	Funds Received	Per Expenditure Summary	Suplus/Deficit
	Sep-12	MBT0004	Sep-12	Oct-12	MBT0005A-C	Oct-12	Nov-12	MBT0006A/B	Nov-12
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$15,400.00	\$0.00	\$15,400.00	\$24,920.00	\$30,968.00	-\$6,048.00	\$0.00	\$0.00	\$0.00
Local Business Marketing & Recruitment (2)	\$9,450.00	\$0.00	\$9,450.00	-\$18,588.59	\$9,961.41	-\$28,550.00	\$9,961.41	\$9,961.41	\$0.00
Program Website (3)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$24,850.00	\$0.00	\$24,850.00	\$6,531.41	\$40,929.41	-\$34,398.00	\$9,961.41	\$9,961.41	\$0.00
B. Management Services									
Administration & Management Overhead (5)	\$11,507.93	\$11,507.93	\$0.00	\$17,031.74	\$12,888.88	\$4,142.86	\$12,888.89	\$12,888.89	\$0.00
Financial Accounting (6)	\$5,714.28	\$5,714.28	\$0.00	\$8,457.13	\$6,399.99	\$2,057.14	\$6,399.99	\$6,399.99	\$0.00
Program Management (7)	\$5,714.28	\$5,714.28	\$0.00	\$8,457.13	\$6,399.99	\$2,057.14	\$6,399.99	\$6,399.99	\$0.00
Third Party Audit of program expenditures				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$22,936.49	\$22,936.49	\$0.00	\$33,946.01	\$25,688.86	\$8,257.15	\$25,688.87	\$25,688.87	\$0.00
Provincial trainee registration tracking and certification (8)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,125.00	\$2,125.00	\$0.00	\$3,145.00	\$2,380.00	\$765.00	\$2,380.00	\$2,380.00	\$0.00
Subtotal Information Technology	\$2,125.00	\$2,125.00	\$0.00	\$3,145.00	\$2,380.00	\$765.00	\$2,380.00	\$2,380.00	\$0.00
Subtotal Management Services	\$25,061.49	\$25,061.49	\$0.00	\$37,091.01	\$28,068.86	\$9,022.15	\$28,068.87	\$28,068.87	\$0.00
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$25,650.00	\$0.00	\$25,650.00	-\$49,911.88	\$27,038.12	-\$76,950.00	\$27,038.12	\$27,038.12	\$0.00
Subtotal Participant Intake and Assessment Services	\$25,650.00	\$0.00	\$25,650.00	-\$49,911.88	\$27,038.12	-\$76,950.00	\$27,038.12	\$27,038.12	\$0.00
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$120,000.00	\$7,192.83	\$112,807.17	\$168,000.00	\$10,573.44	\$157,426.56	\$100,800.00	\$48,771.42	\$52,028.58
Subtotal Business Skills Training for Participants	\$120,000.00	\$7,192.83	\$112,807.17	\$168,000.00	\$10,573.44	\$157,426.56	\$100,800.00	\$48,771.42	\$52,028.58
Subtotal Services for Applicants and Participants	\$145,650.00	\$7,192.83	\$138,457.17	\$118,088.12	\$37,611.56	\$80,476.56	\$127,838.12	\$75,809.54	\$52,028.58
Contract advance (12)				-\$25,771.04	\$0.00	-\$25,771.04		\$0.00	
Interest on refund from CRA									
Total Financial Contribution	\$195,561.49	\$32,254.32	\$163,307.17	\$135,939.50	\$106,609.83	\$29,329.67	\$165,868.40	\$113,839.82	\$52,028.58
							Nov funds not received in Nov 12	-\$165,868.40	
							Cash deficit for Nov 12	-\$113,839.82	



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - Dec 25, 2013

Expense/Anticipated Payment Date	Per Expenditure Summary MBT0007			Per Expenditure Summary MBT0008A-D			Per Expenditure Summary MBT0009A-B		
	Funds Received Dec-12	Dec-12	Suplus/Deficit Dec-12	Funds Received Jan-13	Jan-13	Suplus/Deficit Jan-13	Funds Received Feb-13	Feb-13	Suplus/Deficit Feb-13
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$15,400.00	\$0.00	\$15,400.00	\$0.00	\$9,968.00	-\$9,968.00	\$0.00	\$0.00	\$0.00
Local Business Marketing & Recruitment (2)	\$9,961.41	\$9,961.41	\$0.00	\$9,961.41	\$9,961.41	\$0.00	\$0.00	\$9,961.41	-\$9,961.41
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$25,361.41	\$9,961.41	\$15,400.00	\$9,961.41	\$19,929.41	-\$9,968.00	\$0.00	\$9,961.41	-\$9,961.41
B. Management Services									
Administration & Management Overhead (5)	\$12,888.89	\$12,888.88	\$0.01	\$0.00	\$4,000.00	-\$4,000.00	\$0.00	\$4,000.00	-\$4,000.00
Financial Accounting (6)	\$6,399.99	\$6,399.99	\$0.00	\$4,342.85	\$6,399.99	-\$2,057.14	\$0.00	\$6,399.99	-\$6,399.99
Program Management (7)	\$6,399.99	\$6,399.99	\$0.00	\$4,342.85	\$6,399.99	-\$2,057.14	\$0.00	\$6,399.99	-\$6,399.99
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$25,688.87	\$25,688.87	\$0.01	\$8,685.71	\$16,799.98	-\$8,114.27	\$0.00	\$16,799.98	-\$16,799.98
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,380.00	\$2,380.00	\$0.00	\$1,615.00	\$2,380.00	-\$765.00	\$0.00	\$2,380.00	-\$2,380.00
Subtotal Information Technology	\$2,380.00	\$2,380.00	\$0.00	\$1,615.00	\$2,380.00	-\$765.00	\$0.00	\$2,380.00	-\$2,380.00
Subtotal Management Services	\$28,068.87	\$28,068.87	\$0.01	\$10,300.71	\$19,179.98	-\$8,879.27	\$0.00	\$19,179.98	-\$19,179.98
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	-\$0.00	\$0.00	\$27,038.12	-\$27,038.12
Subtotal Participant Intake and Assessment Services	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	-\$0.00	\$0.00	\$27,038.12	-\$27,038.12
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$100,800.00	\$48,699.61	\$52,100.39	\$115,737.51	\$117,950.95	-\$2,213.44	\$0.00	\$91,980.65	-\$91,980.65
Subtotal Business Skills Training for Participants	\$100,800.00	\$48,699.61	\$52,100.39	\$115,737.51	\$117,950.95	-\$2,213.44	\$0.00	\$91,980.65	-\$91,980.65
Subtotal Services for Applicants and Participants	\$127,838.12	\$75,737.73	\$52,100.39	\$142,775.63	\$144,989.07	-\$2,213.44	\$0.00	\$119,018.77	-\$119,018.77
Contract advance (12)		\$0.00			\$0.00				
Interest on refund from CRA									
Total Financial Contribution	\$181,268.40	\$113,768.00	\$67,500.40	\$163,037.75	\$184,098.46	-\$21,060.71	\$0.00	\$148,160.16	-\$148,160.16
Nov funds received in Dec 12			\$165,868.40						
Cash surplus for Dec 12			\$233,368.80						



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - Dec 25, 2013

Expense/Anticipated Payment Date	Funds Received			Per Expenditure Summary			Funds Received			Per Expenditure Summary			Funds Received			Per Expenditure Summary		
	Mar-13	Mar-13	Mar-13	Mar-13	Mar-13	Mar-13	Apr-13	Apr-13	Apr-13	Apr-13	Apr-13	Apr-13	May-13	May-13	May-13	May-13	May-13	May-13
A Micro-Business Owner Outreach																		
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,180.00	-\$12,180.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Local Business Marketing & Recruitment (2)	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$9,338.83	-\$9,338.83	\$0.00	\$9,338.83	-\$9,338.83	\$0.00	\$9,338.83	-\$9,338.83	\$0.00	\$9,338.83	-\$9,338.83	\$0.00	\$9,338.83	-\$9,338.83
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$9,338.83	-\$9,338.83	\$0.00	\$9,338.83	-\$9,338.83	\$0.00	\$9,338.83	-\$9,338.83	\$0.00	\$9,338.83	-\$9,338.83	\$0.00	\$9,338.83	-\$9,338.83
B. Management Services																		
Administration & Management Overhead (5)	\$0.00	\$4,000.00	-\$4,000.00	\$0.00	\$3,750.00	-\$3,750.00	\$0.00	\$3,750.00	-\$3,750.00	\$0.00	\$3,750.00	-\$3,750.00	\$0.00	\$3,750.00	-\$3,750.00	\$0.00	\$3,750.00	-\$3,750.00
Financial Accounting (6)	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$5,999.99	-\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Program Management (7)	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$5,999.99	-\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$0.00	\$16,799.98	-\$16,799.98	\$0.00	\$15,749.98	-\$15,749.98	\$0.00	\$15,749.98	-\$15,749.98	\$0.00	\$15,749.98	-\$15,749.98	\$0.00	\$15,749.98	-\$15,749.98	\$0.00	\$15,749.98	-\$15,749.98
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,231.25	-\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Information Technology	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,231.25	-\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Management Services	\$0.00	\$19,179.98	-\$19,179.98	\$0.00	\$17,981.23	-\$17,981.23	\$0.00	\$17,981.23	-\$17,981.23	\$0.00	\$17,981.23	-\$17,981.23	\$0.00	\$17,981.23	-\$17,981.23	\$0.00	\$17,981.23	-\$17,981.23
C Participant Intake and Assessment Services																		
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$25,348.24	-\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
Subtotal Participant Intake and Assessment Services	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$25,348.24	-\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
D Business Skills Training for Participants																		
Anticipated Training Funding Dispersed/Month (11)	\$0.00	\$83,108.63	-\$83,108.63	\$0.00	\$76,709.28	-\$76,709.28	\$0.00	\$76,709.28	-\$76,709.28	\$0.00	\$76,709.28	-\$76,709.28	\$0.00	\$76,709.28	-\$76,709.28	\$0.00	\$76,709.28	-\$76,709.28
Subtotal Business Skills Training for Participants	\$0.00	\$83,108.63	-\$83,108.63	\$0.00	\$76,709.28	-\$76,709.28	\$0.00	\$76,709.28	-\$76,709.28	\$0.00	\$76,709.28	-\$76,709.28	\$0.00	\$76,709.28	-\$76,709.28	\$0.00	\$76,709.28	-\$76,709.28
Subtotal Services for Applicants and Participants	\$0.00	\$110,146.75	-\$110,146.75	\$0.00	\$102,057.52	-\$102,057.52	\$0.00	\$102,057.52	-\$102,057.52	\$0.00	\$102,057.52	-\$102,057.52	\$0.00	\$102,057.52	-\$102,057.52	\$0.00	\$102,057.52	-\$102,057.52
Contract advance (12)																		
Interest on refund from CRA																		
Total Financial Contribution	\$0.00	\$139,288.14	-\$139,288.14	\$0.00	\$141,557.58	-\$141,557.58	\$0.00	\$141,557.58	-\$141,557.58	\$0.00	\$141,557.58	-\$141,557.58	\$0.00	\$141,557.58	-\$141,557.58	\$0.00	\$141,557.58	-\$141,557.58



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - Dec 25, 2013

Expense/Anticipated Payment Date	Per Expenditure Summary			Per Expenditure Summary			Per Expenditure Summary		
	Funds Received	MBT0013A-B	Suplus/Deficit	Funds Received	MBT0014A-B	Suplus/Deficit	Funds Received	MBT0015A-B	Suplus/Deficit
	Jun-13	Jun-13	Jun-13	Jul-13	Jul-13	Jul-13	Aug-13	Aug-13	Aug-13
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$5,040.00	-\$5,040.00	\$5,040.00	\$0.00	\$5,040.00
Local Business Marketing & Recruitment (2)	\$0.00	\$9,338.83	-\$9,338.83	\$18,677.66	\$9,338.83	\$9,338.83	\$0.00	\$9,338.83	-\$9,338.83
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$0.00	\$9,338.83	-\$9,338.83	\$18,677.66	\$14,378.83	\$4,298.83	\$5,040.00	\$9,338.83	-\$4,298.83
B. Management Services									
Administration & Management Overhead (5)	\$0.00	\$3,750.00	-\$3,750.00	\$7,500.00	\$3,750.00	\$3,750.00	\$0.00	\$3,750.00	-\$3,750.00
Financial Accounting (6)	\$0.00	\$5,999.99	-\$5,999.99	\$11,999.98	\$5,999.99	\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Program Management (7)	\$0.00	\$5,999.99	-\$5,999.99	\$11,999.98	\$5,999.99	\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$0.00	\$15,749.98	-\$15,749.98	\$31,499.96	\$15,749.98	\$15,749.98	\$0.00	\$15,749.98	-\$15,749.98
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$0.00	\$2,231.25	-\$2,231.25	\$4,462.50	\$2,231.25	\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Information Technology	\$0.00	\$2,231.25	-\$2,231.25	\$4,462.50	\$2,231.25	\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Management Services	\$0.00	\$17,981.23	-\$17,981.23	\$35,962.46	\$17,981.23	\$17,981.23	\$0.00	\$17,981.23	-\$17,981.23
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$0.00	\$25,348.24	-\$25,348.24	\$50,696.48	\$25,348.24	\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
Subtotal Participant Intake and Assessment Services	\$0.00	\$25,348.24	-\$25,348.24	\$50,696.48	\$25,348.24	\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$96,544.36	\$97,184.32	-\$639.96	\$140,354.49	\$104,949.76	\$35,404.73	\$40,745.81	\$90,546.19	-\$49,800.38
Subtotal Business Skills Training for Participants	\$96,544.36	\$97,184.32	-\$639.96	\$140,354.49	\$104,949.76	\$35,404.73	\$40,745.81	\$90,546.19	-\$49,800.38
Subtotal Services for Applicants and Participants	\$96,544.36	\$122,532.56	-\$25,988.20	\$191,050.97	\$130,298.00	\$60,752.97	\$40,745.81	\$115,894.43	-\$75,148.62
Contract advance (12)									
Interest on refund from CRA									
Total Financial Contribution	\$96,544.36	\$149,852.62	-\$53,308.26	\$245,691.09	\$162,658.06	\$83,033.03	\$45,785.81	\$143,214.49	-\$97,428.68



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - Dec 25, 2013

Expense/Anticipated Payment Date	Per Expenditure Summary			Per Expenditure Summary			Per Expenditure Summary		
	Funds Received	MBT0016A-B	Suplus/Deficit	Funds Received	MBT0017A-B	Suplus/Deficit	Funds Received	MBT0018A-B	Suplus/Deficit
	Sep-13	Sep-13	Sep-13	Oct-13	Oct-13	Oct-13	Nov-13	Nov-13	Nov-13
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,200.00	\$4,200.00	\$0.00
Local Business Marketing & Recruitment (2)	\$9,338.83	\$9,338.83	\$0.00	\$18,677.66	\$9,338.83	\$9,338.83	\$9,338.83	\$9,338.83	\$0.00
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$14,700.00	\$14,700.00	\$0.00		\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$9,338.83	\$9,338.83	\$0.00	\$33,377.66	\$24,038.83	\$9,338.83	\$13,538.83	\$13,538.83	\$0.00
B. Management Services									
Administration & Management Overhead (5)	\$3,750.00	\$3,750.00	\$0.00	\$7,500.00	\$3,750.00	\$3,750.00	\$3,750.00	\$3,750.00	\$0.00
Financial Accounting (6)	\$5,999.99	\$5,999.99	\$0.00	\$11,999.98	\$5,999.99	\$5,999.99	\$7,968.74	\$7,968.74	\$0.00
Program Management (7)	\$5,999.99	\$5,999.99	\$0.00	\$11,999.98	\$5,999.99	\$5,999.99	\$5,999.99	\$5,999.99	\$0.00
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$5,816.75	\$3,816.75	\$0.00		\$0.00	\$0.00
Subtotal Administrative & Overhead	\$15,749.98	\$15,749.98	\$0.00	\$35,316.71	\$19,566.73	\$15,749.98	\$17,718.73	\$17,718.73	\$0.00
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,231.25	\$2,231.25	\$0.00	\$4,462.50	\$2,231.25	\$2,231.25	\$2,231.25	\$2,231.25	\$0.00
Subtotal Information Technology	\$2,231.25	\$2,231.25	\$0.00	\$4,462.50	\$2,231.25	\$2,231.25	\$2,231.25	\$2,231.25	\$0.00
Subtotal Management Services	\$17,981.23	\$17,981.23	\$0.00	\$39,779.21	\$21,797.98	\$17,981.23	\$19,949.98	\$19,949.98	\$0.00
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$25,348.24	\$25,348.24	\$0.00	\$50,696.48	\$25,348.24	\$25,348.24	\$25,348.24	\$25,348.24	\$0.00
Subtotal Participant Intake and Assessment Services	\$25,348.24	\$25,348.24	\$0.00	\$50,696.48	\$25,348.24	\$25,348.24	\$25,348.24	\$25,348.24	\$0.00
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$89,873.31	\$79,594.51	\$10,278.80	\$126,421.01	\$110,249.68	\$16,171.33	\$93,723.08	\$122,466.36	-\$28,743.28
Subtotal Business Skills Training for Participants	\$89,873.31	\$79,594.51	\$10,278.80	\$126,421.01	\$110,249.68	\$16,171.33	\$93,723.08	\$122,466.36	-\$28,743.28
Subtotal Services for Applicants and Participants	\$115,221.55	\$104,942.75	\$10,278.80	\$177,117.49	\$135,597.92	\$41,519.57	\$119,071.32	\$147,814.60	-\$28,743.28
Contract advance (12)							-\$25,000.00		-\$25,000.00
Interest on refund from CRA									
Total Financial Contribution	\$142,541.61	\$132,262.81	\$10,278.80	\$250,274.36	\$181,434.73	\$68,839.63	\$127,560.13	\$181,303.41	-\$53,743.28



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - Dec 25, 2013

Expense/Anticipated Payment Date	Funds Received Dec-13	Per Expenditure Summary	Per Expenditure Summary	Per Expenditure Summary	Suplus/Deficit Dec-13
		MBT0019A Dec-13	MBT0019B Dec-13	MBT0019A-B Dec-13	
A Micro-Business Owner Outreach					
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Local Business Marketing & Recruitment (2)	\$9,338.83	\$9,338.83	\$0.00	\$9,338.83	\$0.00
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$9,338.83	\$9,338.83	\$0.00	\$9,338.83	\$0.00
B. Management Services					
Administration & Management Overhead (5)	\$3,750.00	\$3,750.00	\$0.00	\$3,750.00	\$0.00
Financial Accounting (6)	\$7,968.74	\$7,968.74	\$0.00	\$7,968.74	\$0.00
Program Management (7)	\$5,999.99	\$5,999.99	\$0.00	\$5,999.99	\$0.00
Third Party Audit of program expenditures		\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$17,718.73	\$17,718.73	\$0.00	\$17,718.73	\$0.00
Provincial trainee registration tracking and certification (8)		\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,231.25	\$2,231.25	\$0.00	\$2,231.25	\$0.00
Subtotal Information Technology	\$2,231.25	\$2,231.25	\$0.00	\$2,231.25	\$0.00
Subtotal Management Services	\$19,949.98	\$19,949.98	\$0.00	\$19,949.98	\$0.00
C Participant Intake and Assessment Services					
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$25,348.24	\$25,348.24	\$0.00	\$25,348.24	\$0.00
Subtotal Participant Intake and Assessment Services	\$25,348.24	\$25,348.24	\$0.00	\$25,348.24	\$0.00
D Business Skills Training for Participants					
Anticipated Training Funding Dispersed/Month (11)	\$65,273.10		\$110,760.41	\$110,760.41	-\$45,487.31
Subtotal Business Skills Training for Participants	\$65,273.10	\$0.00	\$110,760.41	\$110,760.41	-\$45,487.31
Subtotal Services for Applicants and Participants	\$90,621.34	\$25,348.24	\$110,760.41	\$136,108.65	-\$45,487.31
Contract advance (12)	-\$50,000.00				-\$50,000.00
Interest on refund from CRA					
Total Financial Contribution	\$69,910.15	\$54,637.05	\$110,760.41	\$165,397.46	-\$95,487.31

**Micro Business Owner Training Project
BC CHAMBER OF COMMERCE
Monthly Claim Report**

Period: From Dec 16-20, 2013

A. Micro Business Owner Outreach		
	Total Micro Business Owner Outreach Costs	\$0.00
B. Management Services Costs		
	- Administration and overhead costs: - Administration and Management Overhead - Financial Accounting - Program Management - Third party audit of program expenditures	\$0.00 \$0.00 \$0.00
	Sub Total Admin/Overhead:	\$0.00
	- Information technology expenses: - Provincial trainee registration tracking and certification - Hosting, maintenance and support	\$0.00 \$0.00
	Sub Total Information technology expenses:	\$0.00
	Total Management Services Costs:	\$0.00
C. Participant Intake and Assessment Services		
	Intake and Assessment Services	\$0.00
D. Business Skills Training for Participants		
	Number of participants: _____	0
	Total Participant Costs (maximum of \$1,500 per participant)	\$110,760.41
	Total Invoiced Costs for December 16-20/13	\$110,760.41
	Less: reduction of accounting advance	(\$25,000.00)
	Less: Funds received in December 13:	
	Financial reimbursements re: Participant overages received in Dec 2013	(\$659.90)
	Net HST Refunds	-
	TOTAL Claim Amount for Dec 16-20 , 2013	\$85,100.51
SUMMARY		
	Net Surplus for December 2013 per FC0019	\$14,899.49
	Claim for December 1-15, 2013 - RECEIVED DEC 24/13	\$0.00
	Claim for December 16-20, 2013 - see above	\$85,100.51
	Accountable Advance (per Schedule "B-2" of the Agreement)	\$100,000.00

All claimed costs are in accordance with the Eligible Costs described in Schedule "B-2" of the Agreement.

Signature: _____

Mark Jess

Mark Jess, CGA on behalf of Sharon Clark, CA, MBT Program Manager, Financial Accounting

Print Name: Mark Jess

Date: Jan 6, 2014

Signature: _____

WC Poncia

Wayne Poncia, MBT Program Manager

Print Name: WC Poncia

Date: Jan 6, 2014



BC Chamber of Commerce - MBT Pilot Project
Financial Contribution Statement of Account as at December 20, 2013

Statement #: FC0019

#1201, 750 West Pender Street
Vancouver, BC V6C 2T8
T 604.683.0700 F 604.683.0416
www.bcchamber.org

Description	Ref #:	Date:	Eligible Costs under Section A, B & C of	Eligible Costs under Section D -	Total Funding Claim
			Schedule "B-2" - Financial Contribution	Business Skills Training " of	
			Claim amounts:	Schedule "B-2" - Financial Contribution	amounts:
				Claim amounts:	
Funds received in December 2013:					
BC Chamber of Commerce Monthly Claim Report	November 16-30	2013-12-10		\$ 40,273.10	\$ 40,273.10
BC Chamber of Commerce Monthly Claim Report	December 1-15	2013-12-24	\$ 29,637.05	\$ -	\$ 29,637.05
Funds distributed in December 2013:					
Expenditure Summary - November 26/13 - December 16/13	MBT0019A	2013-12-13	\$ (54,637.05)	\$ -	\$ (54,637.05)
Expenditure Summary - November 26/13 - December 20/13	MBT0019B	2013-12-20	\$ -	\$ (110,760.41)	\$ (110,760.41)
Net (Deficit) Surplus for December 2013			\$ (25,000.00)	\$ (70,487.31)	\$ (95,487.31)
Net surplus carried forward:					
Financial Contribution Statement of Account for June 2012	FC0001	2012-06-30	\$ 25,771.04	\$ -	\$ 25,771.04
Financial Contribution Statement of Account for July 2012	FC0002	2012-08-07	\$ 35,100.00	\$ 45,000.00	\$ 80,100.00
Financial Contribution Statement of Account for August 2012	FC0003	2012-09-07	\$ 35,100.00	\$ 115,000.00	\$ 150,100.00
Financial Contribution Statement of Account for September 2012	FC0004	2012-10-11	\$ 50,500.00	\$ 112,807.17	\$ 163,307.17
Financial Contribution Statement of Account for October 2012	FC0005	2012-11-06	\$ (128,096.89)	\$ 157,426.56	\$ 29,329.67
Financial Contribution Statement of Account for November 2012	FC0006	2012-12-04	\$ (65,068.29)	\$ (48,771.42)	\$ (113,839.81)
Financial Contribution Statement of Account for December 2012	FC0007	2012-01-06	\$ 80,468.41	\$ 152,900.39	\$ 233,368.80
Financial Contribution Statement of Account for January 2013	FC0008	2013-02-07	\$ (18,847.28)	\$ (2,213.44)	\$ (21,060.72)
Financial Contribution Statement of Account for February 2013	FC0009	2013-03-08	\$ (56,179.51)	\$ (91,980.65)	\$ (148,160.16)
Financial Contribution Statement of Account for March 2013	FC0010	2013-04-09	\$ (56,179.51)	\$ (83,108.63)	\$ (139,288.14)
Financial Contribution Statement of Account for April 2013	FC0011	2013-05-08	\$ (64,848.30)	\$ (76,709.28)	\$ (141,557.58)
Financial Contribution Statement of Account for May 2013	FC0012	2013-06-08	\$ (52,668.30)	\$ (66,092.76)	\$ (118,761.06)
Financial Contribution Statement of Account for June 2013	FC0013	2013-07-04	\$ (52,668.30)	\$ (639.96)	\$ (53,308.26)
Financial Contribution Statement of Account for July 2013	FC0014	2013-08-08	\$ 47,628.30	\$ 35,404.73	\$ 83,033.03
Financial Contribution Statement of Account for August 2013	FC0015	2013-09-06	\$ (47,628.30)	\$ (49,800.38)	\$ (97,428.68)
Financial Contribution Statement of Account for September 2013	FC0016	2013-10-07	\$ -	\$ 10,278.80	\$ 10,278.80
Financial Contribution Statement of Account for October 2013	FC0017	2013-11-12	\$ 52,668.30	\$ 16,171.33	\$ 68,839.63
Financial Contribution Statement of Account for November 2013	FC0018	2013-12-09	\$ (25,000.00)	\$ (28,743.28)	\$ (53,743.28)
Financial reimbursements re: Participant overages & reimbursements from training providers for dropped/cancelled courses			\$ -	\$ 16,032.57	\$ 16,032.57
Net Funding Contribution on hand for December 2013			\$ (264,948.73)	\$ 142,474.44	\$ (122,474.29)
Net HST/GST Refund for 2012 Q4 (+ Interest) & 2013 Q1, Q2 & Q3	Funding and Expenditure Summary		\$ 59,397.22	\$ 77,976.56	\$ 137,373.78
Total Funding Contribution on hand for December 2013	Reconciled to Bank Statement		\$ (205,551.51)	\$ 220,451.00	\$ 14,899.49

Reimbursement from Participants for training courses exceeding the \$1500 limit

I, Wayne Poncia, Project Manager, BC Chamber of Commerce MBT Program, declare that the above services for December 2013 have been performed as required under the signed Agreement dated May 10, 2012 between the Province of British Columbia Ministry of Jobs, Tourism and Innovation and the BC Chamber of Commerce.

WC Poncia

For the SCCC: Wayne Poncia, MBT Program Manager

Jan 6, 2014

Date:

Mark Jess

Reviewed and approved by: Mark Jess, CGA on behalf of Sharon Clark, CA, MBT Program Manager, Financial Accounting

Jan 6, 2014

Date:



MBT0018

BC Chamber of Commerce - MBT Pilot Project
Expenditure Summary - Nov 26/13 - Dec 16/13

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YYYY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes
Non-training expenses:										
1	Rethink Learning Inc	2189	100%	12/01/2013	\$ 25,348.24	\$ -	\$ 1,207.06	\$ 24,141.18	\$ 25,348.24	
2	Rethink Learning Inc	2188	100%	12/01/2013	\$ 9,338.83	\$ -	\$ 444.71	\$ 8,894.12	\$ 9,338.83	
3	Rethink Learning Inc	2187	100%	12/01/2013	\$ 2,231.25	\$ -	\$ 106.25	\$ 2,125.00	\$ 2,231.25	
4	Gardiner, Poncia & Associates	1047	100%	12/01/2013	\$ 5,999.99	\$ -	\$ 285.71	\$ 5,714.28	\$ 5,999.99	
5	S Clark & Co	1020	100%	12/05/2013	\$ 7,968.74	\$ -	\$ 379.46	\$ 7,589.28	\$ 7,968.74	
6	BC Chamber of Commerce	1048 13	100%	12/01/2013	\$ 3,750.00	\$ -	\$ 178.57	\$ 3,571.43	\$ 3,750.00	
					\$ 54,637.05	\$ -	\$ 2,601.76	\$ 52,035.29	\$ 54,637.05	
					\$ 54,637.05	\$ -	\$ 2,601.76	\$ 52,035.29	\$ 54,637.05	
Total payments to be issued:										
Rethink Learning Inc								\$ 36,918.32	EFT	16-Dec-13
Gardiner, Poncia & Associates								\$ 5,999.99	EFT	16-Dec-13
S Clark & Co								\$ 7,968.74	EFT	16-Dec-13
BC Chamber of Commerce								\$ 3,750.00	EFT	16-Dec-13
								\$ 54,637.05		

The BC Chamber of Commerce will be claiming reimbursement of 100% of HST and GST Input Tax Credits in relation to the above expenditures

Monica Nykamp

Prepared by: Monica Nykamp for Mark Jess, CGA

Dec 11, 2013

Date:

Mark Jess

Reviewed and approved by: Mark Jess for Sharon Clark, CA

Dec 11, 2013

Date:

Denise Douglas

For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

Dec 11, 2013

Date:

John Winter

For the BCCC: John Winter, President

Dec 13, 2013

Date:

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B-2 - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"



BC Chamber of Commerce - MBT Pilot Project
Expenditure Summary - Nov 16/13 - Dec 16/13

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes
Training related Invoices:										
1096	Priority Management	CM 65001	100%	12/06/2013	\$ (4,103.68)	\$ (439.68)	\$ -	\$ (3,664.00)	\$ (4,103.68)	
1097	S22	S22 Refund	100%	12/15/2013	\$ 45.00	\$ -	\$ -	\$ 45.00	\$ 45.00	
1098	Thrive Business Strategies Inc.	10	25%	11/15/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1099	Discovery Community College	2234	100%	11/26/2013	\$ 155.00	\$ -	\$ -	\$ 155.00	\$ 155.00	
1100	Summit Fiscal Management Inc.	5	25%	11/26/2013	\$ 556.00	\$ -	\$ -	\$ 556.00	\$ 139.00	
1101	Summit Fiscal Management Inc.	7	25%	11/26/2013	\$ 556.00	\$ -	\$ -	\$ 556.00	\$ 139.00	
1102	Mike Porter Designs	11001	100%	11/28/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 525.00	Complete
1103	TLB Marketing Essentials	CLN015	25%	11/28/2013	\$ 210.00	\$ -	\$ 10.00	\$ 200.00	\$ 52.50	
1104	PACE Business Centre	1169	25%	11/30/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 358.05	
1105	PACE Business Centre	1172	25%	11/30/2013	\$ 1,041.60	\$ -	\$ 49.60	\$ 992.00	\$ 260.40	
1106	University of British Columbia	2013801555	100%	12/02/2013	\$ 520.00	\$ -	\$ -	\$ 520.00	\$ 520.00	
1107	Vancouver Community College	50101032	100%	12/02/2013	\$ 359.00	\$ -	\$ -	\$ 359.00	\$ 359.00	
1108	Think Partner Coaching	265	25%	11/30/2013	\$ 3,701.25	\$ -	\$ 176.25	\$ 3,525.00	\$ 925.31	
1109	PACE Business Centre	1173	25%	11/30/2013	\$ 1,488.00	\$ -	\$ 70.86	\$ 1,417.14	\$ 372.00	
1110	PACE Business Centre	1170	25%	11/30/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1111	PACE Business Centre	1171	25%	11/30/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 358.05	
1112	AcumenPD	215	100%	12/02/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	Complete
1113	AcumenPD	216	25%	12/02/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 125.00	
1114	Pacific Office Solutions	BE101-11 CR	100%	12/02/2013	\$ (695.10)	\$ -	\$ (33.10)	\$ (662.00)	\$ (695.10)	
1115	Pacific Office Solutions	BE101-12	25%	12/02/2013	\$ 16,629.90	\$ -	\$ 791.90	\$ 15,838.00	\$ 4,157.48	
1116	Q College Inc.	990	100%	12/03/2013	\$ 1,155.00	\$ -	\$ 55.00	\$ 1,100.00	\$ 1,155.00	
1117	Q College Inc.	991	100%	12/03/2013	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75	
1118	Q College Inc.	992	100%	12/03/2013	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 624.75	
1119	Q College Inc.	993	100%	12/03/2013	\$ 393.75	\$ -	\$ 18.75	\$ 375.00	\$ 393.75	
1120	Oakray Marketing Services Ltd.	MBT-13-009	25%	12/02/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 131.25	
1121	TLB Marketing Essentials	CLN016	25%	12/04/2013	\$ 7,875.00	\$ -	\$ 375.00	\$ 7,500.00	\$ 1,968.75	
1122	Trainwest Management & Consulting Inc.	1438	25%	12/04/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1123	Clemens Rettich Business Consulting Ltd.	2013-572	25%	12/06/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 196.88	
1124	Q College Inc.	994	100%	12/06/2013	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 624.75	
1125	Community Futures of Central Kootenay	CLN 4	25%	12/06/2013	\$ 1,286.25	\$ -	\$ 61.25	\$ 1,225.00	\$ 321.56	
1126	Community Futures of Central Kootenay	CLN 5	25%	12/06/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1127	Vancouver Community College	50101062	100%	12/09/2013	\$ 1,077.00	\$ -	\$ -	\$ 1,077.00	\$ 1,077.00	
1128	Think Partner Coaching	268	25%	12/06/2013	\$ 2,642.85	\$ -	\$ 125.85	\$ 2,517.00	\$ 660.71	
1129	Q College Inc.	995	100%	12/10/2013	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75	
1130	Q College Inc.	996	100%	12/10/2013	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75	
1131	Q College Inc.	997	100%	12/10/2013	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75	
1132	AcumenPD	218	25%	12/07/2013	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	\$ 375.00	
1133	AcumenPD	217	25%	12/07/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 125.00	
1134	Power Up Marketing	46	100%	12/09/2013	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 624.75	Complete
1135	Prestige Business & Management Consulti	MBT016	25%	12/10/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1136	Debbie Palmer Presents	180	25%	12/10/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1137	Debbie Palmer Presents	181	25%	12/10/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 196.88	
1138	Main Street Communication Ltd.	28001242013	25%	12/11/2013	\$ 3,937.50	\$ -	\$ 187.50	\$ 3,750.00	\$ 984.38	
1139	Clemens Rettich Business Consulting Ltd.	2013-575	25%	12/11/2013	\$ 1,443.75	\$ -	\$ 68.75	\$ 1,375.00	\$ 360.94	
1140	Clemens Rettich Business Consulting Ltd.	2013-574	25%	12/11/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1141	Clemens Rettich Business Consulting Ltd.	2013-576	25%	12/11/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1142	CanScribe Career College	13298	100%	12/10/2013	\$ 300.00	\$ -	\$ -	\$ 300.00	\$ 300.00	
1143	Oakray Marketing Services Ltd.	MBT-13-010	25%	12/02/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 131.25	
1144	College of the Rockies	12774	100%	11/19/2013	\$ 275.00	\$ -	\$ -	\$ 275.00	\$ 275.00	
1145	College of the Rockies	12775	100%	11/19/2013	\$ 270.00	\$ -	\$ -	\$ 270.00	\$ 270.00	
1146	College of the Rockies	12776	100%	11/19/2013	\$ 405.00	\$ -	\$ -	\$ 405.00	\$ 405.00	
1147	College of New Caledonia	19966	100%	12/03/2013	\$ 508.00	\$ -	\$ -	\$ 508.00	\$ 508.00	
1148	Vancouver Community College	50101079	100%	12/13/2013	\$ (210.00)	\$ -	\$ -	\$ (210.00)	\$ (210.00)	
1149	Excel Career College	4669448	100%	12/13/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 525.00	
1150	AcumenPD	220	100%	12/13/2013	\$ (500.00)	\$ -	\$ -	\$ (500.00)	\$ (500.00)	
1151	Executive Web Club	48	25%	12/13/2013	\$ 3,937.50	\$ -	\$ 187.50	\$ 3,750.00	\$ 984.38	
1152	Executive Web Club	46	25%	11/29/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 787.50	
1153	Prestige Business & Management Consulti	MBT017	25%	12/15/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1154	Q College Inc.	9 CR	100%	12/10/2013	\$ (1,044.75)	\$ -	\$ (49.75)	\$ (995.00)	\$ (1,044.75)	
1155	Susan Peach	1459	25%	12/13/2013	\$ 2,667.00	\$ -	\$ 127.00	\$ 2,540.00	\$ 666.75	
1156	Think Partner Coaching	270	25%	12/14/2013	\$ 2,520.00	\$ -	\$ 120.00	\$ 2,400.00	\$ 630.00	
1157	Executive Web Club	47	25%	12/15/2013	\$ 628.95	\$ -	\$ 29.95	\$ 599.00	\$ 157.24	
1158	Clemens Rettich Business Consulting Ltd.	2013-579	25%	12/16/2013	\$ 131.25	\$ -	\$ 6.25	\$ 125.00	\$ 32.81	
1159	Clemens Rettich Business Consulting Ltd.	2013-578	25%	12/16/2013	\$ 1,443.75	\$ -	\$ 68.75	\$ 1,375.00	\$ 360.94	
1160	Pacific Office Solutions	BE101-13 CR	100%	12/16/2013	\$ (4,277.70)	\$ -	\$ (203.70)	\$ (4,074.00)	\$ (4,277.70)	
1161	Power Concepts	8843	100%	12/13/2013	\$ 1,554.00	\$ -	\$ 74.00	\$ 1,480.00	\$ 1,554.00	Complete
1162	AcumenPD	221	25%	12/14/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 125.00	
1163	Giesbrecht, Goodrich & Co.	CLN-01-12-2013	25%	12/16/2013	\$ 2,362.50	\$ -	\$ 112.50	\$ 2,250.00	\$ 590.63	
1164	Power Up Marketing	47	25%	12/16/2013	\$ 2,824.50	\$ -	\$ 134.50	\$ 2,690.00	\$ 705.13	
1165	Focal Point	87	25%	12/16/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1166	Power Up Marketing	48	25%	12/16/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1167	Make Your Mark Training & Consulting	7001	100%	12/14/2013	\$ 1,572.90	\$ -	\$ 74.90	\$ 1,498.00	\$ 1,572.90	Complete
1168	PACE Business Centre	1168 Revised	0%	11/24/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ -	25% paid on 1168, see below #1070
1169	AcumenPD	214	100%	11/25/2013	\$ 400.00	\$ -	\$ -	\$ 400.00	\$ 400.00	Complete
1170	S22	S22 Refund	100%	12/20/2013	\$ 40.00	\$ -	\$ -	\$ 40.00	\$ 40.00	
					\$ 94,224.62	\$ (439.68)	\$ 4,289.16	\$ 90,375.14	\$ 27,513.69	

Previously issued invoices & partial payments re: completion

25	Priority Management	64146	75%	10/02/2012	\$ 694.40	\$ 74.40	\$ -	\$ 620.00	\$ 520.80	MBT0005A
43	Priority Management	64159	75%	10/23/2012	\$ 694.40	\$ 74.40	\$ -	\$ 620.00	\$ 520.80	MBT0005B
88	Priority Management	64170	75%	11/13/2012	\$ 1,499.68	\$ 160.68	\$ -	\$ 1,339.00	\$ 1,124.76	MBT0006B
95	Priority Management	64171	75%	11/13/2012	\$ 694.40	\$ 74.40	\$ -	\$ 620.00	\$ 520.80	MBT0006B
171	Priority Management	64205	75%	12/28/2012	\$ 666.40	\$ 71.40	\$ -	\$ 595.00	\$ 499.80	MBT0008A
195	Priority Management	64164	75%	10/29/2012	\$ 694.40	\$ 74.40	\$ -	\$ 620.00	\$ 520.80	MBT0008C
240	ClientSave Professional Contact Managem	2140	75%	01/21/2013	\$ 554.40	\$ 59.40	\$ -	\$ 495.00	\$ 415.80	MBT0009A
331	Giesbrecht, Goodrich & Co.	CLN-012-03-2013	75%	03/11/2013	\$ 7,000.00	\$ 750.00	\$ -	\$ 6,250.00	\$ 1,260.00	Page 297A

350	Power Up Marketing	16	75%	02/26/2013	\$ 6,624.80	\$ 709.80	\$ -	\$ 5,915.00	\$ 1,209.60	MBT0010A
356	Priority Management	64172	75%	11/13/2012	\$ 694.40	\$ 74.40	\$ -	\$ 620.00	\$ 520.80	MBT0010A
385	The Big Picture Coach Inc.	2013-207	75%	03/25/2013	\$ 1,673.28	\$ 179.28	\$ -	\$ 1,494.00	\$ 834.96	MBT0010B
390	Trainwest Management & Consulting Inc	1336	75%	04/04/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0011A
463	Pacific Office Solutions	BE101-01	75%	04/23/2013	\$ 8,089.20	\$ -	\$ 385.20	\$ 7,704.00	\$ 926.10	MBT0011B
476	Power Up Marketing	25	75%	05/06/2013	\$ 3,024.00	\$ -	\$ 144.00	\$ 2,880.00	\$ 468.57	MBT0012A
487	Main Street Communication Ltd.	12001462013B	75%	05/12/2013	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 787.50	MBT0012A
529	Main Street Communication Ltd.	16001572013	75%	05/29/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0013A
530	Trainwest Management & Consulting Inc	1361	75%	05/29/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0013A
546	Pacific Office Solutions	BE101-02	75%	06/04/2013	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 3,543.75	MBT0013A
554	Rock Solid Business Coaching Inc	Mid June	75%	06/10/2013	\$ 4,567.40	\$ -	\$ 217.50	\$ 4,349.90	\$ 1,127.15	MBT0013A
572	ClientSave Professional Contact Managem	2193	75%	06/10/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 590.62	MBT0013A
631	Susan Peach	1417	75%	07/09/2013	\$ 3,549.00	\$ -	\$ 169.00	\$ 3,380.00	\$ 196.88	MBT0014A
632	Pacific Office Solutions	BE101-03	75%	07/09/2013	\$ 9,727.20	\$ -	\$ 463.20	\$ 9,264.00	\$ 1,181.25	MBT0014A
637	Trainwest Management & Consulting Inc	1380	75%	07/01/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0014A
641	Main Street Communication Ltd.	19001602013	75%	07/02/2013	\$ 2,012.50	\$ -	\$ 95.83	\$ 1,916.67	\$ 590.62	MBT0014A
648	Focal Point	50	75%	07/06/2013	\$ 6,300.00	\$ -	\$ 300.00	\$ 6,000.00	\$ 1,181.25	MBT0014A
666	Executive Web Club	18	75%	07/15/2013	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 1,181.25	MBT0014B
667	Executive Web Club	19	75%	07/21/2013	\$ 7,914.38	\$ -	\$ 376.88	\$ 7,537.50	\$ 2,362.50	MBT0014B
687	Susan Peach	1421	75%	07/24/2013	\$ 1,412.25	\$ -	\$ 67.25	\$ 1,345.00	\$ 196.87	MBT0014B
688	Giesbrecht, Goodrich & Co	CLN-01-07-2013	75%	07/01/2013	\$ 6,037.50	\$ -	\$ 287.50	\$ 5,750.00	\$ 1,181.25	MBT0014B
715	PACE Business Centre	1087	75%	07/26/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 1,074.15	MBT0015A
721	WebFriendly	1796	75%	08/01/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0015A
725	Clarity Business Strategies	1888	75%	08/26/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0015B
730	Pacific Office Solutions	BE101-07	75%	08/25/2013	\$ 16,304.40	\$ -	\$ 776.40	\$ 15,528.00	\$ 5,188.05	MBT0015B
750	TLB Marketing Essentials	CLN009	75%	07/26/2013	\$ 3,360.00	\$ -	\$ 160.00	\$ 3,200.00	\$ 1,181.25	MBT0015B
769	WebFriendly	1799	75%	08/13/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0015B
775	Main Street Communication Ltd.	23001662013	75%	09/03/2013	\$ 5,188.75	\$ -	\$ 247.08	\$ 4,941.67	\$ 1,181.25	MBT0016A
776	Executive Web Club	28	75%	09/03/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0016A
781	Power Up Marketing	38	75%	09/07/2013	\$ 3,711.75	\$ -	\$ 176.75	\$ 3,535.00	\$ 196.87	MBT0016A
782	In the Black Business Cons.	191	75%	09/08/2013	\$ 1,501.50	\$ -	\$ 71.50	\$ 1,430.00	\$ 1,126.12	MBT0016A
783	Focal Point	63	75%	09/08/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0016A
786	Executive Web Club	29	75%	09/09/2013	\$ 3,096.45	\$ -	\$ 147.45	\$ 2,949.00	\$ 1,181.25	MBT0016A
807	Community Futures of South Fraser/ CFDC	144	75%	08/22/2013	\$ 1,496.25	\$ -	\$ 71.25	\$ 1,425.00	\$ 1,127.19	MBT0016A
812	Susan Peach	1438	75%	09/24/2013	\$ 1,170.75	\$ -	\$ 55.75	\$ 1,115.00	\$ 681.19	MBT0016B
816	Giesbrecht, Goodrich & Co.	CLN-01-09-2013	75%	09/25/2013	\$ 3,675.00	\$ -	\$ 175.00	\$ 3,500.00	\$ 393.75	MBT0016B
822	Power Up Marketing	39	75%	09/16/2013	\$ 1,249.50	\$ -	\$ 59.50	\$ 1,190.00	\$ 468.56	MBT0016B
831	TLB Marketing Essentials	CLN011	75%	09/05/2013	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 3,543.75	MBT0016B
832	Main Street Communication Ltd.	24001672013	75%	09/17/2013	\$ 3,281.25	\$ -	\$ 156.25	\$ 3,125.00	\$ 1,181.24	MBT0016B
836	WebFriendly	1805	75%	09/15/2013	\$ 908.25	\$ -	\$ 43.25	\$ 865.00	\$ 681.19	MBT0016B
872	Business Advisory Team	2013-09-MAKERMAN	75%	09/16/2013	\$ 1,260.00	\$ -	\$ 60.00	\$ 1,200.00	\$ 945.00	MBT0017A
873	Think Partner Coaching	251	75%	09/27/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 787.50	MBT0017A
884	Clemens Rettich Business Consulting Ltd.	2013-518	75%	10/02/2013	\$ 393.75	\$ -	\$ 18.75	\$ 375.00	\$ 295.31	MBT0017A
891	Power Up Marketing	40	75%	09/30/2013	\$ 2,693.25	\$ -	\$ 128.25	\$ 2,565.00	\$ 468.56	MBT0017A
906	Pacific Office Solutions	BE101-08	75%	10/08/2013	\$ 10,281.61	\$ -	\$ 489.60	\$ 9,792.01	\$ 1,181.25	MBT0017A
907	Susan Peach	1443	75%	10/09/2013	\$ 2,661.75	\$ -	\$ 126.75	\$ 2,535.00	\$ 196.87	MBT0017A
917	TLB Marketing Essentials	CLN012	75%	10/09/2013	\$ 5,355.00	\$ -	\$ 255.00	\$ 5,100.00	\$ 2,677.50	MBT0017B
931	Debbie Palmer Presents	170	75%	10/24/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0017B
940	Main Street Communication Ltd.	25001692013	75%	10/23/2013	\$ 9,975.00	\$ -	\$ 475.00	\$ 9,500.00	\$ 2,067.19	MBT0017B
948	AcumenPD	208	75%	10/21/2013	\$ 500.00	\$ -	\$ 104.75	\$ 395.25	\$ 375.00	MBT0017B
949	Power Up Marketing	43	75%	10/21/2013	\$ 2,199.75	\$ -	\$ 104.75	\$ 2,095.00	\$ 468.56	MBT0017B
960	Executive Web Club	42	75%	10/14/2013	\$ 2,623.95	\$ -	\$ 124.95	\$ 2,499.00	\$ 1,181.25	MBT0017B
963	Power Up Marketing	42	75%	10/17/2013	\$ 3,774.75	\$ -	\$ 179.75	\$ 3,595.00	\$ 393.75	MBT0017B
968	Clarity Business Strategies	1934	75%	10/12/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0017B
987	PACE Business Centre	1161	75%	11/04/2013	\$ 1,562.40	\$ -	\$ 74.40	\$ 1,488.00	\$ 1,171.80	MBT0018A
990	AcumenPD	209	75%	11/02/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 375.00	MBT0018A
1006	PACE Business Centre	1163	75%	11/04/2013	\$ 1,041.60	\$ -	\$ 49.60	\$ 992.00	\$ 781.20	MBT0018A
1014	Pacific Office Solutions	BE101-10	75%	10/28/2013	\$ 4,662.00	\$ -	\$ 222.00	\$ 4,440.00	\$ 463.05	MBT0018A
1017	Susan Peach	1451	75%	11/11/2013	\$ 2,866.50	\$ -	\$ 136.50	\$ 2,730.00	\$ 500.06	MBT0018A
1018	Power Up Marketing	44	75%	11/11/2013	\$ 2,331.00	\$ -	\$ 111.00	\$ 2,220.00	\$ 393.75	MBT0018A
1023	Giesbrecht, Goodrich & Co.	CLN-01-11-2013	75%	11/12/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 1,771.87	MBT0018A
1026	Main Street Communication Ltd.	26001712013	75%	11/08/2013	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 1,181.25	MBT0018A
1039	Prestige Business & Management Consulti	MBT015	75%	11/17/2013	\$ 2,362.50	\$ -	\$ 112.50	\$ 2,250.00	\$ 590.62	MBT0018B
1041	Coach Kyle / Actionwest Business Solution	1126	75%	10/20/2013	\$ 1,573.95	\$ -	\$ 74.95	\$ 1,499.00	\$ 1,180.46	MBT0018B
1042	Coach Kyle / Actionwest Business Solution	1125	75%	10/20/2013	\$ 1,573.95	\$ -	\$ 74.95	\$ 1,499.00	\$ 1,180.46	MBT0018B
1046	Debbie Palmer Presents	177	75%	11/19/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 393.75	MBT0018B
1047	Power Up Marketing	45	75%	11/20/2013	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 468.56	MBT0018B
1053	Main Street Communication Ltd.	27001722013	75%	11/21/2013	\$ 4,200.00	\$ -	\$ 200.00	\$ 4,000.00	\$ 984.37	MBT0018B
1066	Wallace Murray & Associates Ltd.	4	75%	11/25/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018B
1070	PACE Business Centre	1168	0%	07/29/2013	\$ (1,562.40)	\$ -	\$ (74.40)	\$ (1,488.00)	\$ -	MBT0018B
1078	Trainwest Management & Consulting Inc	1389	75%	07/29/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018B
1080	Trainwest Management & Consulting Inc	1423	75%	10/01/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018B
1086	Susan Peach	1454	75%	11/24/2013	\$ 3,974.25	\$ -	\$ 189.25	\$ 3,785.00	\$ 665.43	MBT0018B
1115	Pacific Office Solutions	BE101-12	75%	12/02/2013	\$ 16,629.90	\$ -	\$ 791.90	\$ 15,838.00	\$ 787.50	See Above
1138	Main Street Communication Ltd.	28001742013	75%	12/11/2013	\$ 3,937.50	\$ -	\$ 187.50	\$ 3,750.00	\$ 393.75	See Above
1155	Susan Peach	1459	75%	12/13/2013	\$ 2,667.00	\$ -	\$ 127.00	\$ 2,540.00	\$ (271.69)	See Above

\$ 262,876.25 \$ 2,302.56 \$ 11,551.69 \$ 249,022.00 \$ 83,246.72

\$ 357,100.87 \$ 1,862.88 \$ 15,840.85 \$ 339,397.14 \$ 110,760.41

Total payments to be issued:

s22

Oakray Marketing Services Ltd.
The Big Picture Coach Inc.
Rock Solid Business Coaching Inc
Giesbrecht, Goodrich & Co.
Excel Career College
CanScribe Career College
AcumenPD
College of New Caledonia
College of the Rockies

\$ 40.00	Chq	20-Dec-13
\$ 45.00	Chq	20-Dec-13
\$ 262.50	EFT	20-Dec-13
\$ 834.96	EFT	20-Dec-13
\$ 1,122.15	EFT	20-Dec-13
\$ 5,197.50	EFT	20-Dec-13
\$ 525.00	EFT	20-Dec-13
\$ 300.00	EFT	20-Dec-13
\$ 1,900.00	EFT	20-Dec-13
\$ 508.00	Chq	20-Dec-13
\$ 950.00	EFT	20-Dec-13

JTI-2014-00158

Page 298

Discovery Community College	\$ 155.00	Chq	20-Dec-13
Priority Management	\$ 124.88	EFT	20-Dec-13
University of British Columbia	\$ 520.00	Chq	20-Dec-13
ClientSave Professional Contact Management Ltd	\$ 1,006.42	EFT	20-Dec-13
Power Concepts	\$ 1,554.00	EFT	20-Dec-13
Power Up Marketing	\$ 6,261.41	EFT	20-Dec-13
In the Black Business Cons	\$ 1,126.12	EFT	20-Dec-13
Community Futures of South Fraser/ CFDC Self Employment Program	\$ 1,122.19	EFT	20-Dec-13
Main Street Communication Ltd.	\$ 10,532.80	EFT	20-Dec-13
Susan Peach	\$ 2,832.36	EFT	20-Dec-13
WebFriendly	\$ 3,043.69	EFT	20-Dec-13
Vancouver Community College	\$ 1,226.00	EFT	20-Dec-13
PACE Business Centre	\$ 4,769.40	EFT	20-Dec-13
Trainwest Management & Consulting Inc	\$ 6,300.00	EFT	20-Dec-13
Prestige Business & Management Consulting Ltd.	\$ 1,378.12	EFT	20-Dec-13
Wallace Murray & Associates Ltd.	\$ 1,181.25	EFT	20-Dec-13
Community Futures of Central Kootenay	\$ 715.31	EFT	20-Dec-13
Make Your Mark Training & Consulting	\$ 1,572.90	EFT	20-Dec-13
Clemens Rettich Business Consulting Ltd.	\$ 2,034.38	EFT	20-Dec-13
Debbie Palmer Presents	\$ 2,165.63	EFT	20-Dec-13
Clarity Business Strategies	\$ 2,362.50	EFT	20-Dec-13
Thrive Business Strategies Inc	\$ 393.75	EFT	20-Dec-13
TLB Marketing Essentials	\$ 9,423.75	EFT	20-Dec-13
Executive Web Club	\$ 9,016.67	EFT	20-Dec-13
Q College Inc	\$ 5,932.50	EFT	20-Dec-13
Pacific Office Solutions	\$ 12,455.63	EFT	20-Dec-13
Focal Point	\$ 2,756.25	EFT	20-Dec-13
Think Partner Coaching	\$ 3,003.52	EFT	20-Dec-13
Business Advisory Team	\$ 945.00	EFT	20-Dec-13
Coach Kyle / Actionwest Business Solutions Ltd	\$ 2,360.92	EFT	20-Dec-13
Summit Fiscal Management Inc	\$ 278.00	EFT	20-Dec-13
Mike Porter Designs	\$ 525.00	Chq	20-Dec-13
	<u>\$ 110,760.41</u>		

The BC Chamber of Commerce will be claiming reimbursement of 100% of HST and GST Input Tax Credits in relation to the above expenditures

Monica Nykano
Prepared by: Monica Nykano for Mark Jess, CGA

Dec 19, 2013

Date:

Mark Jess
Reviewed and approved by: Mark Jess for Sharon Clark, CA

Dec 19, 2013

Date:

Denise Douglas
For the B.C.C., Denise Douglas, Director, Corporate Membership, Finance & Admin

Dec 19, 2013

Date:

Johnny Winter
For the B.C.C., Johnny Winter, President

Dec 19, 2013

Date:

Note:
The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B-2 - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"

1. Rethink - 2189.PDF
2. Rethink - 2188.PDF
3. Rethink - 2187.PDF
- 4 - Gardiner Poncia Invoice_1047.pdf
- 5 - Sharon Clark MBT Pilot Inv 1020 - Financial Accounting Services December 13.pdf
6. BC Chamber - 1048.13.PDF



MBT0018

BC Chamber of Commerce - MBT Pilot Project
Expenditure Summary - Nov 26/13 - Dec 16/13

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YYYY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes
Non-training expenses:										
1	Rethink Learning Inc	2183	100%	12/01/2013	\$ 25,348.24	\$ -	\$ 1,207.06	\$ 24,141.18	\$ 25,348.24	
2	Rethink Learning Inc	2188	100%	12/01/2013	\$ 9,338.83	\$ -	\$ 444.71	\$ 8,894.12	\$ 9,338.83	
3	Rethink Learning Inc	2187	100%	12/01/2013	\$ 2,231.25	\$ -	\$ 106.25	\$ 2,125.00	\$ 2,231.25	
4	Gardiner, Pontia & Associates	1047	100%	12/01/2013	\$ 5,999.99	\$ -	\$ 285.71	\$ 5,714.28	\$ 5,999.99	
5	S Clark & Co	1020	100%	12/05/2013	\$ 7,968.74	\$ -	\$ 379.46	\$ 7,589.28	\$ 7,968.74	
6	BC Chamber of Commerce	1048.13	100%	12/01/2013	\$ 3,750.00	\$ -	\$ 178.57	\$ 3,571.43	\$ 3,750.00	
					\$ 54,637.05	\$ -	\$ 2,601.76	\$ 52,035.29	\$ 54,637.05	
					\$ 54,637.05	\$ -	\$ 2,601.76	\$ 52,035.29	\$ 54,637.05	
Total payments to be issued:										
Rethink Learning Inc									\$ 36,918.32	EFT 16-Dec-13
Gardiner, Pontia & Associates									\$ 5,999.99	EFT 16-Dec-13
S Clark & Co									\$ 7,968.74	EFT 16-Dec-13
BC Chamber of Commerce									\$ 3,750.00	EFT 16-Dec-13
									\$ 54,637.05	

The BC Chamber of Commerce will be claiming reimbursement of 100% of HST and GST Input Tax Credits in relation to the above expenditures

Monica Nykamp

Prepared by: Monica Nykamp for Mark Jess, CGA

Dec 11, 2013

Date:

Mark Jess

Reviewed and approved by: Mark Jess for Sharon Clark, CA

Dec 11, 2013

Date:

Denise Douglas

For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

Dec 11, 2013

Date:

John Winter

For the BCCC: John Winter, President

Dec 13, 2013

Date:

Notes:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B-2 - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"

**Micro Business Owner Training Project
BC CHAMBER OF COMMERCE
Monthly Claim Report**

Period: From Dec 1 - 15, 2013

A. Micro Business Owner Outreach		
	Total Micro Business Owner Outreach Costs	\$9,338.83
B. Management Services Costs		
	- Administration and overhead costs: - Administration and Management Overhead - Financial Accounting - Program Management - Third party audit of program expenditures	\$3,750.00 \$7,968.74 \$5,999.99
	Sub Total Admin/Overhead:	\$17,718.73
	- Information technology expenses: - Provincial trainee registration tracking and certification - Hosting, maintenance and support	\$0.00 \$2,231.25
	Sub Total Information technology expenses:	\$2,231.25
	Total Management Services Costs:	\$19,949.98
C. Participant Intake and Assessment Services		
	Intake and Assessment Services	\$25,348.24
D. Business Skills Training for Participants		
	Number of participants: _____	0
	Total Participant Costs (maximum of \$1,500 per participant)	
Total Invoiced Costs for December 1-15/13		\$54,637.05
Less: reduction of accounting advance		(\$25,000.00)
TOTAL Claim Amount for Dec 1-15, 2013		\$29,637.05

All claimed costs are in accordance with the Eligible Costs described in Schedule "B-2" of the Agreement.

Signature: Mark Jess
Mark Jess, CGA on behalf of Sharon Clark, CA, MBT Program Manager, Financial Accounting

Print Name: Mark Jess Date: Dec 16, 2013

Signature: WC Poncia
Wayne Poncia, MBT Program Manager

Print Name: WC Poncia Date: Dec 16, 2013



BC Chamber of Commerce - MBT Pilot Project

Index for Financial Contribution Statement of Account at January 31, 2014

Items:

1. Written statement of account, including:
 - a) Legal name and address
 - b) Date of Statement
 - c) Calculation of "Eligible Costs: claimed under the agreement, including:
 - Declaration that the services being claimed have been performed
 - Chronological listing of all expenditures
 - Receipts for the above attached
 - Description of GST/HST refunds being claimed
 - d) Calculation of all applicable taxes payable (GST/HST)
 - e) Description of Agreement
 - f) Statement # for ID
2. Participant intake forms for statement period
3. Participant exit forms for statement period
4. Completed and signed monthly activity form
5. Completed and signed quarterly status reports
6. Any other payment information
7. Completed and signed Provincial Claim form

Notes & attachments:

See FC Stmt of Acct - FC0020
See FC Stmt of Acct - FC0020

See Expenditure Summaries -January 2014
See Expenditure Summaries -January 2014
See invoice packages
See GST/HST Summary - January 2014
See Expenditure Summaries -January 2014
See FC Stmt of Acct - FC0020
See FC Stmt of Acct - FC0020

Documents to be submitted separately
Documents to be submitted separately
Documents to be submitted separately
Documents to be submitted separately
None to note
See attached BC Claim form for January 10-25/14



BC Chamber of Commerce - MBT Pilot Project
January 2014 - GST/HST Credit Summary

Statement #: FC0020

#1201, 750 West Pender Street
Vancouver, BC V6C 2T6
T 604.683.0700 F 604.683.0416
www.bccchamber.org

Description	Ref #:	Date:	ITC's due		Date of return filed:	Refunds received:		Date of refunds received:	Analysis of Refunds Received	
			Claim amounts:						HST refund on Services	HST refund on Training
HST ITC's claimed or to be claimed:										
<u>2012 Q2 HST return to be filed prior to July 2012</u>										
Expenditure Summary - June 2012	MBT0001	06/30/2012	\$	34,623.71	See Expenditure Summary - Dec 2012	\$	34,623.71	05/02/2013	\$	34,623.71
<u>2012 Q3 HST return to be filed prior to October 2012</u>										
			\$	11,187.39	10/30/2012	\$	11,187.39	05/02/2013	\$	9,547.12 1640.27
<u>2012 Q4 HST return to be filed prior to January 2013</u>										
			\$	41,943.33	01/18/2013	\$	41,943.33	05/02/2013	\$	24,232.80 17,710.53
<u>2013 Q1 HST return to be filed prior to April 30, 2013</u>										
ITC refundable as at March 31, 2013			\$	53,181.25	04/23/2013	\$	53,181.25	05/03/2013	\$	68,403.63 19,350.80
<u>2013 Q2 GST return to be filed prior to July 31, 2013</u>										
ITC refundable as at June 30, 2013			\$	19,246.10	07/05/2013	\$	19,246.10	07/17/2013		
<u>2013 Q3 GST return to be filed prior to October 31, 2013</u>										
ITC refundable as at September 30, 2013			\$	21,739.58	10/16/2013	\$	21,739.58	10/25/2013		
<u>2013 Q4 GST return to be filed prior to January 31, 2014</u>										
Expenditure Summary - October 2013	MBT0017A	10/10/2013	\$	5,746.14	01/14/2014		24,172.16	01/27/2014		
Expenditure Summary - October 2013	MBT0017B	10/29/2013	\$	3,245.70						
Expenditure Summary - October 2013 - GST adj	MBT0017B	10/29/2013	\$	(11.25)						
Expenditure Summary - November 2013	MBT0018A	11/14/2013	\$	6,016.67						
Expenditure Summary - November 2013	MBT0018B	11/29/2013	\$	2,802.46						
Expenditure Summary - November 2013 - GST adj	MBT0018B	11/29/2013	\$	(78.60)						
Expenditure Summary - December 2013	MBT0019A	12/13/2013	\$	2,601.76						
Expenditure Summary - December 2013	MBT0019B	12/19/2013	\$	3,849.48						
ITC refundable as at December 31, 2013			\$	24,172.16						
<u>2014 Q1 GST return to be filed prior to April 30, 2014</u>										
Expenditure Summary - January 2014	MBT0020A	01/05/2014	\$	2,366.05	01/28/2014					
Expenditure Summary - January 2014	MBT0020B	01/14/2014	\$	4,582.71						
Expenditure Summary - January 2014	MBT0020C	01/28/2014	\$	5,093.45						
ITC refundable as at March 31, 2014			\$	12,042.21						
Total ITC's as at Jan 31, 2014			\$	218,135.73		\$	206,093.52			

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 (b) of Schedule B - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - Jan 25, 2014

SUMMARY

Expense/Anticipated Payment Date	Total Funds Received from Province	Total Reimbursements Received from Participants exceeding \$1500 Limit	Total Refunds Received from CRA Q4 2012, Q1, Q2, Q3 & Q4 2013	Total Expenditure	Total Surplus/Deficit
	Period to 25 Jan 2014	Period to 25 Jan 2014	Period to 25 Jan 2014	Period to 25 Jan 2014	Period to 25 Jan 2014
A Micro-Business Owner Outreach					
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$64,960.00		\$5,406.00	-\$73,486.00	-\$3,120.00
Local Business Marketing & Recruitment (2)	\$143,017.46		\$10,406.10	-\$190,956.76	-\$37,533.21
Program Website (3)	\$8,000.00		\$0.00	-\$8,000.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$54,700.00		\$700.00	-\$55,750.00	-\$550.00
Subtotal Micro-Business Outreach	\$270,677.46	\$0.00	\$16,512.10	-\$328,192.76	-\$41,003.21
B. Management Services					
Administration & Management Overhead (5)	\$109,535.72		\$7,035.68	-\$128,642.84	-\$12,071.43
Financial Accounting (6)	\$94,394.52		\$6,873.16	-\$127,163.22	-\$25,895.53
Program Management (7)	\$90,457.02		\$6,685.66	-\$120,971.26	-\$23,828.57
Third Party Audit of program expenditures	\$3,816.75		\$181.75	-\$3,816.75	\$181.75
Subtotal Administrative & Overhead	\$298,204.01	\$0.00	\$20,776.26	-\$380,594.06	-\$61,613.78
Provincial trainee registration tracking and certification (8)	\$85,000.00		-\$524.99	-\$85,000.00	-\$524.99
Hosting, Maintenance, & Support (9)	\$33,638.75		\$3,011.25	-\$45,092.50	-\$8,442.50
Subtotal Information Technology	\$118,638.75	\$0.00	\$2,486.26	-\$130,092.50	-\$8,967.49
Subtotal Management Services	\$416,842.76	\$0.00	\$23,262.52	-\$510,686.56	-\$70,581.27
C Participant Intake and Assessment Services					
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$388,190.15		\$28,245.18	-\$518,311.12	-\$101,875.79
Subtotal Participant Intake and Assessment Services	\$388,190.15	\$0.00	\$28,245.18	-\$518,311.12	-\$101,875.79
D Business Skills Training for Participants					
Anticipated Training Funding Dispersed/Month (11)	\$1,528,373.18	\$17,332.32	\$93,355.43	-\$1,328,093.54	\$310,967.39
Subtotal Business Skills Training for Participants	\$1,528,373.18	\$17,332.32	\$93,355.43	-\$1,328,093.54	\$310,967.39
Subtotal Services for Applicants and Participants	\$1,916,563.33	\$17,332.32	\$121,600.61	-\$1,846,304.66	\$209,091.60
Contract advance (12)	-\$100,000.00				-\$100,000.00
Interest on refund from CRA			\$170.71		\$170.71
Total Financial Contribution	\$2,504,083.55	\$17,332.32	\$161,545.94	-\$2,685,283.98	-\$2,322.17

As per FC0020



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - Jan 25, 2014

Expense/Anticipated Payment Date	Funds Received	Per Expenditure Summary MBT0001	Suplus/Deficit	Funds Received	Per Expenditure Summary MBT0002	Suplus/Deficit	Funds Received	Per Expenditure Summary MBT0003	Suplus/Deficit
	Jun-12	Jun-12	Jun-12	Jul-12	Jul-12	Jul-12	Aug-12	Aug-12	Aug-12
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)			\$0.00			\$0.00			\$0.00
Local Business Marketing & Recruitment (2)	\$37,800.00	\$37,800.00	\$0.00	\$9,450.00		\$9,450.00	\$9,450.00		\$9,450.00
Program Website (3)	\$8,000.00	\$8,000.00	\$0.00			\$0.00			\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$40,000.00	\$40,000.00	\$0.00			\$0.00			\$0.00
Subtotal Micro-Business Outreach	\$85,800.00	\$85,800.00	\$0.00	\$9,450.00	\$0.00	\$9,450.00	\$9,450.00	\$0.00	\$9,450.00
B. Management Services									
Administration & Management Overhead (5)	\$5,952.40	\$5,952.40	\$0.00	\$11,507.93	\$11,507.93	\$0.00	\$11,507.93	\$11,507.93	\$0.00
Financial Accounting (6)	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00
Program Management (7)	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00
Third Party Audit of program expenditures									
Subtotal Administrative & Overhead	\$17,380.96	\$17,380.96	\$0.00	\$22,936.49	\$22,936.49	\$0.00	\$22,936.49	\$22,936.49	\$0.00
Provincial trainee registration tracking and certification (8)	\$80,625.00	\$80,625.00	\$0.00	\$4,375.00	\$4,375.00	\$0.00		\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00
Subtotal Information Technology	\$82,750.00	\$82,750.00	\$0.00	\$6,500.00	\$6,500.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00
Subtotal Management Services	\$100,130.96	\$100,130.96	\$0.00	\$29,436.49	\$29,436.49	\$0.00	\$25,061.49	\$25,061.49	\$0.00
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$102,600.00	\$102,600.00	\$0.00	\$25,650.00		\$25,650.00	\$25,650.00		\$25,650.00
Subtotal Participant Intake and Assessment Services	\$102,600.00	\$102,600.00	\$0.00	\$25,650.00	\$0.00	\$25,650.00	\$25,650.00	\$0.00	\$25,650.00
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	\$115,000.00	\$0.00	\$115,000.00
Subtotal Business Skills Training for Participants	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	\$115,000.00	\$0.00	\$115,000.00
Subtotal Services for Applicants and Participants	\$102,600.00	\$102,600.00	\$0.00	\$70,650.00	\$0.00	\$70,650.00	\$140,650.00	\$0.00	\$140,650.00
Contract advance (12)	\$25,771.04		\$25,771.04						
Interest on refund from CRA									
Total Financial Contribution	\$314,302.00	\$288,530.96	\$25,771.04	\$109,536.49	\$29,436.49	\$80,100.00	\$175,161.49	\$25,061.49	\$150,100.00



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - Jan 25, 2014

Expense/Anticipated Payment Date	Per Expenditure Summary			Per Expenditure Summary			Per Expenditure Summary		
	Funds Received	MBT0004	Suplus/Deficit	Funds Received	MBT0005A-C	Suplus/Deficit	Funds Received	MBT0006A/B	Suplus/Deficit
	Sep-12	Sep-12	Sep-12	Oct-12	Oct-12	Oct-12	Nov-12	Nov-12	Nov-12
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$15,400.00	\$0.00	\$15,400.00	\$24,920.00	\$30,968.00	-\$6,048.00	\$0.00	\$0.00	\$0.00
Local Business Marketing & Recruitment (2)	\$9,450.00	\$0.00	\$9,450.00	-\$18,388.59	\$9,961.41	-\$28,350.00	\$9,961.41	\$9,961.41	\$0.00
Program Website (3)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$24,850.00	\$0.00	\$24,850.00	\$6,531.41	\$40,929.41	-\$34,398.00	\$9,961.41	\$9,961.41	\$0.00
B. Management Services									
Administration & Management Overhead (5)	\$11,507.93	\$11,507.93	\$0.00	\$17,031.74	\$12,888.88	\$4,142.86	\$12,888.89	\$12,888.89	\$0.00
Financial Accounting (6)	\$5,714.28	\$5,714.28	\$0.00	\$8,457.13	\$6,399.99	\$2,057.14	\$6,399.99	\$6,399.99	\$0.00
Program Management (7)	\$5,714.28	\$5,714.28	\$0.00	\$8,457.13	\$6,399.99	\$2,057.14	\$6,399.99	\$6,399.99	\$0.00
Third Party Audit of program expenditures			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$22,936.49	\$22,936.49	\$0.00	\$33,946.01	\$25,688.86	\$8,257.15	\$25,688.87	\$25,688.87	\$0.00
Provincial trainee registration tracking and certification (8)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,125.00	\$2,125.00	\$0.00	\$3,145.00	\$2,380.00	\$765.00	\$2,380.00	\$2,380.00	\$0.00
Subtotal Information Technology	\$2,125.00	\$2,125.00	\$0.00	\$3,145.00	\$2,380.00	\$765.00	\$2,380.00	\$2,380.00	\$0.00
Subtotal Management Services	\$25,061.49	\$25,061.49	\$0.00	\$37,091.01	\$28,068.86	\$9,022.15	\$28,068.87	\$28,068.87	\$0.00
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$25,650.00	\$0.00	\$25,650.00	-\$49,911.88	\$27,038.12	-\$76,950.00	\$27,038.12	\$27,038.12	\$0.00
Subtotal Participant Intake and Assessment Services	\$25,650.00	\$0.00	\$25,650.00	-\$49,911.88	\$27,038.12	-\$76,950.00	\$27,038.12	\$27,038.12	\$0.00
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$120,000.00	\$7,192.83	\$112,807.17	\$168,000.00	\$10,573.44	\$157,426.56	\$100,800.00	\$48,771.42	\$52,028.58
Subtotal Business Skills Training for Participants	\$120,000.00	\$7,192.83	\$112,807.17	\$168,000.00	\$10,573.44	\$157,426.56	\$100,800.00	\$48,771.42	\$52,028.58
Subtotal Services for Applicants and Participants	\$145,650.00	\$7,192.83	\$138,457.17	\$118,088.12	\$37,611.56	\$80,476.56	\$127,838.12	\$75,809.54	\$52,028.58
Contract advance (12)				-\$28,771.04	\$0.00	-\$28,771.04		\$0.00	
Interest on refund from CRA									
Total Financial Contribution	\$195,561.49	\$32,254.32	\$163,307.17	\$135,939.50	\$106,609.83	\$29,329.67	\$165,868.40	\$113,839.82	-\$52,028.58
							Nov funds not received in Nov 12	-\$165,868.40	
							Cash deficit for Nov 12	-\$113,839.82	



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - Jan 25, 2014

Expense/Anticipated Payment Date	Per Expenditure Summary MBT0007			Per Expenditure Summary MBT0008A-D			Per Expenditure Summary MBT0009A-B		
	Funds Received Dec-12	Dec-12	Suplus/Deficit Dec-12	Funds Received Jan-13	Jan-13	Suplus/Deficit Jan-13	Funds Received Feb-13	Feb-13	Suplus/Deficit Feb-13
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$15,400.00	\$0.00	\$15,400.00	\$0.00	\$9,968.00	-\$9,968.00	\$0.00	\$0.00	\$0.00
Local Business Marketing & Recruitment (2)	\$9,961.41	\$9,961.41	\$0.00	\$9,961.41	\$9,961.41	\$0.00	\$0.00	\$9,961.41	-\$9,961.41
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$25,361.41	\$9,961.41	\$15,400.00	\$9,961.41	\$19,929.41	-\$9,968.00	\$0.00	\$9,961.41	-\$9,961.41
B. Management Services									
Administration & Management Overhead (5)	\$12,888.89	\$12,888.88	\$0.01	\$0.00	\$4,000.00	-\$4,000.00	\$0.00	\$4,000.00	-\$4,000.00
Financial Accounting (6)	\$6,399.99	\$6,399.99	\$0.00	\$4,342.85	\$6,399.99	-\$2,057.14	\$0.00	\$6,399.99	-\$6,399.99
Program Management (7)	\$6,399.99	\$6,399.99	\$0.00	\$4,342.85	\$6,399.99	-\$2,057.14	\$0.00	\$6,399.99	-\$6,399.99
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$25,688.87	\$25,688.87	\$0.01	\$8,685.71	\$16,799.98	-\$8,114.27	\$0.00	\$16,799.98	-\$16,799.98
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,380.00	\$2,380.00	\$0.00	\$1,615.00	\$2,380.00	-\$765.00	\$0.00	\$2,380.00	-\$2,380.00
Subtotal Information Technology	\$2,380.00	\$2,380.00	\$0.00	\$1,615.00	\$2,380.00	-\$765.00	\$0.00	\$2,380.00	-\$2,380.00
Subtotal Management Services	\$28,068.87	\$28,068.87	\$0.01	\$10,300.71	\$19,179.98	-\$8,879.27	\$0.00	\$19,179.98	-\$19,179.98
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	-\$0.00	\$0.00	\$27,038.12	-\$27,038.12
Subtotal Participant Intake and Assessment Services	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	-\$0.00	\$0.00	\$27,038.12	-\$27,038.12
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$100,800.00	\$48,699.61	\$52,100.39	\$115,737.51	\$117,950.95	-\$2,213.44	\$0.00	\$91,980.65	-\$91,980.65
Subtotal Business Skills Training for Participants	\$100,800.00	\$48,699.61	\$52,100.39	\$115,737.51	\$117,950.95	-\$2,213.44	\$0.00	\$91,980.65	-\$91,980.65
Subtotal Services for Applicants and Participants	\$127,838.12	\$75,737.73	\$52,100.39	\$142,775.63	\$144,989.07	-\$2,213.44	\$0.00	\$119,018.77	-\$19,018.77
Contract advance (12)		\$0.00			\$0.00				
Interest on refund from CRA									
Total Financial Contribution	\$181,268.40	\$113,768.00	\$67,500.40	\$163,037.75	\$184,098.46	-\$21,060.71	\$0.00	\$148,160.16	-\$148,160.16
Nov funds received in Dec 12			\$165,868.40						
Cash surplus for Dec 12			\$235,368.80						



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - Jan 25, 2014

Expense/Anticipated Payment Date	Per Expenditure Summary			Per Expenditure Summary			Per Expenditure Summary		
	Funds Received	MBT0010A-B	Suplus/Deficit	Funds Received	MBT0011A-C	Suplus/Deficit	Funds Received	MBT0012A-B	Suplus/Deficit
	Mar-13	Mar-13	Mar-13	Apr-13	Apr-13	Apr-13	May-13	May-13	May-13
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$12,180.00	-\$12,180.00	\$0.00	\$0.00	\$0.00
Local Business Marketing & Recruitment (2)	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$9,338.83	-\$9,338.83	\$0.00	\$9,338.83	-\$9,338.83
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$21,518.83	-\$21,518.83	\$0.00	\$9,338.83	-\$9,338.83
B. Management Services									
Administration & Management Overhead (5)	\$0.00	\$4,000.00	-\$4,000.00	\$0.00	\$3,750.00	-\$3,750.00	\$0.00	\$3,750.00	-\$3,750.00
Financial Accounting (6)	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$5,999.99	-\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Program Management (7)	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$5,999.99	-\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$0.00	\$16,799.98	-\$16,799.98	\$0.00	\$15,749.98	-\$15,749.98	\$0.00	\$15,749.98	-\$15,749.98
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,231.25	-\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Information Technology	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,231.25	-\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Management Services	\$0.00	\$19,179.98	-\$19,179.98	\$0.00	\$17,981.23	-\$17,981.23	\$0.00	\$17,981.23	-\$17,981.23
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$25,348.24	-\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
Subtotal Participant Intake and Assessment Services	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$25,348.24	-\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$0.00	\$83,108.63	-\$83,108.63	\$0.00	\$76,709.28	-\$76,709.28	\$0.00	\$66,092.76	-\$66,092.76
Subtotal Business Skills Training for Participants	\$0.00	\$83,108.63	-\$83,108.63	\$0.00	\$76,709.28	-\$76,709.28	\$0.00	\$66,092.76	-\$66,092.76
Subtotal Services for Applicants and Participants	\$0.00	\$110,146.75	-\$110,146.75	\$0.00	\$102,057.52	-\$102,057.52	\$0.00	\$91,441.00	-\$91,441.00
Contract advance (12)									
Interest on refund from CRA									
Total Financial Contribution	\$0.00	\$139,288.14	-\$139,288.14	\$0.00	\$141,557.58	-\$141,557.58	\$0.00	\$118,761.06	-\$118,761.06



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - Jan 25, 2014

Expense/Anticipated Payment Date	Per Expenditure Summary			Per Expenditure Summary			Per Expenditure Summary		
	Funds Received	MBT0013A-B	Suplus/Deficit	Funds Received	MBT0014A-B	Suplus/Deficit	Funds Received	MBT0015A-B	Suplus/Deficit
	Jun-13	Jun-13	Jun-13	Jul-13	Jul-13	Jul-13	Aug-13	Aug-13	Aug-13
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$5,040.00	-\$5,040.00	\$5,040.00	\$0.00	\$5,040.00
Local Business Marketing & Recruitment (2)	\$0.00	\$9,338.83	-\$9,338.83	\$18,677.66	\$9,338.83	\$9,338.83	\$0.00	\$9,338.83	-\$9,338.83
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$0.00	\$9,338.83	-\$9,338.83	\$18,677.66	\$14,378.83	\$4,298.83	\$5,040.00	\$9,338.83	-\$4,298.83
B. Management Services									
Administration & Management Overhead (5)	\$0.00	\$3,750.00	-\$3,750.00	\$7,500.00	\$3,750.00	\$3,750.00	\$0.00	\$3,750.00	-\$3,750.00
Financial Accounting (6)	\$0.00	\$5,999.99	-\$5,999.99	\$11,999.98	\$5,999.99	\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Program Management (7)	\$0.00	\$5,999.99	-\$5,999.99	\$11,999.98	\$5,999.99	\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$0.00	\$15,749.98	-\$15,749.98	\$31,499.96	\$15,749.98	\$15,749.98	\$0.00	\$15,749.98	-\$15,749.98
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$0.00	\$2,231.25	-\$2,231.25	\$4,462.50	\$2,231.25	\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Information Technology	\$0.00	\$2,231.25	-\$2,231.25	\$4,462.50	\$2,231.25	\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Management Services	\$0.00	\$17,981.23	-\$17,981.23	\$35,962.46	\$17,981.23	\$17,981.23	\$0.00	\$17,981.23	-\$17,981.23
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$0.00	\$25,348.24	-\$25,348.24	\$50,696.48	\$25,348.24	\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
Subtotal Participant Intake and Assessment Services	\$0.00	\$25,348.24	-\$25,348.24	\$50,696.48	\$25,348.24	\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$96,544.36	\$97,184.32	-\$639.96	\$140,354.49	\$104,949.76	\$35,404.73	\$40,745.81	\$90,546.19	-\$49,800.38
Subtotal Business Skills Training for Participants	\$96,544.36	\$97,184.32	-\$639.96	\$140,354.49	\$104,949.76	\$35,404.73	\$40,745.81	\$90,546.19	-\$49,800.38
Subtotal Services for Applicants and Participants	\$96,544.36	\$122,532.56	-\$25,988.20	\$191,050.97	\$130,298.00	\$60,752.97	\$40,745.81	\$115,894.43	-\$75,148.62
Contract advance (12)									
Interest on refund from CRA									
Total Financial Contribution	\$96,544.36	\$149,852.62	-\$53,308.26	\$245,691.09	\$162,658.06	\$83,033.03	\$45,785.81	\$143,214.49	-\$97,428.68



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - Jan 25, 2014

Expense/Anticipated Payment Date	Per Expenditure Summary			Per Expenditure Summary			Per Expenditure Summary		
	Funds Received	MBT0016A-B	Suplus/Deficit	Funds Received	MBT0017A-B	Suplus/Deficit	Funds Received	MBT0018A-B	Suplus/Deficit
	Sep-13	Sep-13	Sep-13	Oct-13	Oct-13	Oct-13	Nov-13	Nov-13	Nov-13
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,200.00	\$4,200.00	\$0.00
Local Business Marketing & Recruitment (2)	\$9,338.83	\$9,338.83	\$0.00	\$18,677.66	\$9,338.83	\$9,338.83	\$9,338.83	\$9,338.83	\$0.00
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$14,700.00	\$14,700.00	\$0.00		\$0.00	
Subtotal Micro-Business Outreach	\$9,338.83	\$9,338.83	\$0.00	\$33,377.66	\$24,038.83	\$9,338.83	\$13,538.83	\$13,538.83	\$0.00
B. Management Services									
Administration & Management Overhead (5)	\$3,750.00	\$3,750.00	\$0.00	\$7,500.00	\$3,750.00	\$3,750.00	\$3,750.00	\$3,750.00	\$0.00
Financial Accounting (6)	\$5,999.99	\$5,999.99	\$0.00	\$11,999.98	\$5,999.99	\$5,999.99	\$7,968.74	\$7,968.74	\$0.00
Program Management (7)	\$5,999.99	\$5,999.99	\$0.00	\$11,999.98	\$5,999.99	\$5,999.99	\$5,999.99	\$5,999.99	\$0.00
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$3,816.75	\$3,816.75	\$0.00		\$0.00	
Subtotal Administrative & Overhead	\$15,749.98	\$15,749.98	\$0.00	\$33,316.71	\$19,566.73	\$15,749.98	\$17,718.73	\$17,718.73	\$0.00
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	
Hosting, Maintenance, & Support (9)	\$2,231.25	\$2,231.25	\$0.00	\$4,462.50	\$2,231.25	\$2,231.25	\$2,231.25	\$2,231.25	\$0.00
Subtotal Information Technology	\$2,231.25	\$2,231.25	\$0.00	\$4,462.50	\$2,231.25	\$2,231.25	\$2,231.25	\$2,231.25	\$0.00
Subtotal Management Services	\$17,981.23	\$17,981.23	\$0.00	\$39,779.21	\$21,797.98	\$17,981.23	\$19,949.98	\$19,949.98	\$0.00
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$25,348.24	\$25,348.24	\$0.00	\$50,696.48	\$25,348.24	\$25,348.24	\$25,348.24	\$25,348.24	\$0.00
Subtotal Participant Intake and Assessment Services	\$25,348.24	\$25,348.24	\$0.00	\$50,696.48	\$25,348.24	\$25,348.24	\$25,348.24	\$25,348.24	\$0.00
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$89,873.31	\$79,594.51	\$10,278.80	\$126,421.01	\$110,249.68	\$16,171.33	\$93,723.08	\$122,466.36	-\$28,743.28
Subtotal Business Skills Training for Participants	\$89,873.31	\$79,594.51	\$10,278.80	\$126,421.01	\$110,249.68	\$16,171.33	\$93,723.08	\$122,466.36	-\$28,743.28
Subtotal Services for Applicants and Participants	\$115,221.55	\$104,942.75	\$10,278.80	\$177,117.49	\$135,597.92	\$41,519.57	\$119,071.32	\$147,814.60	-\$28,743.28
Contract advance (12)							-\$25,000.00		-\$25,000.00
Interest on refund from CRA									
Total Financial Contribution	\$142,541.61	\$132,262.81	\$10,278.80	\$250,274.36	\$181,434.73	\$68,839.63	\$127,560.13	\$181,303.41	-\$53,743.28



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - Jan 25, 2014

Expense/Anticipated Payment Date	Funds Received Dec-13	Per Expenditure Summary	Suplus/Deficit Dec-13	Funds Received Jan-14	Per Expenditure Summary	Per Expenditure Summary	Per Expenditure Summary	Suplus/Deficit Jan-14
		MBT0019A-B Dec-13			MBT0020A Jan-14	MBT0020B Jan-14	MBT0020A-B Jan-14	
A Micro-Business Owner Outreach								
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,130.00	\$11,130.00	-\$11,130.00
Local Business Marketing & Recruitment (2)	\$9,338.83	\$9,338.83	\$0.00	\$0.00	\$9,338.83	\$0.00	\$9,338.83	-\$9,338.83
Program Website (3)	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00		\$1,050.00	\$0.00	\$1,050.00	-\$1,050.00
Subtotal Micro-Business Outreach	\$9,338.83	\$9,338.83	\$0.00	\$0.00	\$10,388.83	\$11,130.00	\$21,518.83	-\$21,518.83
B. Management Services								
Administration & Management Overhead (5)	\$3,750.00	\$3,750.00	\$0.00	\$0.00	\$3,750.00	\$0.00	\$3,750.00	-\$3,750.00
Financial Accounting (6)	\$7,968.74	\$7,968.74	\$0.00	\$0.00	\$7,968.74	\$0.00	\$7,968.74	-\$7,968.74
Program Management (7)	\$5,999.99	\$5,999.99	\$0.00	\$0.00	\$5,714.28	\$0.00	\$5,714.28	-\$5,714.28
Third Party Audit of program expenditures		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$17,718.73	\$17,718.73	\$0.00	\$0.00	\$17,433.02	\$0.00	\$17,433.02	-\$17,433.02
Provincial trainee registration tracking and certification (8)		\$0.00			\$0.00		\$0.00	
Hosting, Maintenance, & Support (9)	\$2,231.25	\$2,231.25	\$0.00	\$0.00	\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Information Technology	\$2,231.25	\$2,231.25	\$0.00	\$0.00	\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Management Services	\$19,949.98	\$19,949.98	\$0.00	\$0.00	\$19,664.27	\$0.00	\$19,664.27	-\$19,664.27
C Participant Intake and Assessment Services								
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$25,348.24	\$25,348.24	\$0.00	\$0.00	\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
Subtotal Participant Intake and Assessment Services	\$25,348.24	\$25,348.24	\$0.00	\$0.00	\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
D Business Skills Training for Participants								
Anticipated Training Funding Dispersed/Month (11)	\$65,273.10	\$110,760.41	-\$45,487.31	\$110,100.51	\$0.00	\$61,262.74	\$61,262.74	\$48,837.77
Subtotal Business Skills Training for Participants	\$65,273.10	\$110,760.41	-\$45,487.31	\$110,100.51	\$0.00	\$61,262.74	\$61,262.74	\$48,837.77
Subtotal Services for Applicants and Participants	\$90,621.34	\$136,108.65	-\$45,487.31	\$110,100.51	\$25,348.24	\$61,262.74	\$86,610.98	\$23,489.53
Contract advance (12)	-\$50,000.00		-\$50,000.00	-\$25,000.00				-\$25,000.00
Interest on refund from CRA								
Total Financial Contribution	\$69,910.15	\$165,397.46	-\$95,487.31	\$85,100.51	\$55,401.34	\$72,392.74	\$127,794.08	-\$42,693.57

**Micro Business Owner Training Project
BC CHAMBER OF COMMERCE
Monthly Claim Report**

Period: From January 11, 2014 to January 25, 2014

A. Micro Business Owner Outreach	
Total Micro Business Owner Outreach Costs	\$0.00
B. Management Services Costs	
- Administration and overhead costs: - Administration and Management Overhead - Financial Accounting - Program Management - Third party audit of program expenditures	\$0.00 \$0.00 \$0.00
Sub Total Admin/Overhead:	\$0.00
- Information technology expenses: - Provincial trainee registration tracking and certification - Hosting, maintenance and support	\$0.00 \$0.00
Sub Total Information technology expenses:	\$0.00
Total Management Services Costs:	\$0.00
C. Participant Intake and Assessment Services	
Intake and Assessment Services	\$0.00
D. Business Skills Training for Participants	
Number of participants:	
Total Participant Costs (maximum of \$1,500 per participant)	\$126,265.69
Total Invoiced Costs for January 11, 2014 to January 25, 2014	\$126,265.69
Less: reduction of accounting advance	(\$25,000.00)
Less: Funds received in January 2014:	
Financial reimbursements re: Participant overages received in Jan 2014	(\$1,299.75)
Net GST refund	(\$24,172.16)
TOTAL Claim Amount for January 11 - 25, 2014	\$75,793.78
SUMMARY	
Net deficit for January per FC0020	(\$2,322.17)
Claim for December 20, 2013 - January 10, 2014 - outstanding at Jan 31, 2014	\$102,794.08
Claim for January 11-25, 2014 - see above	\$75,793.78
Payment to be made per signed MBT0020C - awaiting funding	(\$126,265.69)
Accountable Advance (per Schedule "B-2" of the Agreement)	\$50,000.00

All claimed costs are in accordance with the Eligible Costs described in Schedule "B-2" of the Agreement.

Signature: 

Mark Jess, CGA on behalf of Sharon Clark, CA, MBT Program Manager, Financial Accounting

Print Name: Mark Jess

Date: Feb 4, 2014

Signature: 

Wayne Poncia, MBT Program Manager

Print Name: WCPoncia

Date: Feb 4, 2014



BC Chamber of Commerce - MBT Pilot Project
Financial Contribution Statement of Account as at December 20, 2013

Statement #: FCD020

#1201, 750 West Pender Street
Vancouver, BC V6C 2T8
T 604.683.0700 F 604.683.0416
www.bccchamber.org

			Eligible Costs under Section A, B & C of Schedule "B-2" - Financial		Eligible Costs under Section D "Business Skills Training" of Schedule "B-2" - Financial			
			Contribution Claim amounts:		Contribution Claim amounts:		Total Funding Claim amounts:	
Description	Ref #:	Date:						
Funds received in January 2014:								
BC Chamber of Commerce Monthly Claim Report	December 20-January 10	01/16/2014	\$ -	\$ -	\$ 85,100.51	\$ -	\$ 85,100.51	Includes \$25k reduction to accounting advance
			\$ -	\$ -	\$ -	\$ -	\$ -	
Funds distributed in January 2014:								
Expenditure Summary - December 16/13 - January 3/14	MBT0020A	01/06/2014	\$ (55,401.34)	\$ -	\$ -	\$ -	\$ (55,401.34)	ok
Expenditure Summary - December 16/13 - January 10/14	MBT0020B	01/14/2014	\$ (11,130.00)	\$ -	\$ (61,262.74)	\$ -	\$ (72,392.74)	ok
			\$ -	\$ -	\$ -	\$ -	\$ -	
Net (Deficit) Surplus for January 2014			\$ (66,531.34)	\$ -	\$ 23,837.77	\$ -	\$ (42,693.57)	
Net surplus carried forward:								
Financial Contribution Statement of Account for June 2012	FC0001	06/30/2012	\$ 25,771.04	\$ -	\$ -	\$ -	\$ 25,771.04	
Financial Contribution Statement of Account for July 2012	FC0002	08/07/2012	\$ 35,100.00	\$ -	\$ 45,000.00	\$ -	\$ 80,100.00	
Financial Contribution Statement of Account for August 2012	FC0003	09/07/2012	\$ 35,100.00	\$ -	\$ 115,000.00	\$ -	\$ 150,100.00	
Financial Contribution Statement of Account for September 2012	FC0004	10/11/2012	\$ 50,500.00	\$ -	\$ 112,807.17	\$ -	\$ 163,307.17	
Financial Contribution Statement of Account for October 2012	FC0005	11/06/2012	\$ (128,096.89)	\$ -	\$ 157,426.56	\$ -	\$ 29,329.67	
Financial Contribution Statement of Account for November 2012	FC0006	12/04/2012	\$ (65,068.39)	\$ -	\$ (48,771.42)	\$ -	\$ (113,839.81)	
Financial Contribution Statement of Account for December 2012	FC0007	01/06/2012	\$ 80,468.41	\$ -	\$ 152,900.39	\$ -	\$ 233,368.80	
Financial Contribution Statement of Account for January 2013	FC0008	02/07/2013	\$ (18,847.28)	\$ -	\$ (2,213.44)	\$ -	\$ (21,060.72)	
Financial Contribution Statement of Account for February 2013	FC0009	03/08/2013	\$ (56,179.51)	\$ -	\$ (91,980.65)	\$ -	\$ (148,160.16)	
Financial Contribution Statement of Account for March 2013	FC0010	04/09/2013	\$ (56,179.51)	\$ -	\$ (83,108.63)	\$ -	\$ (139,288.14)	
Financial Contribution Statement of Account for April 2013	FC0011	05/08/2013	\$ (64,848.30)	\$ -	\$ (76,709.28)	\$ -	\$ (141,557.58)	
Financial Contribution Statement of Account for May 2013	FC0012	06/08/2013	\$ (52,668.30)	\$ -	\$ (66,092.76)	\$ -	\$ (118,761.06)	
Financial Contribution Statement of Account for June 2013	FC0013	07/04/2013	\$ (52,668.30)	\$ -	\$ (639.96)	\$ -	\$ (53,308.26)	
Financial Contribution Statement of Account for July 2013	FC0014	08/08/2013	\$ 47,628.30	\$ -	\$ 35,404.73	\$ -	\$ 83,033.03	
Financial Contribution Statement of Account for August 2013	FC0015	09/06/2013	\$ (47,628.30)	\$ -	\$ (49,800.38)	\$ -	\$ (97,428.68)	
Financial Contribution Statement of Account for September 2013	FC0016	10/07/2013	\$ -	\$ -	\$ 10,278.80	\$ -	\$ 10,278.80	
Financial Contribution Statement of Account for October 2013	FC0017	11/12/2013	\$ 52,668.30	\$ -	\$ 16,171.33	\$ -	\$ 68,839.63	
Financial Contribution Statement of Account for November 2013	FC0018	12/09/2013	\$ (25,000.00)	\$ -	\$ (28,743.28)	\$ -	\$ (53,743.28)	
Financial Contribution Statement of Account for December 2013	FC0019	01/06/2014	\$ (25,000.00)	\$ -	\$ (70,487.31)	\$ -	\$ (95,487.31)	
Financial reimbursements re: Participant overages & reimbursements from training providers for dropped/cancelled courses			\$ -	\$ -	\$ 17,332.32	\$ -	\$ 17,332.32	Reimbursement from Participants for training courses exceeding the \$1500 limit
Net Funding Contribution on hand for January 2014			\$ (331,480.07)	\$ -	\$ 167,611.96	\$ -	\$ (163,868.11)	
Net HST/GST Refund for 2012 Q4 (+ Interest) & 2013 Q1, Q2, Q3 & Q4			\$ 68,008.76	\$ -	\$ 93,537.18	\$ -	\$ 161,545.94	
Total Funding Contribution on hand for January 2014			\$ (263,471.31)	\$ -	\$ 261,149.14	\$ -	\$ (2,322.17)	

I, Wayne Poncia, Project Manager, BC Chamber of Commerce MBT Program, declare that the above services for January 2014 have been performed as required under the signed Agreement dated May 10, 2012 between the Province of British Columbia Ministry of Jobs, Tourism and Innovation and the BC Chamber of Commerce.

WC Poncia

For the BCCC: Wayne Poncia, MBT Program Manager

Feb 4, 2014

Date:

Mark Jess

Reviewed and approved by: Mark Jess, CGA on behalf of Sharon Clark, CA, MBT Program Manager, Financial Accounting

Feb 4, 2014

Date:



BC Chamber of Commerce - MBT Pilot Project

Expenditure Summary - Dec 16/13 - Jan 3/13

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YYYY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes
Non-training expenses:										
1	Rethink Learning Inc	2201	100%	01/01/2014	\$ 2,231.25	\$ -	\$ 106.25	\$ 2,125.00	\$ 2,231.25	
2	Rethink Learning Inc	2202	100%	01/01/2014	\$ 9,338.83	\$ -	\$ 444.71	\$ 8,894.12	\$ 9,338.83	
3	Rethink Learning Inc	2203	100%	01/01/2014	\$ 25,348.24	\$ -	\$ 1,207.06	\$ 24,141.18	\$ 25,348.24	
4	Wayne Poncia	120113-01	100%	01/01/2014	\$ 5,714.28	\$ -	\$ -	\$ 5,714.28	\$ 5,714.28	
5	S Clark & Co	1021B	100%	01/01/2014	\$ 7,968.74	\$ -	\$ 379.46	\$ 7,589.28	\$ 7,968.74	
6	BC Chamber of Commerce	1001.14	100%	01/01/2014	\$ 3,750.00	\$ -	\$ 178.57	\$ 3,571.43	\$ 3,750.00	
6B	BC Chamber of Commerce	1049.13	100%	12/20/2013	\$ 1,050.00	\$ -	\$ 50.00	\$ 1,000.00	\$ 1,050.00	
					\$ 55,401.34	\$ -	\$ 2,366.05	\$ 53,035.29	\$ 55,401.34	
Total payments to be issued:										
Rethink Learning Inc									\$ 36,918.32	EFT 6-Jan-14
Wayne Poncia									\$ 5,714.28	EFT 6-Jan-14
S Clark & Co									\$ 7,968.74	EFT 6-Jan-14
BC Chamber of Commerce									\$ 4,800.00	EFT 6-Jan-14
									\$ 55,401.34	

The BC Chamber of Commerce will be claiming reimbursement of 100% of HST and GST Input Tax Credits in relation to the above expenditures

Monica Nykamp

Prepared by: Monica Nykamp for Mark Jess, CGA

Jan 3, 2014

Date:

Mark Jess

Reviewed and approved by: Mark Jess for Sharon Clark, CA

Jan 3, 2014

Date:

Denise Douglas

For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

Jan 6, 2014

Date:

John R. Winter

For the BCCC: John Winter, President

Jan 6, 2014

Date:

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B-2 - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"



BC Chamber of Commerce - MBT Pilot Project

Expenditure Summary - Dec 16/13 - Jan 10/13

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YYYY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
Non-training expenses:										
6C	BC Chamber of Commerce	1050.13	100%	12/31/2013	\$ 11,130.00	\$ -	\$ 530.00	\$ 10,600.00	\$ 11,130.00	
					\$ 11,130.00	\$ -	\$ 530.00	\$ 10,600.00	\$ 11,130.00	
Training related Invoices:										
1171	Make Your Mark Training & Consulting	755	100%	01/10/2014	\$ 1,500.45	\$ -	\$ 71.45	\$ 1,429.00	\$ 1,500.45	COMPLETE
1172	Vancouver Community College	50101111	100%	12/17/2013	\$ 210.00	\$ -	\$ -	\$ 210.00	\$ 210.00	
1173	Neil Godin International Inc.	8-2013-14 B	25%	12/15/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1174	Make Your Mark Training & Consulting	7788	100%	12/14/2013	\$ 1,564.50	\$ -	\$ 74.50	\$ 1,490.00	\$ 1,564.50	COMPLETE
1175	Discovery Community College	2237	100%	12/18/2013	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ 150.00	
1176	Lyons&Associates	751	100%	12/18/2013	\$ 313.95	\$ -	\$ 14.95	\$ 299.00	\$ 313.95	COMPLETE
1177	CanScribe Career College	13352	100%	12/19/2013	\$ 300.00	\$ -	\$ -	\$ 300.00	\$ 300.00	
1178	Small Business BC	13-SBBC29	100%	08/20/2013	\$ 471.45	\$ -	\$ 22.45	\$ 449.00	\$ 471.45	COMPLETE
1179	Small Business BC	13-SBBC68	100%	12/19/2013	\$ 1,365.00	\$ -	\$ 65.00	\$ 1,300.00	\$ 1,365.00	COMPLETE
1180	Small Business BC	13-SBBC69	100%	12/19/2013	\$ 247.80	\$ -	\$ 11.80	\$ 236.00	\$ 247.80	COMPLETE
1181	Make Your Mark Training & Consulting	3717	100%	12/14/2013	\$ 1,572.90	\$ -	\$ 74.90	\$ 1,498.00	\$ 1,572.90	COMPLETE
1182	Neil Godin International Inc.	12-2013-13	25%	12/21/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1183	Coach Kyle / Actionwest Business Solution	1135	25%	12/21/2013	\$ 1,102.50	\$ -	\$ 52.50	\$ 1,050.00	\$ 275.63	
1184	Small Business BC	13-SBBC30	25%	08/20/2013	\$ 1,260.00	\$ -	\$ 60.00	\$ 1,200.00	\$ 315.00	
1185	Small Business BC	13-SBBC67	100%	12/19/2013	\$ 366.45	\$ -	\$ 17.45	\$ 349.00	\$ 366.45	COMPLETE
1186	Q College Inc.	1003	100%	12/30/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1187	Q College Inc.	1004	100%	12/30/2013	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 624.75	
1188	Q College Inc.	1005	100%	12/30/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1189	Q College Inc.	1006	100%	12/30/2013	\$ 902.40	\$ -	\$ 42.97	\$ 859.43	\$ 902.40	
1190	Q College Inc.	999	100%	12/27/2013	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 624.75	
1191	Q College Inc.	1000	100%	12/27/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1192	Q College Inc.	1001	100%	12/27/2013	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75	
1193	Q College Inc.	1002	100%	12/27/2013	\$ 267.75	\$ -	\$ 12.75	\$ 255.00	\$ 267.75	
1194	Excel Career College	4669472	100%	12/31/2013	\$ 420.00	\$ -	\$ 20.00	\$ 400.00	\$ 420.00	
1195	Think Partner Coaching	271	25%	12/20/2013	\$ 2,100.00	\$ -	\$ 100.00	\$ 2,000.00	\$ 525.00	
1196	PACE Business Centre	1191	25%	01/03/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1197	PACE Business Centre	1190	25%	01/03/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1198	Power Up Marketing	49	25%	01/03/2014	\$ 8,174.25	\$ -	\$ 389.25	\$ 7,785.00	\$ 2,043.56	
1199	Think Partner Coaching	272	25%	01/03/2014	\$ 3,675.00	\$ -	\$ 175.00	\$ 3,500.00	\$ 918.75	
1200	Business Advisory Team	2014-01-Jmarkin	0%	01/06/2014	\$ 1,470.00	\$ -	\$ 70.00	\$ 1,400.00	\$ -	Rec'd call 1/13/14 - participant cycled
1201	University of British Columbia	2014803959	100%	01/06/2014	\$ 710.00	\$ -	\$ -	\$ 710.00	\$ 710.00	
1202	Pacific Office Solutions	BE101-14	25%	01/04/2014	\$ 10,714.20	\$ -	\$ 510.20	\$ 10,204.00	\$ 2,678.55	
1203	AcumenPD	222	100%	01/04/2014	\$ 700.00	\$ -	\$ -	\$ 700.00	\$ 700.00	COMPLETE
1204	AcumenPD	223	100%	01/04/2014	\$ 1,250.00	\$ -	\$ -	\$ 1,250.00	\$ 1,250.00	COMPLETE
1205	TIB Marketing Essentials	CLN017	25%	01/07/2014	\$ 13,020.00	\$ -	\$ 620.00	\$ 12,400.00	\$ 3,255.00	
1206	Q College Inc.	CR11	100%	01/08/2014	\$ (624.75)	\$ -	\$ (29.75)	\$ (595.00)	\$ (624.75)	CREDIT
1207	Q College Inc.	1009	100%	01/08/2014	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1208	Focal Point	92	25%	01/08/2014	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 787.50	
1209	Susan Peach	1462	25%	01/08/2014	\$ 908.25	\$ -	\$ 43.25	\$ 865.00	\$ 227.06	
1210	Discovery Community College	2240	100%	01/10/2014	\$ 305.00	\$ -	\$ -	\$ 305.00	\$ 305.00	
1211	Executive Web Club	49	25%	01/03/2014	\$ 6,279.26	\$ -	\$ 299.01	\$ 5,980.25	\$ 1,569.82	
1212	Executive Web Club	51	100%	11/01/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1213	Debbie Palmer Presents	182	25%	01/08/2014	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 196.88	
1214	Prestige Business & Management Consulti	MBT018	25%	01/05/2014	\$ 2,821.88	\$ -	\$ 134.38	\$ 2,687.50	\$ 705.47	
1215	Executive Web Club	50	25%	12/20/2013	\$ 4,827.90	\$ -	\$ 229.90	\$ 4,598.00	\$ 1,206.98	
					\$ 88,731.89	\$ -	\$ 4,052.71	\$ 84,679.18	\$ 38,421.35	
Previously issued Invoices & partial payments re: completion										
297	ClientSave Professional Contact Managem	2169	75%	02/10/2013	\$ 554.40	\$ 59.40	\$ -	\$ 495.00	\$ 415.80	MBT0009B
471	Susan Peach	1376	75%	04/24/2013	\$ 2,199.75	\$ -	\$ 104.75	\$ 2,095.00	\$ 1,181.25	MBT0012A
477	Neil Godin International Inc.	5-2013-12	75%	05/03/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0012A
676	Debbie Palmer Presents	157	75%	07/16/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0014B
723	Focal Point	58	75%	08/26/2013	\$ 7,875.00	\$ -	\$ 375.00	\$ 7,500.00	\$ 1,181.25	MBT0015B
730	Pacific Office Solutions	BE101-07	75%	08/25/2013	\$ 16,307.40	\$ -	\$ 776.40	\$ 15,531.00	\$ (1,181.25)	MBT0015B/ MBT0019B
736	Susan Peach	1429	75%	08/25/2013	\$ 362.25	\$ -	\$ 17.25	\$ 345.00	\$ 468.56	MBT0015B
757	Debbie Palmer Presents	163	75%	08/18/2013	\$ 1,046.85	\$ -	\$ 49.85	\$ 997.00	\$ 785.14	MBT0015B
818	Focal Point	69	75%	09/23/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0016B
833	Small Business BC	13-SBBC37	75%	09/12/2013	\$ 366.45	\$ -	\$ 17.45	\$ 349.00	\$ 274.84	MBT0016B
850	Clemens Rettlich Buisness Consulting Ltd.	2013-515	75%	10/07/2013	\$ 2,100.00	\$ -	\$ 100.00	\$ 2,000.00	\$ 393.75	MBT0017A
865	Power Up Marketing	41	75%	10/07/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	MBT0017A
874	In the Black Business Cons.	196	75%	09/29/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 393.75	MBT0017A
890	Clarity Business Strategies	1928	75%	09/30/2013	\$ 2,362.50	\$ -	\$ 112.50	\$ 2,250.00	\$ 590.62	MBT0017A
905	Focal Point	74	75%	10/08/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0017A
937	PACE Business Centre	1144	75%	10/20/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 1,074.15	MBT0017B
963	Power Up Marketing	42	75%	10/17/2013	\$ 3,774.75	\$ -	\$ 179.75	\$ 3,595.00	\$ 862.31	MBT0017B
984	PACE Business Centre	1150	75%	10/31/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 1,074.15	MBT0018A
988	PACE Business Centre	1162	75%	11/04/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018A
989	PACE Business Centre	1160	75%	11/04/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018A
1018	Power Up Marketing	44	75%	11/11/2013	\$ 2,331.00	\$ -	\$ 111.00	\$ 2,220.00	\$ 393.75	MBT0018A
1020	Think Partner Coaching	258	75%	11/02/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018A
1044	Debbie Palmer Presents	175	75%	12/11/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 590.62	MBT0018B
1053	Main Street Communication Ltd.	27001722013	75%	11/21/2013	\$ 4,200.00	\$ -	\$ 200.00	\$ 4,000.00	\$ 393.75	MBT0018B
1086	Susan Peach	1454	75%	11/24/2013	\$ 3,974.25	\$ -	\$ 189.25	\$ 3,785.00	\$ 665.44	MBT0018B
1108	Think Partner Coaching	265	75%	11/30/2013	\$ 3,701.25	\$ -	\$ 176.25	\$ 3,525.00	\$ 885.94	MBT0019B
1128	Think Partner Coaching	268	75%	12/06/2013	\$ 2,642.85	\$ -	\$ 125.85	\$ 2,517.00	\$ 210.26	MBT0019B
1132	AcumenPD	218	75%	12/07/2013	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	\$ 1,125.00	MBT0019B
1133	AcumenPD	217	75%	12/07/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 375.00	MBT0019B
1138	Main Street Communication Ltd.	28001742013	75%	12/11/2013	\$ 3,937.50	\$ -	\$ 187.50	\$ 3,750.00	\$ 787.50	MBT0019B

1162	AcumenPD	221	75%	12/14/2013	\$ 50.00	\$ -	\$ -	\$ 50.00	\$ 375.00	MBT0019B
1164	Power Up Marketing	47	75%	12/16/2013	\$ 2,824.50	\$ -	\$ 134.50	\$ 2,690.00	\$ 468.56	MBT0019B
1198	Power Up Marketing	49	75%	01/03/2014	\$ 8,174.25	\$ -	\$ 389.25	\$ 7,785.00	\$ 393.75	See Above

\$ 87,007.45 \$ - \$ 4,045.45 \$ 82,962.00 \$ 22,841.39

\$ 186,869.34 \$ - \$ 8,628.16 \$ 178,241.18 \$ 72,392.74

Total payments to be issued:

BC Chamber of Commerce	\$ 11,130.00	EFT	15-Jan-14
Small Business BC	\$ 3,040.54	EFT	15-Jan-14
Excel Career College	\$ 420.00	EFT	15-Jan-14
CanScribe Career College	\$ 300.00	EFT	15-Jan-14
AcumenPD	\$ 3,825.00	EFT	15-Jan-14
Discovery Community College	\$ 455.00	Chq	15-Jan-14
University of British Columbia	\$ 710.00	Chq	15-Jan-14
ClientSave Professional Contact Management Ltd	\$ 415.80	EFT	15-Jan-14
Power Up Marketing	\$ 4,555.68	EFT	15-Jan-14
In the Black Business Cons.	\$ 393.75	EFT	15-Jan-14
Main Street Communication Ltd.	\$ 1,181.25	EFT	15-Jan-14
Susan Peach	\$ 2,542.31	EFT	15-Jan-14
Vancouver Community College	\$ 210.00	EFT	15-Jan-14
PACE Business Centre	\$ 5,298.30	EFT	15-Jan-14
Prestige Business & Management Consulting Ltd.	\$ 705.47	EFT	15-Jan-14
Make Your Mark Training & Consulting	\$ 4,637.85	EFT	15-Jan-14
Clemens Rettich Business Consulting Ltd.	\$ 393.75	EFT	15-Jan-14
Lyons&Associates	\$ 313.95	EFT	15-Jan-14
Debbie Palmer Presents	\$ 2,753.89	EFT	15-Jan-14
Clarity Business Strategies	\$ 590.62	EFT	15-Jan-14
Neil Godin International Inc.	\$ 1,968.75	EFT	15-Jan-14
TLB Marketing Essentials	\$ 3,255.00	EFT	15-Jan-14
Executive Web Club	\$ 4,351.80	EFT	15-Jan-14
Q College Inc.	\$ 9,118.65	EFT	15-Jan-14
Pacific Office Solutions	\$ 1,497.30	EFT	15-Jan-14
Focal Point	\$ 4,331.25	EFT	15-Jan-14
Think Partner Coaching	\$ 3,721.20	EFT	15-Jan-14
Coach Kyle / Actionwest Business Solutions Ltd	\$ 275.63	EFT	15-Jan-14
	<u>\$ 72,392.74</u>		

The BC Chamber of Commerce will be claiming reimbursement of 100% of HST and GST Input Tax Credits in relation to the above expenditures

Monica Nykamp

Prepared by: Monica Nykamp for Mark Jess, CGA

Jan 14, 2014

Date:

Mark Jess

Reviewed and approved by: Mark Jess for Sharon Clark, CA

Jan 14, 2014

Date:

Denise Douglas

For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

Jan 14, 2014

Date:

John Winter

For the BCCC: John Winter, President

Jan 14, 2014

Date:

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B-2 - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"



MBT0020C

BC Chamber of Commerce - MBT Pilot Project
Expenditure Summary - Jan 11/14 - Jan 25/14

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YYYY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes
Training related Invoices:										
1216	Business Advisory Team	2014-01-Markin-Credit	0%	01/15/2014	\$ (1,470.00)	\$ -	\$ (70.00)	\$ (1,400.00)	\$ -	
1217	The Big Picture Coach Inc.	2014-213	25%	01/13/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1218	Power Up Marketing	50	25%	01/13/2014	\$ 1,128.75	\$ -	\$ 53.75	\$ 1,075.00	\$ 282.19	
1219	Neil Godin International Inc.	12-2013-138	100%	12/15/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1220	Lyons&Associates	752	100%	01/14/2014	\$ 313.95	\$ -	\$ 14.95	\$ 299.00	\$ 313.95	COMPLETE
1221	Training Provider Inc dba AK Coaching	1011	25%	01/15/2014	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 196.88	
1222	British Columbia Institute of Technology	R0117443	100%	01/14/2014	\$ 476.85	\$ -	\$ -	\$ 476.85	\$ 476.85	
1223	TIB Marketing Essentials	CLH018	25%	01/15/2014	\$ 6,720.00	\$ -	\$ 320.00	\$ 6,400.00	\$ 1,680.00	
1224	Main Street Communication Ltd.	29001752014	25%	01/15/2014	\$ 9,515.62	\$ -	\$ 453.12	\$ 9,062.50	\$ 2,378.91	
1225	Camosun College	113325	100%	10/08/2013	\$ 414.75	\$ -	\$ 19.75	\$ 395.00	\$ 414.75	
1226	Oakray Marketing Services Ltd.	MBT-14-001	25%	01/17/2014	\$ 1,500.00	\$ -	\$ 71.43	\$ 1,428.57	\$ 375.00	
1227	Think Partner Coaching	274	25%	01/17/2014	\$ 3,018.75	\$ -	\$ 143.75	\$ 2,875.00	\$ 754.69	
1228	Q College Inc.	1014	100%	01/15/2014	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1229	Q College Inc.	1015	100%	01/15/2014	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 624.75	
1230	Q College Inc.	1016	100%	01/15/2014	\$ 357.00	\$ -	\$ 17.00	\$ 340.00	\$ 357.00	
1231	Q College Inc.	1017	100%	01/15/2014	\$ 937.11	\$ -	\$ 44.62	\$ 892.49	\$ 937.11	
1232	Think Partner Coaching	273	25%	01/10/2014	\$ 5,118.75	\$ -	\$ 243.75	\$ 4,875.00	\$ 1,279.69	
1233	Power Up Marketing	51	25%	01/19/2014	\$ 2,268.00	\$ -	\$ 108.00	\$ 2,160.00	\$ 567.00	
1234	AcumenPD	224	100%	01/18/2014	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	COMPLETE
1235	Giesbrecht, Goodrich & Co.	CLN-01-01-2014	25%	01/23/2014	\$ 4,136.23	\$ -	\$ 196.96	\$ 3,939.27	\$ 1,034.06	
1236	WebFriendly	1814	100%	01/20/2014	\$ 49.35	\$ -	\$ 2.35	\$ 47.00	\$ 49.35	COMPLETE
1237	Business Advisory Team	2013-12-JZickerman	100%	12/10/2013	\$ 1,470.00	\$ -	\$ 70.00	\$ 1,400.00	\$ 1,470.00	COMPLETE
1238	Business Advisory Team	2014-01-JZickerman	100%	01/16/2014	\$ 105.00	\$ -	\$ 5.00	\$ 100.00	\$ 105.00	COMPLETE
1239	Prestige Business & Management Consulti	MBT019	25%	01/20/2014	\$ 3,805.88	\$ -	\$ 181.23	\$ 3,624.65	\$ 951.47	
1240	Make Your Mark Training & Consulting	7648	100%	01/18/2014	\$ 1,572.90	\$ -	\$ 74.90	\$ 1,498.00	\$ 1,572.90	COMPLETE
1241	Focal Point	100	25%	01/22/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1242	Q College Inc.	1023	100%	01/23/2014	\$ 490.88	\$ -	\$ 23.38	\$ 467.50	\$ 490.88	
1243	Susan Peach	1465	25%	01/22/2014	\$ 3,123.75	\$ -	\$ 148.75	\$ 2,975.00	\$ 780.94	
1244	Make Your Mark Training & Consulting	8357	100%	01/18/2014	\$ 1,572.90	\$ -	\$ 74.90	\$ 1,498.00	\$ 1,572.90	COMPLETE
1245	Make Your Mark Training & Consulting	9065	100%	01/18/2014	\$ 1,572.90	\$ -	\$ 74.90	\$ 1,498.00	\$ 1,572.90	COMPLETE
1246	Make Your Mark Training & Consulting	4630	100%	01/18/2014	\$ 1,572.90	\$ -	\$ 74.90	\$ 1,498.00	\$ 1,572.90	COMPLETE
1247	Make Your Mark Training & Consulting	2495	100%	01/18/2014	\$ 1,572.90	\$ -	\$ 74.90	\$ 1,498.00	\$ 1,572.90	COMPLETE
1248	Pacific Office Solutions	BE101-15	25%	01/20/2014	\$ 8,064.00	\$ -	\$ 384.00	\$ 7,680.00	\$ 2,016.00	
1249	Power Concepts	8907	25%	01/21/2014	\$ 576.45	\$ -	\$ 27.45	\$ 549.00	\$ 144.11	
1250	Trainwest Management & Consulting Inc	1446	25%	01/18/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1251	Trainwest Management & Consulting Inc	1447	25%	01/18/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1252	Trainwest Management & Consulting Inc	1448	25%	01/18/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1253	Langara College	50149693	100%	01/13/2014	\$ 253.00	\$ -	\$ -	\$ 253.00	\$ 253.00	
1254	Langara College	50149694	100%	01/13/2014	\$ 253.00	\$ -	\$ -	\$ 253.00	\$ 253.00	
1255	Thompson Rivers University	50008712	100%	12/31/2013	\$ 1,778.40	\$ -	\$ -	\$ 1,778.40	\$ 1,778.40	
1256	Q College Inc.	1031	100%	01/23/2014	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75	
1257	Rock Solid Business Coaching Inc	DEC-13	25%	12/16/2013	\$ 13,548.33	\$ -	\$ 645.16	\$ 12,903.17	\$ 3,387.08	
1258	Think Partner Coaching	275	100%	01/23/2014	\$ (131.25)	\$ -	\$ (6.25)	\$ (125.00)	\$ (131.25)	CREDIT
1259	Make Your Mark Training & Consulting	7949	100%	01/18/2014	\$ 1,572.90	\$ -	\$ 74.90	\$ 1,498.00	\$ 1,572.90	COMPLETE
1260	Q College Inc.	1024	100%	01/23/2014	\$ 763.57	\$ -	\$ 36.36	\$ 727.21	\$ 763.57	
1261	Q College Inc.	1025	100%	01/23/2014	\$ 867.30	\$ -	\$ 41.30	\$ 826.00	\$ 867.30	
1262	Q College Inc.	1026	100%	01/23/2014	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1263	Q College Inc.	1027	100%	01/23/2014	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1264	Q College Inc.	1028	100%	01/23/2014	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1265	Q College Inc.	1029	100%	01/23/2014	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 624.75	
1266	Q College Inc.	1030	100%	01/23/2014	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1267	TIB Marketing Essentials	CLN019	25%	01/23/2014	\$ 7,140.00	\$ -	\$ 340.00	\$ 6,800.00	\$ 1,785.00	
1268	Thrive Business Strategies Inc	11	25%	12/31/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1269	Executive Web Club	1638	25%	01/23/2014	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 787.50	
1270	Executive Web Club	1639	100%	01/23/2014	\$ (1,554.26)	\$ -	\$ (74.01)	\$ (1,480.25)	\$ (1,554.26)	CREDIT
1271	College of the Rockies	12902	100%	01/13/2014	\$ 135.00	\$ -	\$ -	\$ 135.00	\$ 135.00	
1272	College of the Rockies	12903	100%	01/13/2014	\$ 675.00	\$ -	\$ -	\$ 675.00	\$ 675.00	
1273	College of the Rockies	12901	100%	01/13/2014	\$ 141.75	\$ -	\$ 6.75	\$ 135.00	\$ 141.75	
1274	College of the Rockies	12899	100%	01/13/2014	\$ 135.00	\$ -	\$ -	\$ 135.00	\$ 135.00	
1275	College of the Rockies	12900	100%	01/13/2014	\$ 135.00	\$ -	\$ -	\$ 135.00	\$ 135.00	
1276	College of the Rockies	12898	100%	01/13/2014	\$ 135.00	\$ -	\$ -	\$ 135.00	\$ 135.00	
1277	College of the Rockies	12905	100%	01/13/2014	\$ 135.00	\$ -	\$ -	\$ 135.00	\$ 135.00	
1278	College of the Rockies	12922	100%	01/13/2014	\$ 675.00	\$ -	\$ -	\$ 675.00	\$ 675.00	
1279	College of the Rockies	12904	100%	01/13/2014	\$ 135.00	\$ -	\$ -	\$ 135.00	\$ 135.00	
1280	College of the Rockies	12924	100%	01/13/2014	\$ 135.00	\$ -	\$ -	\$ 135.00	\$ 135.00	
1281	College of the Rockies	12923	100%	01/13/2014	\$ 135.00	\$ -	\$ -	\$ 135.00	\$ 135.00	
					\$ 112,653.81	\$ -	\$ 5,093.45	\$ 107,560.36	\$ 51,834.82	
Previously issued invoices & partial payments re: completion										
167	Susan Peach	1301	75%	01/02/2013	\$ 5,040.00	\$ 540.00	\$ -	\$ 4,500.00	\$ 1,260.00	MBT0008A
278	Susan Peach	1332	75%	02/10/2013	\$ 4,704.00	\$ 504.00	\$ -	\$ 4,200.00	\$ 1,260.00	MBT0009A
384	Susan Peach	1362	75%	03/25/2013	\$ 3,858.40	\$ 413.40	\$ -	\$ 3,445.00	\$ 1,260.00	MBT0010B
385	The Big Picture Coach Inc.	2013-207	75%	03/25/2013	\$ 1,673.28	\$ 179.28	\$ -	\$ 1,494.00	\$ 420.00	MBT0010B
587	Executive Web Club	15	75%	06/18/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0013B
598	Executive Web Club	16	75%	06/23/2013	\$ 1,942.50	\$ -	\$ 92.50	\$ 1,850.00	\$ 275.62	MBT0013B
603	The Big Picture Coach Inc.	2013-209	75%	06/24/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0013B
666	Executive Web Club	18	75%	07/15/2013	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 1,181.25	MBT0014B
688	Giesbrecht, Goodrich & Co.	CLN-01-07-2013	75%	07/01/2013	\$ 6,037.50	\$ -	\$ 287.50	\$ 5,750.00	\$ 2,362.50	MBT0014B
697	Executive Web Club	24	75%	07/31/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0015A
723	Focal Point	58	75%	08/26/2013	\$ 7,875.00	\$ -	\$ 375.00	\$ 7,500.00	\$ 4,725.00	MBT0015B
724	TIB Marketing Essentials	CLN010	75%	08/26/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0015B
735	Rock Solid Business Coaching Inc	AUG	75%	08/26/2013	\$ 7,484.80	\$ -	\$ 356.43	\$ 7,128.37	\$ 1,125.00	MBT0015B
743	Executive Web Club	26	75%	08/19/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0015B
766	In the Black Business Cons.	179	75%	08/11/2013	\$ 1,501.50	\$ -	\$ 71.50	\$ 1,430.00	\$ 1,126.12	MBT0015B
767	Executive Web Club	25	75%	08/12/2013	\$ 3,937.50	\$ -	\$ 187.50	\$ 3,750.00	\$ 590.62	MBT0015B
778	Susan Peach	1433	75%	09/09/2013	\$ 2,884.35	\$ -	\$ 137.35	\$ 2,747.00	\$ 513.45	MBR0016A
781	Power Up Marketing	38	75%	09/07/2013	\$ 3,711.75	\$ -	\$ 176.75	\$ 3,535.00	\$ 862.31	MBT0016A
786	Executive Web Club	29	75%	09/09/2013	\$ 3,096.45	\$ -	\$ 147.45	\$ 2,949.00	\$ 1,141.09	MBT0016A
787	Neil Godin International Inc.	8-2013-13	75%	08/27/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0016A
796	Neil Godin International Inc.	8-2013-14	75%	08/27/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0016A

JTI-2014-00158

816	Giesbrecht, Goodrich & Co.	CLN-01-09-2013	75%	09/25/2013	\$ 3,675.00	\$ -	\$ 175.00	\$ 3,500.00	\$ 1,181.25	MBT0016A
875	In the Black Business Cons.	197	75%	09/29/2013	\$ 1,501.50	\$ -	\$ 71.50	\$ 1,430.00	\$ 1,126.12	MBT0017A
882	Executive Web Club	34	75%	10/01/2013	\$ 3,568.95	\$ -	\$ 169.95	\$ 3,399.00	\$ 1,181.25	MBT0017A
917	TLB Marketing Essentials	CLN012	75%	09/10/2013	\$ 5,355.00	\$ -	\$ 255.00	\$ 5,100.00	\$ 1,181.25	MBT0017B
932	Focal Point	77	75%	10/22/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0017B
933	Focal Point	70	75%	09/30/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 2,362.50	MBT0017B
940	Main Street Communication Ltd.	25001692013	75%	10/23/2013	\$ 9,975.00	\$ -	\$ 475.00	\$ 9,500.00	\$ 1,181.25	MBT0017B
949	Power Up Marketing	43	75%	10/21/2013	\$ 2,199.75	\$ -	\$ 104.75	\$ 2,095.00	\$ 393.75	MBT0017B
960	Executive Web Club	42	75%	10/14/2013	\$ 2,623.95	\$ -	\$ 124.95	\$ 2,499.00	\$ 786.71	MBT0017B
969	Think Partner Coaching	252	75%	10/10/2013	\$ 2,231.25	\$ -	\$ 106.25	\$ 2,125.00	\$ 590.63	MBT0017B
972	Thrive Business Strategies Inc	8	75%	10/01/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0017B
992	Focal Point	81	75%	11/05/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018A
995	Thrive Business Strategies Inc	9	75%	11/01/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018A
996	The Big Picture Coach Inc.	2013-211	75%	11/04/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018A
1018	Power Up Marketing	44	75%	11/11/2013	\$ 2,331.00	\$ -	\$ 111.00	\$ 2,220.00	\$ 567.00	MBT0018A
1019	Executive Web Club	44	75%	11/09/2013	\$ 4,459.35	\$ -	\$ 212.35	\$ 4,247.00	\$ 590.62	MBT0018A
1023	Giesbrecht, Goodrich & Co.	CLN-01-11-2013	75%	11/12/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 590.63	MBT0018A
1043	Think Partner Coaching	261	75%	11/13/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018B
1053	Main Street Communication Ltd.	27001722013	75%	11/21/2013	\$ 4,200.00	\$ -	\$ 200.00	\$ 4,000.00	\$ 1,378.12	MBT0018B
1061	Executive Web Club	45	75%	11/19/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 1,181.25	MBT0018B
1063	Debbie Palmer Presents	176	75%	11/12/2013	\$ 250.95	\$ -	\$ 11.95	\$ 239.00	\$ 188.21	MBT0018B
1064	Giesbrecht, Goodrich & Co.	CLN-02-11-2013	75%	11/25/2013	\$ 1,837.50	\$ -	\$ 87.50	\$ 1,750.00	\$ 787.50	MBT0018B
1072	Debbie Palmer Presents	178	75%	11/19/2013	\$ 1,046.85	\$ -	\$ 49.85	\$ 997.00	\$ 785.14	MBT0018B
1076	Rock Solid Business Coaching Inc	Nov-13	75%	11/25/2013	\$ 4,488.60	\$ -	\$ 213.75	\$ 4,274.85	\$ 1,122.15	MBT0018B
1103	TLB Marketing Essentials	CLN015	75%	11/28/2013	\$ 210.00	\$ -	\$ 10.00	\$ 200.00	\$ 157.50	MBT0019B
1108	Think Partner Coaching	265	75%	11/30/2013	\$ 3,701.25	\$ -	\$ 176.25	\$ 3,525.00	\$ 708.75	MBT0019B
1128	Think Partner Coaching	268	75%	12/06/2013	\$ 2,642.85	\$ -	\$ 125.85	\$ 2,517.00	\$ 590.63	MBT0019B
1137	Debbie Palmer Presents	181	75%	12/10/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 590.62	MBT0019B
1152	Executive Web Club	46	75%	11/29/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 1,181.25	MBT0019B
1155	Susan Peach	1459	75%	12/13/2013	\$ 2,667.00	\$ -	\$ 127.00	\$ 2,540.00	\$ 468.56	MBT0019B
1157	Executive Web Club	47	75%	12/15/2013	\$ 628.95	\$ -	\$ 29.95	\$ 599.00	\$ 471.71	MBT0019B
1163	Giesbrecht, Goodrich & Co.	CLN-01-12-2013	75%	12/16/2013	\$ 2,362.50	\$ -	\$ 112.50	\$ 2,250.00	\$ 1,771.87	MBT0019B
1164	Power Up Marketing	47	75%	12/16/2013	\$ 2,824.50	\$ -	\$ 134.50	\$ 2,690.00	\$ 1,649.81	MBT0019B
1166	Power Up Marketing	48	75%	12/16/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 787.50	MBT0019B
1182	Neil Godin International Inc.	12-2013-13	75%	12/21/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0020B
1195	Think Partner Coaching	271	75%	12/20/2013	\$ 2,100.00	\$ -	\$ 100.00	\$ 2,000.00	\$ 1,181.25	MBT0020B
1198	Power Up Marketing	49	75%	01/03/2014	\$ 8,174.25	\$ -	\$ 389.25	\$ 7,785.00	\$ 3,693.37	MBT0020B
1209	Susan Peach	1462	75%	01/08/2014	\$ 908.25	\$ -	\$ 43.25	\$ 865.00	\$ 468.56	MBT0020B
1211	Executive Web Club	49	75%	01/03/2014	\$ 6,279.26	\$ -	\$ 299.01	\$ 5,980.25	\$ 1,165.69	MBT0020B
1215	Executive Web Club	50	75%	12/20/2013	\$ 4,827.90	\$ -	\$ 229.90	\$ 4,598.00	\$ 1,181.25	MBT0020B
1218	Power Up Marketing	50	75%	01/13/2014	\$ 1,128.75	\$ -	\$ 53.75	\$ 1,075.00	\$ 468.56	See Above
1232	Think Partner Coaching	273	25%	01/10/2014	\$ 5,118.75	\$ -	\$ 243.75	\$ 4,875.00	\$ 1,771.78	See Above
1243	Susan Peach	1465	25%	01/22/2014	\$ 3,123.75	\$ -	\$ 148.75	\$ 2,975.00	\$ 937.12	See Above
1257	Rock Solid Business Coaching Inc	DEC-12	25%	12/16/2013	\$ 13,548.33	\$ -	\$ 645.16	\$ 12,903.17	\$ 3,369.30	See Above

\$ 205,475.47 \$ 1,636.68 \$ 9,057.15 \$ 194,781.64 \$ 74,430.87

\$ 318,129.28 \$ 1,636.68 \$ 14,150.60 \$ 302,342.00 \$ 126,265.69

Total payments to be issued:

Oakray Marketing Services Ltd.	\$ 375.00	EFT	31-Jan-14
The Big Picture Coach Inc.	\$ 3,176.25	EFT	31-Jan-14
Rock Solid Business Coaching Inc	\$ 9,003.53	EFT	31-Jan-14
Giesbrecht, Goodrich & Co.	\$ 7,727.81	EFT	31-Jan-14
AcumenPD	\$ 500.00	EFT	31-Jan-14
Camosun College	\$ 414.75	EFT	31-Jan-14
College of the Rockies	\$ 2,571.75	EFT	31-Jan-14
Power Concepts	\$ 144.11	EFT	31-Jan-14
Power Up Marketing	\$ 9,271.49	EFT	31-Jan-14
Training Provider Inc dba AK Coaching	\$ 196.88	EFT	31-Jan-14
In the Black Business Cons.	\$ 2,252.24	EFT	31-Jan-14
Main Street Communication Ltd.	\$ 4,938.28	EFT	31-Jan-14
Susan Peach	\$ 6,948.63	EFT	31-Jan-14
WebFriendly	\$ 49.35	EFT	31-Jan-14
Thompson Rivers University	\$ 1,778.40	EFT	31-Jan-14
langara College	\$ 506.00	EFT	31-Jan-14
Trainwest Management & Consulting Inc	\$ 1,181.25	EFT	31-Jan-14
Prestige Business & Management Consulting Ltd.	\$ 951.47	EFT	31-Jan-14
Make Your Mark Training & Consulting	\$ 9,437.40	EFT	31-Jan-14
Lyons & Associates	\$ 313.95	EFT	31-Jan-14
Debbie Palmer Presents	\$ 1,563.97	EFT	31-Jan-14
Neil Godin International Inc.	\$ 5,118.75	EFT	31-Jan-14
Thrive Business Strategies Inc	\$ 2,756.25	EFT	31-Jan-14
TLB Marketing Essentials	\$ 5,985.00	EFT	31-Jan-14
Executive Web Club	\$ 13,705.30	EFT	31-Jan-14
Q College Inc.	\$ 13,558.86	EFT	31-Jan-14
British Columbia Institute of Technology	\$ 476.85	Chq	31-Jan-14
Pacific Office Solutions	\$ 2,016.00	EFT	31-Jan-14
Focal Point	\$ 9,843.75	EFT	31-Jan-14
Think Partner Coaching	\$ 7,927.42	EFT	31-Jan-14
Business Advisory Team	\$ 1,575.00	EFT	31-Jan-14
	\$ 126,265.69		

The BC Chamber of Commerce will be claiming reimbursement of 100% of HST and GST Input Tax Credits in relation to the above expenditures

Monica Nykano
Prepared by: Monica Nykano for Mark Jess, CGA

Jan 28, 2014

Date:

Mark Jess
Reviewed and approved by: Mark Jess for Sharon Clark, CA

Jan 28, 2014

Date:

Denise Douglas
For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

Jan 28, 2014
Date:

John Winter
For the BCCC: John Winter, President

Jan 28, 2014
Date:

Note:
The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B-2 - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"

- 1 - Inv_2201_BCCC.pdf
- 2 - Inv_2202_BCCC.pdf
- 3 - Inv_2203_BCCC.pdf
- 4 - Poncia Invoice MBT 1_1_14.pdf
- 5 - Sharon Clark, 1021.PDF
- 6 - BC Chamber 1001.14.PDF
- 6B - BC Chamber 1049.13.PDF

1171 - MYM, 755.PDF
1172 - VCC, S0101111.PDF
1173 - NeilGodin, 8-2013-14.PDF
1174 - MYM, 7788.PDF
1175 - Discovery, 2237.PDF
1176 - Lyons, 751.PDF
1177 - CanScribe, 13352.PDF
1178 - SBBC, 13-SBBC29.PDF
1179 - SBBC, 13-SBBC68.PDF
1180 - SBBC, 13-SBBC69.PDF
1181 - MYM, 3717.PDF
1182 - NeilGodin, 12-2013-13.PDF
1183 - CoachKyle, 1135.PDF
1184 - SBBC, 13-SBBC30.PDF
1185 - SBBC, 13-SBBC67.PDF
1186 - QCollege, 1003.PDF
1187 - QCollege, 1004.PDF
1188 - QCollege, 1005.PDF
1189 - QCollege, 1006.PDF
1190 - QCollege, 999.PDF
1191 - QCollege, 1000.PDF
1192 - QCollege, 1001.PDF
1193 - QCollege, 1002.PDF
1194 - ECC, 4669472.PDF
1195 - ThinkPartner, 271.PDF
1196 - PACE, 1191.PDF
1197 - PACE, 1190.PDF
1198 - PowerUp, 49.PDF
1199 - ThinkPartner, 272.PDF
1200 - BAT, 2014-01-JMarkin.PDF
1201 - UBC, 2014803959.PDF

1203 - Acumen, 222.PDF
1204 - Acumen, 223.PDF
1205 - TLB, CLN017.PDF
1206 - QCollege, CR11.PDF
1207 - QCollege, 1009.PDF
1208 - FocalPoint, 92.PDF
1209 - SusanPeach, 1462.PDF
1210 - Discovery, 2240.PDF
1211 - EWC, 49.PDF
1212 - EWC, 51.PDF
1213 - DebbiePalmer, 182.PDF
1214 - Prestige, MBT018.PDF
1215 - EWC, 50.PDF

1216 - BAT, 201401-JMarkinCredit.PDF
1217 - BigPicture, 2014-213.PDF
1218 - PowerUp, 50.PDF
1219 - NeilGodin, 12-2013-13.PDF
1220 - Lyons, 752.PDF
1221 - AK Coaching, 1011.PDF
1222 - BCIT, R0117443.PDF
1223 - TLB, CLN018.PDF
1224 - MainStreet, 29001752014.PDF
1225 - Camosun, 11332S.PDF
1226, Oakray, MBT-14-001.PDF
1227 - ThinkPartner, 274.pdf
1228 - QCollege, 1014.PDF
1229 - QCollege, 1015.PDF
1230 - QCollege, 1016.PDF
1231 - QCollege, 1017.PDF
1232 - ThinkPartner, 273.pdf
1233 - PowerUp, 51.PDF
1234 - Acumen, 224.PDF
1235 - GG&Co, CLN-01-01-2014.PDF
1236 - WebFriendly, 1814.PDF
1237 - BAT, 2013-12-JZICK-1.PDF
1238 - BAT, 2014-01-JZICK-2.PDF
1239 - Prestige, MBT019.PDF
1240 - MYM, 7648.PDF
1241 - FocalPoint, 100.PDF
1242 - QCollege, 1023.PDF
1243 - SusanPeach, 1465.PDF
1244 - MYM, 8357.PDF
1245 - MYM, 9065.PDF.pdf
1246 - MYM, 4630.PDF.pdf

1248 - POS, BE101-15.PDF
1249 - PowerConcepts, 8907.PDF
1250 - Trainwest, 1446.PDF
1251 - Trainwest, 1447.PDF
1252 - Trainwest, 1448.PDF
1253 - Langara, S0149693.pdf
1254 - Langara, S0149694.pdf
1255 - TRU, S0008712.pdf
1256 - QCollege, 1031.PDF
1257 - Rocksolid, Dec-13.PDF
1258 - ThinkPartner, 275 Credit.pdf
1259 - MYM, 7949.PDF
1260 - QCollege, 1024.PDF
1261 - QCollege, 1025.PDF
1262 - QCollege, 1026.PDF
1263 - QCollege, 1027.PDF
1264 - QCollege, 1028.PDF
1265 - QCollege, 1029.PDF
1266 - QCollege, 1030.PDF
1267 - TLB, CLN019.PDF
1268 - Thrive, 11.PDF
1269 - EXC, 1638.PDF
1270 - EWC, 1639 Credit.PDF
1271 - COTR, 12902.pdf
1272 - COTR, 12903.pdf
1273 - COTR, 12901.pdf
1274 - COTR, 12899.pdf
1275 - COTR, 12900.pdf
1276 - COTR, 12898.pdf
1277 - COTR, 12905.pdf

1278 - COTR, 12922.pdf

1279 - COTR, 12904.pdf

1280 - COTR, 12924.pdf

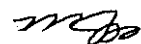
1281 - COTR, 12923.pdf

**Micro Business Owner Training Project
BC CHAMBER OF COMMERCE
Monthly Claim Report**

Period: From December 20, 2013 - January 10, 2014

A. Micro Business Owner Outreach		
	Total Micro Business Owner Outreach Costs	\$21,518.83
B. Management Services Costs		
	- Administration and overhead costs: - Administration and Management Overhead - Financial Accounting - Program Management - Third party audit of program expenditures	\$3,750.00 \$7,968.74 \$5,714.28
	Sub Total Admin/Overhead:	\$17,433.02
	- Information technology expenses: - Provincial trainee registration tracking and certification - Hosting, maintenance and support	\$0.00 \$2,231.25
	Sub Total Information technology expenses:	\$2,231.25
	Total Management Services Costs:	\$19,664.27
C. Participant Intake and Assessment Services		
	Intake and Assessment Services	\$25,348.24
D. Business Skills Training for Participants		
	Number of participants: _____	
	Total Participant Costs (maximum of \$1,500 per participant)	\$61,262.74
Total Invoiced Costs for December 20 - January 10/14		\$127,794.08
Less: reduction of accounting advance		(\$25,000.00)
TOTAL Claim Amount for Dec 20 - Jan 10 , 2014		\$102,794.08

All claimed costs are in accordance with the Eligible Costs described in Schedule "B-2" of the Agreement.

Signature: 
Mark Jess, CGA on behalf of Sharon Clark, CA, MBT Program Manager, Financial Accounting

Print Name: Mark Jess Date: Jan 15, 2014

Signature: 
Wayne Poncia, MBT Program Manager

Print Name: WC Poncia Date: Jan 16, 2014

BC Chamber of Commerce - MBT Pilot Project

Expenditure Summary - Dec 16/13 - Jan 3/13

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YYYY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
Non-training expenses:										
1	Rethink Learning Inc	2201	100%	01/01/2014	\$ 2,231.25	\$ -	\$ 106.25	\$ 2,125.00	\$ 2,231.25	
2	Rethink Learning Inc	2202	100%	01/01/2014	\$ 9,338.83	\$ -	\$ 444.71	\$ 8,894.12	\$ 9,338.83	
3	Rethink Learning Inc	2203	100%	01/01/2014	\$ 25,348.24	\$ -	\$ 1,207.06	\$ 24,141.18	\$ 25,348.24	
4	Wayne Poncia	120113-01	100%	01/01/2014	\$ 5,714.28	\$ -	\$ -	\$ 5,714.28	\$ 5,714.28	
5	S Clark & Co	10218	100%	01/01/2014	\$ 7,968.74	\$ -	\$ 379.46	\$ 7,589.28	\$ 7,968.74	
6	BC Chamber of Commerce	1001.14	100%	01/01/2014	\$ 3,750.00	\$ -	\$ 178.57	\$ 3,571.43	\$ 3,750.00	
6B	BC Chamber of Commerce	1049.13	100%	12/20/2013	\$ 1,050.00	\$ -	\$ 50.00	\$ 1,000.00	\$ 1,050.00	
					<u>\$ 55,401.34</u>	<u>\$ -</u>	<u>\$ 2,366.05</u>	<u>\$ 53,035.29</u>	<u>\$ 55,401.34</u>	
Total payments to be issued:										
Rethink Learning Inc									\$ 36,918.32	EFT 6-Jan-14
Wayne Poncia									\$ 5,714.28	EFT 6-Jan-14
S Clark & Co									\$ 7,968.74	EFT 6-Jan-14
BC Chamber of Commerce									\$ 4,800.00	EFT 6-Jan-14
									<u>\$ 55,401.34</u>	

The BC Chamber of Commerce will be claiming reimbursement of 100% of HST and GST Input Tax Credits in relation to the above expenditures

Monica Nykamp

Prepared by: Monica Nykamp for Mark Jess, CGA

Jan 3, 2014

Date:

Mark Jess

Reviewed and approved by: Mark Jess for Sharon Clark, CA

Jan 3, 2014

Date:

Denise Douglas

For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

Jan 6, 2014

Date:

John R. Winter

For the BCCC: John Winter, President

Jan 6, 2014

Date:

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B-2 - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"

BC Chamber of Commerce - MBT Pilot Project
Expenditure Summary - Dec 16/13 - Jan 10/13

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YYYY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
Non-training expenses:										
6C	BC Chamber of Commerce	1050.13	100%	12/31/2013	\$ 11,130.00	\$ -	\$ 530.00	\$ 10,600.00	\$ 11,130.00	
					\$ 11,130.00	\$ -	\$ 530.00	\$ 10,600.00	\$ 11,130.00	
Training related invoices:										
1171	Make Your Mark Training & Consulting	755	100%	01/10/2014	\$ 1,500.45	\$ -	\$ 71.45	\$ 1,429.00	\$ 1,500.45	COMPLETE
1172	Vancouver Community College	50101111	100%	12/17/2013	\$ 210.00	\$ -	\$ -	\$ 210.00	\$ 210.00	
1173	Neil Godin International Inc.	8-2013-14 B	25%	12/15/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1174	Make Your Mark Training & Consulting	7788	100%	12/14/2013	\$ 1,564.50	\$ -	\$ 74.50	\$ 1,490.00	\$ 1,564.50	COMPLETE
1175	Discovery Community College	2237	100%	12/18/2013	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ 150.00	
1176	Lyons&Associates	751	100%	12/18/2013	\$ 313.95	\$ -	\$ 14.95	\$ 299.00	\$ 313.95	COMPLETE
1177	CanScribe Career College	13352	100%	12/19/2013	\$ 300.00	\$ -	\$ -	\$ 300.00	\$ 300.00	
1178	Small Business BC	13-SBBC29	100%	08/20/2013	\$ 471.45	\$ -	\$ 22.45	\$ 449.00	\$ 471.45	COMPLETE
1179	Small Business BC	13-SBBC68	100%	12/19/2013	\$ 1,365.00	\$ -	\$ 65.00	\$ 1,300.00	\$ 1,365.00	COMPLETE
1180	Small Business BC	13-SBBC69	100%	12/19/2013	\$ 247.80	\$ -	\$ 11.80	\$ 236.00	\$ 247.80	COMPLETE
1181	Make Your Mark Training & Consulting	3717	100%	12/14/2013	\$ 1,572.90	\$ -	\$ 74.90	\$ 1,498.00	\$ 1,572.90	COMPLETE
1182	Neil Godin International Inc.	12-2013-13	25%	12/21/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1183	Coach Kyle / Actionwest Business Solution	1135	25%	12/21/2013	\$ 1,102.50	\$ -	\$ 52.50	\$ 1,050.00	\$ 275.63	
1184	Small Business BC	13-SBBC30	25%	08/20/2013	\$ 1,260.00	\$ -	\$ 60.00	\$ 1,200.00	\$ 315.00	
1185	Small Business BC	13-SBBC67	100%	12/19/2013	\$ 366.45	\$ -	\$ 17.45	\$ 349.00	\$ 366.45	COMPLETE
1186	Q College Inc.	1003	100%	12/30/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1187	Q College Inc.	1004	100%	12/30/2013	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 624.75	
1188	Q College Inc.	1005	100%	12/30/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1189	Q College Inc.	1006	100%	12/30/2013	\$ 902.40	\$ -	\$ 42.97	\$ 859.43	\$ 902.40	
1190	Q College Inc.	999	100%	12/27/2013	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 624.75	
1191	Q College Inc.	1000	100%	12/27/2013	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1192	Q College Inc.	1001	100%	12/27/2013	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75	
1193	Q College Inc.	1002	100%	12/27/2013	\$ 267.75	\$ -	\$ 12.75	\$ 255.00	\$ 267.75	
1194	Excel Career College	4669472	100%	12/31/2013	\$ 420.00	\$ -	\$ 20.00	\$ 400.00	\$ 420.00	
1195	Think Partner Coaching	271	25%	12/20/2013	\$ 2,100.00	\$ -	\$ 100.00	\$ 2,000.00	\$ 525.00	
1196	PACE Business Centre	1191	25%	01/03/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1197	PACE Business Centre	1190	25%	01/03/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1198	Power Up Marketing	49	25%	01/03/2014	\$ 8,174.25	\$ -	\$ 389.25	\$ 7,785.00	\$ 2,043.56	
1199	Think Partner Coaching	272	25%	01/03/2014	\$ 3,675.00	\$ -	\$ 175.00	\$ 3,500.00	\$ 918.75	
1200	Business Advisory Team	2014-01-Imarkin	0%	01/06/2014	\$ 1,470.00	\$ -	\$ 70.00	\$ 1,400.00	\$ -	Rec'd call 1/13/14 - participant called
1201	University of British Columbia	2014803959	100%	01/06/2014	\$ 710.00	\$ -	\$ -	\$ 710.00	\$ 710.00	
1202	Pacific Office Solutions	BE101-14	25%	01/04/2014	\$ 10,714.20	\$ -	\$ 510.20	\$ 10,204.00	\$ 2,678.55	
1203	AcumenPD	222	100%	01/04/2014	\$ 700.00	\$ -	\$ -	\$ 700.00	\$ 700.00	COMPLETE
1204	AcumenPD	223	100%	01/04/2014	\$ 1,250.00	\$ -	\$ -	\$ 1,250.00	\$ 1,250.00	COMPLETE
1205	TIB Marketing Essentials	CLN017	25%	01/07/2014	\$ 13,020.00	\$ -	\$ 620.00	\$ 12,400.00	\$ 3,255.00	
1206	Q College Inc.	CR11	100%	01/08/2014	\$ (624.75)	\$ -	\$ (29.75)	\$ (595.00)	\$ (624.75)	CREDIT
1207	Q College Inc.	1009	100%	01/08/2014	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1208	Focal Point	92	25%	01/08/2014	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 787.50	
1209	Susan Peach	1462	25%	01/08/2014	\$ 908.25	\$ -	\$ 43.25	\$ 865.00	\$ 227.06	
1210	Discovery Community College	2240	100%	01/10/2014	\$ 305.00	\$ -	\$ -	\$ 305.00	\$ 305.00	
1211	Executive Web Club	49	25%	01/03/2014	\$ 6,279.26	\$ -	\$ 299.01	\$ 5,980.25	\$ 1,569.82	
1212	Executive Web Club	51	100%	11/01/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1213	Debbie Palmer Presents	182	25%	01/08/2014	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 196.88	
1214	Prestige Business & Management Consulti	MBT018	25%	01/05/2014	\$ 2,821.88	\$ -	\$ 134.38	\$ 2,687.50	\$ 705.47	
1215	Executive Web Club	50	25%	12/20/2013	\$ 4,827.90	\$ -	\$ 229.90	\$ 4,598.00	\$ 1,206.98	
					\$ 88,731.89	\$ -	\$ 4,052.71	\$ 84,679.18	\$ 38,421.35	
Previously Issued Invoices & partial payments re: completion										
297	ClientSave Professional Contact Managem	2169	75%	02/10/2013	\$ 554.40	\$ 59.40	\$ -	\$ 495.00	\$ 415.80	MBT0009B
471	Susan Peach	1376	75%	04/24/2013	\$ 2,199.75	\$ -	\$ 104.75	\$ 2,095.00	\$ 1,811.25	MBT0012A
477	Neil Godin International Inc.	5-2013-12	75%	05/03/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,811.25	MBT0012A
676	Debbie Palmer Presents	157	75%	07/16/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,811.25	MBT0014B
723	Focal Point	58	75%	08/26/2013	\$ 7,875.00	\$ -	\$ 375.00	\$ 7,500.00	\$ 1,811.25	MBT0015B
730	Pacific Office Solutions	BE101-07	75%	08/25/2013	\$ 16,307.40	\$ -	\$ 776.40	\$ 15,531.00	\$ (1,811.25)	MBT0015B/ MBT0019B
736	Susan Peach	1429	75%	08/25/2013	\$ 362.25	\$ -	\$ 17.25	\$ 345.00	\$ 468.56	MBT0015B
757	Debbie Palmer Presents	163	75%	08/18/2013	\$ 1,046.85	\$ -	\$ 49.85	\$ 997.00	\$ 785.14	MBT0015B
818	Focal Point	69	75%	09/23/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,811.25	MBT0016B
833	Small Business BC	13-SBBC37	75%	09/12/2013	\$ 366.45	\$ -	\$ 17.45	\$ 349.00	\$ 274.84	MBT0016B
850	Clemens Rettich Business Consulting Ltd.	2013-515	75%	10/07/2013	\$ 2,100.00	\$ -	\$ 100.00	\$ 2,000.00	\$ 393.75	MBT0017A
865	Power Up Marketing	41	75%	10/07/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	MBT0017A
874	In the Black Business Cons.	196	75%	09/29/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 393.75	MBT0017A
890	Clarity Business Strategies	1928	75%	09/30/2013	\$ 2,362.50	\$ -	\$ 112.50	\$ 2,250.00	\$ 590.62	MBT0017A
905	Focal Point	74	75%	10/08/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,811.25	MBT0017A
937	PACE Business Centre	1144	75%	10/20/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 1,074.15	MBT0017B
963	Power Up Marketing	42	75%	10/17/2013	\$ 3,774.75	\$ -	\$ 179.75	\$ 3,595.00	\$ 862.31	MBT0017B
984	PACE Business Centre	1150	75%	10/31/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 1,074.15	MBT0018A
988	PACE Business Centre	1162	75%	11/04/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,811.25	MBT0018A
989	PACE Business Centre	1160	75%	11/04/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,811.25	MBT0018A
1018	Power Up Marketing	44	75%	11/11/2013	\$ 2,331.00	\$ -	\$ 111.00	\$ 2,220.00	\$ 393.75	MBT0018A
1020	Think Partner Coaching	258	75%	11/02/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,811.25	MBT0018A
1044	Debbie Palmer Presents	175	75%	12/11/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 590.62	MBT0018B
1053	Main Street Communication Ltd.	27001722013	75%	11/21/2013	\$ 4,200.00	\$ -	\$ 200.00	\$ 4,000.00	\$ 393.75	MBT0018B
1086	Susan Peach	1454	75%	11/24/2013	\$ 3,974.25	\$ -	\$ 189.25	\$ 3,785.00	\$ 665.44	MBT0018B
1108	Think Partner Coaching	265	75%	11/30/2013	\$ 3,701.25	\$ -	\$ 176.25	\$ 3,525.00	\$ 885.94	MBT0019B
1128	Think Partner Coaching	268	75%	12/06/2013	\$ 2,642.85	\$ -	\$ 125.85	\$ 2,517.00	\$ 210.26	MBT0019B
1132	AcumenPD	218	75%	12/07/2013	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	\$ 1,125.00	MBT0019B
1133	AcumenPD	217	75%	12/07/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 375.00	MBT0019B
1138	Main Street Communication Ltd.	28001742013	75%	12/11/2013	\$ 3,937.50	\$ -	\$ 187.50	\$ 3,750.00	\$ 787.50	MBT0019B

1162	AcumenPD	221	75%	12/14/2013	\$ 50.00	\$ -	\$ -	\$ 50.00	\$ 375.00	MBT0019B
1164	Power Up Marketing	47	75%	12/16/2013	\$ 2,824.50	\$ -	\$ 134.50	\$ 2,690.00	\$ 468.56	MBT0019B
1198	Power Up Marketing	49	75%	01/03/2014	\$ 8,174.25	\$ -	\$ 389.25	\$ 7,785.00	\$ 393.75	See Above

\$ 87,007.45	\$ -	\$ 4,045.45	\$ 82,962.00	\$ 22,841.39

\$ 186,869.34	\$ -	\$ 8,628.16	\$ 178,241.18	\$ 72,392.74

Total payments to be issued:

BC Chamber of Commerce	\$ 11,130.00	EFT	15-Jan-14
Small Business BC	\$ 3,040.54	EFT	15-Jan-14
Excel Career College	\$ 420.00	EFT	15-Jan-14
CanScribe Career College	\$ 300.00	EFT	15-Jan-14
AcumenPD	\$ 3,825.00	EFT	15-Jan-14
Discovery Community College	\$ 455.00	Chq	15-Jan-14
University of British Columbia	\$ 710.00	Chq	15-Jan-14
ClientSave Professional Contact Management Ltd	\$ 415.80	EFT	15-Jan-14
Power Up Marketing	\$ 4,555.68	EFT	15-Jan-14
In the Black Business Cons.	\$ 393.75	EFT	15-Jan-14
Main Street Communication Ltd.	\$ 1,181.25	EFT	15-Jan-14
Susan Peach	\$ 2,542.31	EFT	15-Jan-14
Vancouver Community College	\$ 210.00	EFT	15-Jan-14
PACE Business Centre	\$ 5,298.30	EFT	15-Jan-14
Prestige Business & Management Consulting Ltd.	\$ 705.47	EFT	15-Jan-14
Make Your Mark Training & Consulting	\$ 4,637.85	EFT	15-Jan-14
Clemens Rettich Business Consulting Ltd.	\$ 393.75	EFT	15-Jan-14
Lyons&Associates	\$ 313.95	EFT	15-Jan-14
Debbie Palmer Presents	\$ 2,753.89	EFT	15-Jan-14
Clarity Business Strategies	\$ 590.62	EFT	15-Jan-14
Neil Godin International Inc.	\$ 1,968.75	EFT	15-Jan-14
TLB Marketing Essentials	\$ 3,255.00	EFT	15-Jan-14
Executive Web Club	\$ 4,351.80	EFT	15-Jan-14
Q College Inc.	\$ 9,118.65	EFT	15-Jan-14
Pacific Office Solutions	\$ 1,497.30	EFT	15-Jan-14
Focal Point	\$ 4,331.25	EFT	15-Jan-14
Think Partner Coaching	\$ 3,721.20	EFT	15-Jan-14
Coach Kyle / Actionwest Business Solutions Ltd	\$ 275.63	EFT	15-Jan-14
	<u>\$ 72,392.74</u>		

The BC Chamber of Commerce will be claiming reimbursement of 100% of HST and GST Input Tax Credits in relation to the above expenditures

Monica Nykamp

Prepared by: Monica Nykamp for Mark Jess, CGA

Jan 14, 2014

Date:

Mark Jess

Reviewed and approved by: Mark Jess for Sharon Clark, CA

Jan 14, 2014

Date:

Denise Douglas

For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

Jan 14, 2014

Date:

John Winter

For the BCCC: John Winter, President

Jan 14, 2014

Date:

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B-2 - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"



BC Chamber of Commerce - MBT Pilot Project

Index for Financial Contribution Statement of Account at February 28, 2014

Items:

1. Written statement of account, including:
 - a) Legal name and address
 - b) Date of Statement
 - c) Calculation of "Eligible Costs: claimed under the agreement, including:
 - Declaration that the services being claimed have been performed
 - Chronological listing of all expenditures
 - Receipts for the above attached
 - Description of GST/HST refunds being claimed
 - d) Calculation of all applicable taxes payable (GST/HST)
 - e) Description of Agreement
 - f) Statement # for ID
2. Participant intake forms for statement period
3. Participant exit forms for statement period
4. Completed and signed monthly activity form
5. Completed and signed quarterly status reports
6. Any other payment information
7. Completed and signed Provincial Claim form

Notes & attachments:

See FC Stmt of Acct - FC0021
See FC Stmt of Acct - FC0021

See Expenditure Summaries -February 2014
See Expenditure Summaries -February 2014
See Invoice packages
See GST/HST Summary - February 2014
See Expenditure Summaries -February 2014
See FC Stmt of Acct - FC0021
See FC Stmt of Acct - FC0021

Documents to be submitted separately
Documents to be submitted separately
Documents to be submitted separately
Documents to be submitted separately
None to note
See attached BC Claim form for February 11-28/14



BC Chamber of Commerce - MBT Pilot Project
February 2014 - GST/HST Credit Summary

Statement #: FC0021

#1201, 750 West Pender Street
Vancouver, BC V6C 2T8
T 604.683.0700 F 604.683.0416
www.bccchamber.org

Description	Ref #	Date:	ITC's due		Date of return filed:	Refunds received:	Date of refunds received:	Analysis of Refunds Received			
			Claim amounts:					HST refund on Services	HST refund on Training		
HST ITC's claimed or to be claimed:					See FC Stmt of Acct - FC0020						
<u>2012 Q2 HST return to be filed prior to July 2012</u>											
Expenditure Summary - June 2012	MBT0001	06/30/2012	\$	34,623.71	See Expenditure Summary - Dec 2012		05/02/2013	\$	34,623.71		
<u>2012 Q3 HST return to be filed prior to October 2012</u>											
			\$	11,187.39	10/30/2012	\$	11,187.39	05/02/2013	\$	9,547.12	1640.27
<u>2012 Q4 HST return to be filed prior to January 2013</u>											
			\$	41,943.33	01/18/2013	41,943.33	05/02/2013	\$	24,232.80	\$	17,710.53
<u>2013 Q1 HST return to be filed prior to April 30, 2013</u>											
ITC refundable as at March 31 2013			\$	53,181.25	04/23/2013	53,181.25	05/03/2013	\$	68,403.63	\$	19,350.80
<u>2013 Q2 GST return to be filed prior to July 31, 2013</u>											
ITC refundable as at June 30 2013			\$	19,246.10	07/05/2013	19,246.10	07/17/2013				
<u>2013 Q3 GST return to be filed prior to October 31, 2013</u>											
ITC refundable as at September 30 2013			\$	21,739.58	10/16/2013	21,739.58	10/25/2013				
<u>2013 Q4 GST return to be filed prior to January 31, 2014</u>											
Expenditure Summary - October 2013	MBT0017A	10/10/2013	\$	5,746.14							
Expenditure Summary - October 2013	MBT0017B	10/29/2013	\$	3,245.70							
Expenditure Summary - October 2013 - GST adj	MBT0017B	10/29/2013	\$	(11.25)							
Expenditure Summary - November 2013	MBT0018A	11/14/2013	\$	6,016.67							
Expenditure Summary - November 2013	MBT0018B	11/29/2013	\$	2,802.46							
Expenditure Summary - November 2013 - GST adj	MBT0018B	11/29/2013	\$	(78.50)							
Expenditure Summary - December 2013	MBT0019A	12/13/2013	\$	2,601.76							
Expenditure Summary - December 2013	MBT0019B	12/19/2013	\$	3,849.48							
ITC refundable as at December 31 2013			\$	24,172.16	01/14/2014	24,172.16	01/27/2014				
<u>2014 Q1 GST return to be filed prior to April 30, 2014</u>											
Expenditure Summary - January 2014	MBT0020A	01/06/2014	\$	2,366.05							
Expenditure Summary - January 2014	MBT0020B	01/14/2014	\$	4,582.71							
Expenditure Summary - January 2014	MBT0020C	01/28/2014	\$	5,093.45							
Expenditure Summary - February 2014	MBT0021A	02/17/2014	\$	7,469.86							
Expenditure Summary - February 2014	MBT0021B	03/06/2014	\$	4,810.41							
ITC refundable as at February 28, 2014			\$	24,342.48							
Total ITC's as at Feb 28, 2014			\$	230,436.00		\$	206,093.52				

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12.0(b) of Schedule B - "Financial Contribution" of the May 2012 Signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot".



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - February 28, 2014

SUMMARY

Expense/Anticipated Payment Date	Total Funds Received from Province Period to 28 Feb 2014	Total Reimbursements Received from Participants exceeding \$1500 Limit Period to 28 Feb 2014	Total Refunds Received from CRA Q4 2012 & Q1, Q2 & Q3 2013 Period to 28 Feb 2014	Total Expenditure Period to 28 Feb 2014	Total Suplus/Deficit Period to 28 Feb 2014
A Micro-Business Owner Outreach					
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$86,590.00		\$5,406.00	-\$83,986.00	\$8,010.00
Local Business Marketing & Recruitment (2)	\$171,033.95		\$10,406.10	-\$204,295.59	-\$18,855.55
Program Website (3)	\$8,000.00		\$0.00	-\$8,000.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$55,750.00		\$700.00	-\$55,750.00	\$700.00
Subtotal Micro-Business Outreach	\$321,373.95	\$0.00	\$16,512.10	-\$348,037.59	-\$10,145.55
B. Management Services					
Administration & Management Overhead (5)	\$120,785.72		\$7,035.68	-\$152,392.84	-\$4,571.43
Financial Accounting (6)	\$114,363.24		\$6,873.16	-\$153,163.21	-\$11,926.80
Program Management (7)	\$108,171.28		\$6,685.66	-\$126,971.25	-\$12,114.30
Third Party Audit of program expenditures	\$3,816.75		\$181.75	-\$3,816.75	\$181.75
Subtotal Administrative & Overhead	\$347,136.99	\$0.00	\$20,776.26	-\$396,344.04	-\$28,430.78
Provincial trainee registration tracking and certification (8)	\$85,000.00		-\$524.99	-\$85,000.00	-\$524.99
Hosting, Maintenance, & Support (9)	\$40,332.50		\$3,011.25	-\$47,323.75	-\$3,980.00
Subtotal Information Technology	\$125,332.50	\$0.00	\$2,486.26	-\$132,323.75	-\$4,504.99
Subtotal Management Services	\$472,469.49	\$0.00	\$23,262.52	-\$528,667.79	-\$32,935.77
C Participant Intake and Assessment Services					
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$464,234.87		\$28,245.18	-\$543,659.36	-\$51,179.31
Subtotal Participant Intake and Assessment Services	\$464,234.87	\$0.00	\$28,245.18	-\$543,659.36	-\$51,179.31
D Business Skills Training for Participants					
Anticipated Training Funding Dispersed/Month (11)	\$1,773,368.58	\$18,160.44	\$93,355.43	-\$1,614,966.41	\$269,918.04
Subtotal Business Skills Training for Participants	\$1,773,368.58	\$18,160.44	\$93,355.43	-\$1,614,966.41	\$269,918.04
Subtotal Services for Applicants and Participants	\$2,237,603.45	\$18,160.44	\$121,601.61	-\$2,158,625.77	\$218,738.73
Contract advance (12)	-\$150,000.00				-\$150,000.00
Interest on refund from CRA			\$170.71		\$170.71
Total Financial Contribution	\$2,881,446.89	\$18,160.44	\$161,545.94	-\$3,035,325.15	\$25,828.12

As per FC0021



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - February 28, 2014

Expense/Anticipated Payment Date	Funds Received	Per Expenditure Summary MBT0001	Suplus/Deficit	Funds Received	Per Expenditure Summary MBT0002	Suplus/Deficit	Funds Received	Per Expenditure Summary MBT0003	Suplus/Deficit
	Jun-12	Jun-12	Jun-12	Jul-12	Jul-12	Jul-12	Aug-12	Aug-12	Aug-12
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)			\$0.00			\$0.00			\$0.00
Local Business Marketing & Recruitment (2)	\$37,800.00	\$37,800.00	\$0.00	\$9,450.00		\$9,450.00	\$9,450.00		\$9,450.00
Program Website (3)	\$8,000.00	\$8,000.00	\$0.00			\$0.00			\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$40,000.00	\$40,000.00	\$0.00			\$0.00			\$0.00
Subtotal Micro-Business Outreach	\$85,800.00	\$85,800.00	\$0.00	\$9,450.00	\$0.00	\$9,450.00	\$9,450.00	\$0.00	\$9,450.00
B. Management Services									
Administration & Management Overhead (5)	\$5,952.40	\$5,952.40	\$0.00	\$11,507.93	\$11,507.93	\$0.00	\$11,507.93	\$11,507.93	\$0.00
Financial Accounting (6)	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00
Program Management (7)	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00
Third Party Audit of program expenditures									
Subtotal Administrative & Overhead	\$17,380.96	\$17,380.96	\$0.00	\$22,936.49	\$22,936.49	\$0.00	\$22,936.49	\$22,936.49	\$0.00
Provincial trainee registration tracking and certification (8)	\$80,625.00	\$80,625.00	\$0.00	\$4,375.00	\$4,375.00	\$0.00		\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00
Subtotal Information Technology	\$82,750.00	\$82,750.00	\$0.00	\$6,500.00	\$6,500.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00
Subtotal Management Services	\$100,130.96	\$100,130.96	\$0.00	\$29,436.49	\$29,436.49	\$0.00	\$25,061.49	\$25,061.49	\$0.00
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$102,600.00	\$102,600.00	\$0.00	\$25,650.00		\$25,650.00	\$25,650.00		\$25,650.00
Subtotal Participant Intake and Assessment Services	\$102,600.00	\$102,600.00	\$0.00	\$25,650.00	\$0.00	\$25,650.00	\$25,650.00	\$0.00	\$25,650.00
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	\$115,000.00	\$0.00	\$115,000.00
Subtotal Business Skills Training for Participants	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	\$115,000.00	\$0.00	\$115,000.00
Subtotal Services for Applicants and Participants	\$102,600.00	\$102,600.00	\$0.00	\$70,650.00	\$0.00	\$70,650.00	\$140,650.00	\$0.00	\$140,650.00
Contract advance (12)	\$25,771.04		\$25,771.04						
Interest on refund from CRA									
Total Financial Contribution	\$314,302.00	\$288,530.96	\$25,771.04	\$109,536.49	\$29,436.49	\$80,100.00	\$175,161.49	\$25,061.49	\$150,100.00



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - February 28, 2014

Expense/Anticipated Payment Date	Funds Received	Per Expenditure Summary	Suplus/Deficit	Funds Received	Per Expenditure Summary	Suplus/Deficit	Funds Received	Per Expenditure Summary	Suplus/Deficit
	Sep-12	MBT0004 Sep-12	Sep-12	Oct-12	MBT0005A-C Oct-12	Oct-12	Nov-12	MBT0006A/B Nov-12	Nov-12
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$15,400.00	\$0.00	\$15,400.00	\$24,920.00	\$30,968.00	-\$6,048.00	\$0.00	\$0.00	\$0.00
Local Business Marketing & Recruitment (2)	\$9,450.00	\$0.00	\$9,450.00	-\$18,388.59	\$9,961.41	-\$28,350.00	\$9,961.41	\$9,961.41	\$0.00
Program Website (3)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$24,850.00	\$0.00	\$24,850.00	\$6,531.41	\$40,929.41	-\$34,398.00	\$9,961.41	\$9,961.41	\$0.00
B. Management Services									
Administration & Management Overhead (5)	\$11,507.93	\$11,507.93	\$0.00	\$17,031.74	\$12,888.83	\$4,142.86	\$12,888.89	\$12,888.89	\$0.00
Financial Accounting (6)	\$5,714.28	\$5,714.28	\$0.00	\$8,457.13	\$6,399.99	\$2,057.14	\$6,399.99	\$6,399.99	\$0.00
Program Management (7)	\$5,714.28	\$5,714.28	\$0.00	\$8,457.13	\$6,399.99	\$2,057.14	\$6,399.99	\$6,399.99	\$0.00
Third Party Audit of program expenditures				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$22,936.49	\$22,936.49	\$0.00	\$33,946.01	\$25,688.86	\$8,257.15	\$25,688.87	\$25,688.87	\$0.00
Provincial trainee registration tracking and certification (8)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,125.00	\$2,125.00	\$0.00	\$3,145.00	\$2,380.00	\$765.00	\$2,380.00	\$2,380.00	\$0.00
Subtotal Information Technology	\$2,125.00	\$2,125.00	\$0.00	\$3,145.00	\$2,380.00	\$765.00	\$2,380.00	\$2,380.00	\$0.00
Subtotal Management Services	\$25,061.49	\$25,061.49	\$0.00	\$37,091.01	\$28,068.86	\$9,022.15	\$28,068.87	\$28,068.87	\$0.00
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$25,650.00	\$0.00	\$25,650.00	-\$49,911.88	\$27,038.12	-\$76,950.00	\$27,038.12	\$27,038.12	\$0.00
Subtotal Participant Intake and Assessment Services	\$25,650.00	\$0.00	\$25,650.00	-\$49,911.88	\$27,038.12	-\$76,950.00	\$27,038.12	\$27,038.12	\$0.00
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$120,000.00	\$7,192.83	\$112,807.17	\$168,000.00	\$10,573.44	\$157,426.56	\$100,800.00	\$48,771.42	\$52,028.58
Subtotal Business Skills Training for Participants	\$120,000.00	\$7,192.83	\$112,807.17	\$168,000.00	\$10,573.44	\$157,426.56	\$100,800.00	\$48,771.42	\$52,028.58
Subtotal Services for Applicants and Participants	\$145,650.00	\$7,192.83	\$138,457.17	\$118,088.12	\$37,611.56	\$80,476.56	\$127,838.12	\$75,809.54	\$52,028.58
Contract advance (12)				-\$25,771.04	\$0.00	-\$25,771.04		\$0.00	
Interest on refund from CRA									
Total Financial Contribution	\$195,561.49	\$32,254.32	\$163,307.17	\$135,939.50	\$106,609.83	\$29,329.67	\$165,868.40	\$113,839.82	\$52,028.58
							Nov funds not received in Nov 12	-\$165,868.40	
							Cash deficit for Nov 12	-\$113,839.82	



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - February 28, 2014

Expense/Anticipated Payment Date	Per Expenditure Summary MBT0007			Per Expenditure Summary MBT0008A-D			Per Expenditure Summary MBT0009A-B		
	Funds Received Dec-12	Dec-12	Dec-12	Funds Received Jan-13	Jan-13	Jan-13	Funds Received Feb-13	Feb-13	Feb-13
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$15,400.00	\$0.00	\$15,400.00	\$0.00	\$9,968.00	-\$9,968.00	\$0.00	\$0.00	\$0.00
Local Business Marketing & Recruitment (2)	\$9,961.41	\$9,961.41	\$0.00	\$9,961.41	\$9,961.41	\$0.00	\$0.00	\$9,961.41	-\$9,961.41
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$25,361.41	\$9,961.41	\$15,400.00	\$9,961.41	\$19,929.41	-\$9,968.00	\$0.00	\$9,961.41	-\$9,961.41
B. Management Services									
Administration & Management Overhead (5)	\$12,888.89	\$12,888.88	\$0.01	\$0.00	\$4,000.00	-\$4,000.00	\$0.00	\$4,000.00	-\$4,000.00
Financial Accounting (6)	\$6,399.99	\$6,399.99	\$0.00	\$4,342.85	\$6,399.99	-\$2,057.14	\$0.00	\$6,399.99	-\$6,399.99
Program Management (7)	\$6,399.99	\$6,399.99	\$0.00	\$4,342.85	\$6,399.99	-\$2,057.14	\$0.00	\$6,399.99	-\$6,399.99
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$25,688.87	\$25,688.87	\$0.01	\$8,685.71	\$16,799.98	-\$8,114.27	\$0.00	\$16,799.98	-\$16,799.98
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,380.00	\$2,380.00	\$0.00	\$1,615.00	\$2,380.00	-\$765.00	\$0.00	\$2,380.00	-\$2,380.00
Subtotal Information Technology	\$2,380.00	\$2,380.00	\$0.00	\$1,615.00	\$2,380.00	-\$765.00	\$0.00	\$2,380.00	-\$2,380.00
Subtotal Management Services	\$28,068.87	\$28,068.87	\$0.01	\$10,300.71	\$19,179.98	-\$8,879.27	\$0.00	\$19,179.98	-\$19,179.98
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	-\$0.00	\$0.00	\$27,038.12	-\$27,038.12
Subtotal Participant Intake and Assessment Services	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	-\$0.00	\$0.00	\$27,038.12	-\$27,038.12
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$100,800.00	\$48,699.61	\$52,100.39	\$115,737.51	\$117,950.95	-\$2,213.44	\$0.00	\$91,980.65	-\$91,980.65
Subtotal Business Skills Training for Participants	\$100,800.00	\$48,699.61	\$52,100.39	\$115,737.51	\$117,950.95	-\$2,213.44	\$0.00	\$91,980.65	-\$91,980.65
Subtotal Services for Applicants and Participants	\$127,838.12	\$75,737.73	\$52,100.39	\$142,775.63	\$144,989.07	-\$2,213.44	\$0.00	\$119,018.77	-\$119,018.77
Contract advance (12)		\$0.00			\$0.00				
Interest on refund from CRA									
Total Financial Contribution	\$181,268.40	\$113,768.00	\$67,500.40	\$163,037.75	\$184,098.46	-\$21,060.71	\$0.00	\$148,160.16	-\$148,160.16
		Nov funds received in Dec 12	\$165,868.40						
		Cash surplus for Dec 12	\$233,368.80						



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - February 28, 2014

Expense/Anticipated Payment Date	Funds Received Mar-13	Per Expenditure Summary MBT0010A-B Mar-13	Suplus/Deficit Mar-13	Funds Received Apr-13	Per Expenditure Summary MBT0011A-C Apr-13	Suplus/Deficit Apr-13	Funds Received May-13	Per Expenditure Summary MBT0012A-B May-13	Suplus/Deficit May-13
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$12,180.00	-\$12,180.00	\$0.00	\$0.00	\$0.00
Local Business Marketing & Recruitment (2)	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$9,338.83	-\$9,338.83	\$0.00	\$9,338.83	-\$9,338.83
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$21,518.83	-\$21,518.83	\$0.00	\$9,338.83	-\$9,338.83
B. Management Services									
Administration & Management Overhead (5)	\$0.00	\$4,000.00	-\$4,000.00	\$0.00	\$3,750.00	-\$3,750.00	\$0.00	\$3,750.00	-\$3,750.00
Financial Accounting (6)	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$5,999.99	-\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Program Management (7)	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$5,999.99	-\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$0.00	\$16,799.98	-\$16,799.98	\$0.00	\$15,749.98	-\$15,749.98	\$0.00	\$15,749.98	-\$15,749.98
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,231.25	-\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Information Technology	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,231.25	-\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Management Services	\$0.00	\$19,179.98	-\$19,179.98	\$0.00	\$17,981.23	-\$17,981.23	\$0.00	\$17,981.23	-\$17,981.23
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$25,348.24	-\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
Subtotal Participant Intake and Assessment Services	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$25,348.24	-\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$0.00	\$83,108.63	-\$83,108.63	\$0.00	\$76,709.28	-\$76,709.28	\$0.00	\$66,092.76	-\$66,092.76
Subtotal Business Skills Training for Participants	\$0.00	\$83,108.63	-\$83,108.63	\$0.00	\$76,709.28	-\$76,709.28	\$0.00	\$66,092.76	-\$66,092.76
Subtotal Services for Applicants and Participants	\$0.00	\$110,146.75	-\$110,146.75	\$0.00	\$102,057.52	-\$102,057.52	\$0.00	\$91,441.00	-\$91,441.00
Contract advance (12)									
Interest on refund from CRA									
Total Financial Contribution	\$0.00	\$139,288.14	-\$139,288.14	\$0.00	\$141,557.58	-\$141,557.58	\$0.00	\$118,761.06	-\$118,761.06



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - February 28, 2014

Expense/Anticipated Payment Date	Per Expenditure Summary			Per Expenditure Summary			Per Expenditure Summary		
	Funds Received	MBT0013A-B	Surplus/Deficit	Funds Received	MBT0014A-B	Surplus/Deficit	Funds Received	MBT0015A-B	Surplus/Deficit
	Jun-13	Jun-13	Jun-13	Jul-13	Jul-13	Jul-13	Aug-13	Aug-13	Aug-13
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$5,040.00	-\$5,040.00	\$5,040.00	\$0.00	\$5,040.00
Local Business Marketing & Recruitment (2)	\$9,338.83	\$9,338.83	\$0.00	\$18,677.66	\$9,338.83	\$9,338.83	\$0.00	\$9,338.83	-\$9,338.83
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$9,338.83	\$9,338.83	\$0.00	\$18,677.66	\$14,378.83	\$4,298.83	\$5,040.00	\$9,338.83	-\$4,298.83
B. Management Services									
Administration & Management Overhead (5)	\$3,750.00	\$3,750.00	\$0.00	\$7,500.00	\$3,750.00	\$3,750.00	\$0.00	\$3,750.00	-\$3,750.00
Financial Accounting (6)	\$5,999.99	\$5,999.99	\$0.00	\$11,999.98	\$5,999.99	\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Program Management (7)	\$5,999.99	\$5,999.99	\$0.00	\$11,999.98	\$5,999.99	\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$15,749.98	\$15,749.98	\$0.00	\$31,499.96	\$15,749.98	\$15,749.98	\$0.00	\$15,749.98	-\$15,749.98
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,231.25	\$2,231.25	\$0.00	\$4,462.50	\$2,231.25	\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Information Technology	\$2,231.25	\$2,231.25	\$0.00	\$4,462.50	\$2,231.25	\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Management Services	\$17,981.23	\$17,981.23	\$0.00	\$35,962.46	\$17,981.23	\$17,981.23	\$0.00	\$17,981.23	-\$17,981.23
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$25,348.24	\$25,348.24	\$0.00	\$50,696.48	\$25,348.24	\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
Subtotal Participant Intake and Assessment Services	\$25,348.24	\$25,348.24	\$0.00	\$50,696.48	\$25,348.24	\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$43,876.06	\$97,184.32	-\$53,308.26	\$140,354.49	\$104,949.76	\$35,404.73	\$40,745.81	\$90,546.19	-\$49,800.38
Subtotal Business Skills Training for Participants	\$43,876.06	\$97,184.32	-\$53,308.26	\$140,354.49	\$104,949.76	\$35,404.73	\$40,745.81	\$90,546.19	-\$49,800.38
Subtotal Services for Applicants and Participants	\$69,224.30	\$122,532.56	-\$53,308.26	\$191,050.97	\$130,298.00	\$60,752.97	\$40,745.81	\$115,894.43	-\$75,148.62
Contract advance (12)									
Interest on refund from CRA									
Total Financial Contribution	\$96,544.36	\$149,852.62	-\$53,308.26	\$245,691.09	\$162,658.06	\$83,033.03	\$45,785.81	\$143,214.49	-\$97,428.68



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - February 28, 2014

Expense/Anticipated Payment Date	Per Expenditure Summary			Per Expenditure Summary			Per Expenditure Summary		
	Funds Received Sep-13	MBT0016A-B Sep-13	Suplus/Deficit Sep-13	Funds Received Oct-13	MBT0017A-B Oct-13	Suplus/Deficit Oct-13	Funds Received Nov-13	MBT0018A-B Nov-13	Suplus/Deficit Nov-13
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,200.00	\$4,200.00	\$0.00
Local Business Marketing & Recruitment (2)	\$9,338.83	\$9,338.83	\$0.00	\$18,677.66	\$9,338.83	\$9,338.83	\$9,338.83	\$9,338.83	\$0.00
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$14,700.00	\$14,700.00	\$0.00		\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$9,338.83	\$9,338.83	\$0.00	\$33,377.66	\$24,038.83	\$9,338.83	\$13,538.83	\$13,538.83	\$0.00
B. Management Services									
Administration & Management Overhead (5)	\$3,750.00	\$3,750.00	\$0.00	\$7,500.00	\$3,750.00	\$3,750.00	\$3,750.00	\$3,750.00	\$0.00
Financial Accounting (6)	\$5,999.99	\$5,999.99	\$0.00	\$11,999.98	\$5,999.99	\$5,999.99	\$7,968.74	\$7,968.74	\$0.00
Program Management (7)	\$5,999.99	\$5,999.99	\$0.00	\$11,999.98	\$5,999.99	\$5,999.99	\$5,999.99	\$5,999.99	\$0.00
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$3,816.75	\$3,816.75	\$0.00		\$0.00	\$0.00
Subtotal Administrative & Overhead	\$15,749.98	\$15,749.98	\$0.00	\$35,316.71	\$19,566.73	\$15,749.98	\$17,718.73	\$17,718.73	\$0.00
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,231.25	\$2,231.25	\$0.00	\$4,462.50	\$2,231.25	\$2,231.25	\$2,231.25	\$2,231.25	\$0.00
Subtotal Information Technology	\$2,231.25	\$2,231.25	\$0.00	\$4,462.50	\$2,231.25	\$2,231.25	\$2,231.25	\$2,231.25	\$0.00
Subtotal Management Services	\$17,981.23	\$17,981.23	\$0.00	\$39,779.21	\$21,797.98	\$17,981.23	\$19,949.98	\$19,949.98	\$0.00
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$25,348.24	\$25,348.24	\$0.00	\$50,696.48	\$25,348.24	\$25,348.24	\$25,348.24	\$25,348.24	\$0.00
Subtotal Participant Intake and Assessment Services	\$25,348.24	\$25,348.24	\$0.00	\$50,696.48	\$25,348.24	\$25,348.24	\$25,348.24	\$25,348.24	\$0.00
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$89,873.31	\$79,594.51	\$10,278.80	\$126,421.01	\$110,249.68	\$16,171.33	\$93,723.08	\$122,466.36	-\$28,743.28
Subtotal Business Skills Training for Participants	\$89,873.31	\$79,594.51	\$10,278.80	\$126,421.01	\$110,249.68	\$16,171.33	\$93,723.08	\$122,466.36	-\$28,743.28
Subtotal Services for Applicants and Participants	\$115,221.55	\$104,942.75	\$10,278.80	\$177,117.49	\$135,597.92	\$41,519.57	\$119,071.32	\$147,814.60	-\$28,743.28
Contract advance (12)							-\$25,000.00		-\$25,000.00
Interest on refund from CRA									
Total Financial Contribution	\$142,541.61	\$132,262.81	\$10,278.80	\$250,274.36	\$181,434.73	\$68,839.63	\$127,560.13	\$181,303.41	-\$53,743.28



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - February 28, 2014

Expense/Anticipated Payment Date	Per Expenditure Summary			Per Expenditure Summary		
	Funds Received	MBT0019A-B	Surplus/Deficit	Funds Received	MBT0020A-B	Surplus/Deficit
	Dec-13	Dec-13	Dec-13	Jan-14	Jan-14	Jan-14
A Micro-Business Owner Outreach						
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$11,130.00	-\$11,130.00
Local Business Marketing & Recruitment (2)	\$9,338.83	\$9,338.83	\$0.00	\$0.00	\$9,338.83	-\$9,338.83
Program Website (3)		\$0.00	\$0.00		\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)		\$0.00	\$0.00		\$1,050.00	-\$1,050.00
Subtotal Micro-Business Outreach	\$9,338.83	\$9,338.83	\$0.00	\$0.00	\$21,518.83	-\$21,518.83
B. Management Services						
Administration & Management Overhead (5)	\$3,750.00	\$3,750.00	\$0.00	\$0.00	\$3,750.00	-\$3,750.00
Financial Accounting (6)	\$7,968.74	\$7,968.74	\$0.00	\$0.00	\$7,968.74	-\$7,968.74
Program Management (7)	\$5,999.99	\$5,999.99	\$0.00	\$0.00	\$5,714.28	-\$5,714.28
Third Party Audit of program expenditures		\$0.00	\$0.00		\$0.00	\$0.00
Subtotal Administrative & Overhead	\$17,718.73	\$17,718.73	\$0.00	\$0.00	\$17,433.02	-\$17,433.02
Provincial trainee registration tracking and certification (8)		\$0.00	\$0.00		\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,231.25	\$2,231.25	\$0.00	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Information Technology	\$2,231.25	\$2,231.25	\$0.00	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Management Services	\$19,949.98	\$19,949.98	\$0.00	\$0.00	\$19,664.27	-\$19,664.27
C Participant Intake and Assessment Services						
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$25,348.24	\$25,348.24	\$0.00	\$0.00	\$25,348.24	-\$25,348.24
Subtotal Participant Intake and Assessment Services	\$25,348.24	\$25,348.24	\$0.00	\$0.00	\$25,348.24	-\$25,348.24
D Business Skills Training for Participants						
Anticipated Training Funding Dispersed/Month (11)	\$65,273.10	\$110,760.41	-\$45,487.31	\$110,100.51	\$61,262.74	\$48,837.77
Subtotal Business Skills Training for Participants	\$65,273.10	\$110,760.41	-\$45,487.31	\$110,100.51	\$61,262.74	\$48,837.77
Subtotal Services for Applicants and Participants	\$90,621.34	\$136,108.65	-\$45,487.31	\$110,100.51	\$86,610.98	\$23,489.53
Contract advance (12)	-\$50,000.00		-\$50,000.00	-\$25,000.00		-\$25,000.00
Interest on refund from CRA						
Total Financial Contribution	\$69,910.15	\$165,397.46	-\$95,487.31	\$85,100.51	\$127,794.08	-\$42,693.57



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - February 28, 2014

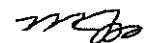
Expense/Anticipated Payment Date	Funds Received	Per Expenditure Summary MBT0020C	Per Expenditure Summary MBT0021A	Per Expenditure Summary MBT0021A-B	Suplus/Deficit
Feb-14	Feb-14	Feb-14	Feb-14	Feb-14	Feb-14
A Micro-Business Owner Outreach					
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$21,630.00	\$0.00	\$10,500.00	\$10,500.00	\$11,130.00
Local Business Marketing & Recruitment (2)	\$18,677.66	\$0.00	\$9,338.83	\$9,338.83	\$9,338.83
Program Website (3)		\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$1,050.00	\$0.00	\$0.00	\$0.00	\$1,050.00
Subtotal Micro-Business Outreach	\$41,357.66	\$0.00	\$19,838.83	\$19,838.83	\$21,518.83
B. Management Services					
Administration & Management Overhead (5)	\$7,500.00	\$0.00	\$3,750.00	\$3,750.00	\$3,750.00
Financial Accounting (6)	\$13,968.73	\$0.00	\$5,999.99	\$5,999.99	\$7,968.74
Program Management (7)	\$11,714.27	\$0.00	\$5,999.99	\$5,999.99	\$5,714.28
Third Party Audit of program expenditures		\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$33,183.00	\$0.00	\$15,749.98	\$15,749.98	\$17,433.02
Provincial trainee registration tracking and certification (8)		\$0.00		\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$4,462.50	\$0.00	\$2,231.25	\$2,231.25	\$2,231.25
Subtotal Information Technology	\$4,462.50	\$0.00	\$2,231.25	\$2,231.25	\$2,231.25
Subtotal Management Services	\$37,645.50	\$0.00	\$17,981.23	\$17,981.23	\$19,664.27
C Participant Intake and Assessment Services					
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$50,696.48	\$0.00	\$25,348.24	\$25,348.24	\$25,348.24
Subtotal Participant Intake and Assessment Services	\$50,696.48	\$0.00	\$25,348.24	\$25,348.24	\$25,348.24
D Business Skills Training for Participants					
Anticipated Training Funding Dispersed/Month (11)	\$297,663.70	\$126,265.69	\$160,607.18	\$286,872.87	\$10,790.83
Subtotal Business Skills Training for Participants	\$297,663.70	\$126,265.69	\$160,607.18	\$286,872.87	\$10,790.83
Subtotal Services for Applicants and Participants	\$348,360.18	\$126,265.69	\$185,955.42	\$312,221.11	\$36,139.07
Contract advance (12)	-\$50,000.00				-\$50,000.00
Interest on refund from CRA					
Total Financial Contribution	\$377,363.34	\$126,265.69	\$223,775.48	\$350,041.17	\$27,322.17

**Micro Business Owner Training Project
BC CHAMBER OF COMMERCE
Monthly Claim Report**

Period: From February 11 to 28, 2014

A. Micro Business Owner Outreach		
Total Micro Business Owner Outreach Costs		\$0.00
B. Management Services Costs		
- Administration and overhead costs: - Administration and Management Overhead - Financial Accounting - Program Management - Third party audit of program expenditures		\$0.00
		\$0.00
		\$0.00
Sub Total Admin/Overhead:		\$0.00
- Information technology expenses: - Provincial trainee registration tracking and certification - Hosting, maintenance and support		\$0.00
		\$0.00
Sub Total Information technology expenses:		\$0.00
Total Management Services Costs:		\$0.00
C. Participant Intake and Assessment Services		
Intake and Assessment Services		\$0.00
D. Business Skills Training for Participants		
Number of participants:		
Total Participant Costs (maximum of \$1,500 per participant)		\$367,080.51
Total Invoiced Costs for February 11 to 28, 2014		\$367,080.51
Less: reduction of accounting advance		(\$25,000.00)
Less: Funds received in February 2014:		
Financial reimbursements re: Participant overages received in Feb 2014		(\$828.12)
Net GST refund		\$0.00
TOTAL Claim Amount for February 11 to 28, 2014		\$341,252.39
SUMMARY		
Net surplus for February per FC0021		\$25,828.12
Claim for February 11-28, 2014 - see above		\$341,252.39
Payment to be made per signed MBT0020C - awaiting funding		(\$367,080.51)
Accountable Advance (per Schedule "B-2" of the Agreement)		\$0.00

All claimed costs are in accordance with the Eligible Costs described in Schedule "B-2" of the Agreement.

Signature: 

Mark Jess, CGA on behalf of Sharon Clark, CA, MBT Program Manager, Financial Accounting

Print Name: Mark Jess

Date: Mar 7, 2014

Signature: 

Wayne Poncia, MBT Program Manager

Print Name: WC Poncia

Date: Mar 7, 2014



BC Chamber of Commerce - MBT Pilot Project
Financial Contribution Statement of Account as at February 28, 2014

Statement #: FC0021

#1201, 750 West Pender Street
Vancouver, BC V6C 2T8
T 604.683.0700 F 604.683.0416
www.bccbc.ca

			Eligible Costs under Section A, B & C of Schedule "B-2" - Financial		Eligible Costs under Section D "Business Skills Training" of Schedule "D-2" - Financial				Notes and Attachments:
Description	Ref #:	Date:	Contribution Claim amounts:		Contribution Claim amounts:		Total Funding Claim amounts:		
Funds received in February 2014:									
BC Chamber of Commerce Monthly Claim Report	December 20-January 10	01/16/2014	\$	41,531.34	\$	61,262.74	\$	102,794.08	Includes \$25k reduction to accounting advance Includes \$25k reduction to accounting advance Includes \$25k reduction to accounting advance
BC Chamber of Commerce Monthly Claim Report	January 11-January 25	02/04/2014	\$	-	\$	75,793.78	\$	75,793.78	
BC Chamber of Commerce Monthly Claim Report	January 26-February 10	02/17/2014	\$	38,168.30	\$	160,607.18	\$	198,775.48	
Funds distributed in February 2014:									
Expenditure Summary - January 11/14 - January 25/14	MBT0020C	01/28/2014	\$	-	\$	(126,265.69)	\$	(126,265.69)	ok
Expenditure Summary - January 26/13 - February 10/14	MBT0021A	02/17/2014	\$	(63,168.30)	\$	(160,607.18)	\$	(223,775.48)	ok
Net (Deficit) Surplus for February 2014			\$	16,531.34	\$	10,790.83	\$	27,322.17	
Net surplus carried forward:									
Financial Contribution Statement of Account for June 2012	FC0001	06/30/2012	\$	25,771.04	\$	-	\$	25,771.04	
Financial Contribution Statement of Account for July 2012	FC0002	08/07/2012	\$	35,100.00	\$	45,000.00	\$	80,100.00	
Financial Contribution Statement of Account for August 2012	FC0003	09/07/2012	\$	35,100.00	\$	115,000.00	\$	150,100.00	
Financial Contribution Statement of Account for September 2012	FC0004	10/11/2012	\$	50,500.00	\$	112,807.17	\$	163,307.17	
Financial Contribution Statement of Account for October 2012	FC0005	11/06/2012	\$	(128,096.89)	\$	157,426.56	\$	29,329.67	
Financial Contribution Statement of Account for November 2012	FC0006	12/04/2012	\$	(65,068.39)	\$	(48,771.42)	\$	(113,839.81)	
Financial Contribution Statement of Account for December 2012	FC0007	01/06/2012	\$	80,468.41	\$	152,900.39	\$	233,368.80	
Financial Contribution Statement of Account for January 2013	FC0008	02/07/2013	\$	(18,847.28)	\$	(2,213.44)	\$	(21,060.72)	
Financial Contribution Statement of Account for February 2013	FC0009	03/08/2013	\$	(56,179.51)	\$	(91,980.65)	\$	(148,160.16)	
Financial Contribution Statement of Account for March 2013	FC0010	04/09/2013	\$	(56,179.51)	\$	(83,108.63)	\$	(139,288.14)	
Financial Contribution Statement of Account for April 2013	FC0011	05/08/2013	\$	(64,848.30)	\$	(76,709.28)	\$	(141,557.58)	
Financial Contribution Statement of Account for May 2013	FC0012	06/08/2013	\$	(52,668.30)	\$	(66,092.76)	\$	(118,761.06)	
Financial Contribution Statement of Account for June 2013	FC0013	07/04/2013	\$	(52,668.30)	\$	(639.96)	\$	(53,308.26)	
Financial Contribution Statement of Account for July 2013	FC0014	08/08/2013	\$	47,628.30	\$	35,404.73	\$	83,033.03	
Financial Contribution Statement of Account for August 2013	FC0015	09/06/2013	\$	(47,628.30)	\$	(49,800.38)	\$	(97,428.68)	
Financial Contribution Statement of Account for September 2013	FC0016	10/07/2013	\$	-	\$	10,278.80	\$	10,278.80	
Financial Contribution Statement of Account for October 2013	FC0017	11/12/2013	\$	52,668.30	\$	16,171.33	\$	68,839.63	
Financial Contribution Statement of Account for November 2013	FC0018	12/09/2013	\$	(25,000.00)	\$	(28,743.28)	\$	(53,743.28)	
Financial Contribution Statement of Account for December 2013	FC0019	01/06/2014	\$	(25,000.00)	\$	(70,487.31)	\$	(95,487.31)	
Financial Contribution Statement of Account for January 2014	FC0020	02/04/2014	\$	(66,531.34)	\$	23,837.77	\$	(42,693.57)	
Financial reimbursements re: Participant overages & reimbursements from training providers for dropped/cancelled courses			\$	-	\$	18,160.44	\$	18,160.44	Reimbursement from Participants for training courses exceeding the \$1500 limit
Net Funding Contribution on hand for February 2014			\$	(314,948.73)	\$	179,230.91	\$	(135,717.82)	
Net HST/GST Refund for 2012 Q4 (+ Interest) & 2013 Q1, Q2, Q3 & Q4	Funding and Expenditure Summary		\$	68,008.76	\$	93,537.18	\$	161,545.94	
Total Funding Contribution on hand for February 2014	Reconciled to Bank Statement			(246,939.97)		272,768.09		25,828.12	

I, Wayne Pondia, Project Manager, BC Chamber of Commerce MBT Program, declare that the above services for January 2014 have been performed as required under the signed Agreement dated May 10, 2012 between the Province of British Columbia Ministry of Jobs, Tourism and Innovation and the BC Chamber of Commerce.

WC Pondia
For the BCCC, Wayne Pondia, MBT Program Manager

Mar 7, 2014

Date:

Mar 7, 2014

Date:

Reviewed and approved by: Mark Jess, CGA on behalf of Sharon Clark, CA, MBT Program Manager, Financial Accounting



BC Chamber of Commerce - MBT Pilot Project

Expenditure Summary - Feb 11-28/14

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YYYY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
Training related Invoices:										
1383	Executive Web Club	1642	100%	02/14/2014	\$ (1,554.26)	\$ -	\$ (74.01)	\$ (1,420.25)	\$ (1,554.26)	CREDIT
1384	Lyons&Associates	756	100%	02/13/2014	\$ 941.85	\$ -	\$ 44.85	\$ 897.00	\$ 941.85	COMPLETE
1385	Focal Point	104	100%	02/13/2014	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 3,150.00	COMPLETE
1386	Community Futures of Central Kootenay	CLN 6	100%	02/14/2014	\$ 1,181.25	\$ -	\$ 56.25	\$ 1,125.00	\$ 1,181.25	COMPLETE
1387	Community Futures of Central Kootenay	CLN 7	100%	02/14/2014	\$ 882.00	\$ -	\$ 42.00	\$ 840.00	\$ 882.00	COMPLETE
1388	Community Futures of Central Kootenay	CLN 8	100%	02/14/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1389	PACE Business Centre	1219	100%	02/17/2014	\$ 142.80	\$ -	\$ 6.80	\$ 136.00	\$ 142.80	COMPLETE
1390	PACE Business Centre	1218	100%	02/17/2014	\$ 142.80	\$ -	\$ 6.80	\$ 136.00	\$ 142.80	COMPLETE
1391	PACE Business Centre	1217	100%	02/17/2014	\$ 142.80	\$ -	\$ 6.80	\$ 136.00	\$ 142.80	COMPLETE
1392	Excel Career College	4669517	100%	02/17/2014	\$ 420.00	\$ -	\$ 20.00	\$ 400.00	\$ 420.00	
1393	Pacific Office Solutions	BE101-17	100%	02/15/2014	\$ 6,917.40	\$ -	\$ 329.40	\$ 6,588.00	\$ 6,917.40	COMPLETE
1394	Think Partner Coaching	281	100%	02/15/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1395	Galileo Consulting Ltd/ DottoTech	7	100%	02/17/2014	\$ 4,395.30	\$ -	\$ 209.30	\$ 4,186.00	\$ 4,395.30	COMPLETE
1396	PACE Business Centre	1220	100%	02/17/2014	\$ 142.80	\$ -	\$ 6.80	\$ 136.00	\$ 142.80	COMPLETE
1397	Excel Career College	4669518	100%	02/17/2014	\$ 462.00	\$ -	\$ 22.00	\$ 440.00	\$ 462.00	
1398	Make Your Mark Training & Consulting	9185	100%	02/15/2014	\$ 1,572.90	\$ -	\$ 74.90	\$ 1,498.00	\$ 1,572.90	COMPLETE
1399	Make Your Mark Training & Consulting	9565	100%	02/15/2014	\$ 1,572.90	\$ -	\$ 74.90	\$ 1,498.00	\$ 1,572.90	COMPLETE
1400	Make Your Mark Training & Consulting	9667	100%	02/15/2014	\$ 1,572.90	\$ -	\$ 74.90	\$ 1,498.00	\$ 1,572.90	COMPLETE
1401	Make Your Mark Training & Consulting	3047	100%	02/15/2014	\$ 1,572.90	\$ -	\$ 74.90	\$ 1,498.00	\$ 1,572.90	COMPLETE
1402	Make Your Mark Training & Consulting	8326	100%	02/15/2014	\$ 1,572.90	\$ -	\$ 74.90	\$ 1,498.00	\$ 1,572.90	COMPLETE
1403	Rock Solid Business Coaching Inc	920138	100%	02/15/2014	\$ 6,142.29	\$ -	\$ 292.49	\$ 5,849.80	\$ 6,142.29	COMPLETE
1404	PACE Business Centre	1208	100%	02/16/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1405	PACE Business Centre	1209	100%	02/16/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1406	PACE Business Centre	1210	100%	02/16/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1407	PACE Business Centre	1211	100%	02/16/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1408	PACE Business Centre	1212	100%	02/16/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1409	PACE Business Centre	1213	100%	02/16/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1410	PACE Business Centre	1214	100%	02/16/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1411	PACE Business Centre	1215	100%	02/16/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1412	PACE Business Centre	1216	100%	02/16/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1413	Power Concepts	8937	100%	02/20/2014	\$ 291.38	\$ -	\$ 13.88	\$ 277.50	\$ 291.38	COMPLETE
1414	Power Concepts	8953	100%	02/20/2014	\$ 1,554.00	\$ -	\$ 74.00	\$ 1,480.00	\$ 1,554.00	COMPLETE
1415	Power Concepts	8938	100%	02/20/2014	\$ 526.05	\$ -	\$ 25.05	\$ 501.00	\$ 526.05	COMPLETE
1416	Power Concepts	8954	100%	02/20/2014	\$ 194.25	\$ -	\$ 9.25	\$ 185.00	\$ 194.25	COMPLETE
1417	Main Street Communication Ltd.	32001792014	100%	02/17/2014	\$ 6,680.62	\$ -	\$ 318.12	\$ 6,362.50	\$ 6,680.62	COMPLETE
1418	Camosun College	122085	100%	02/17/2014	\$ 204.75	\$ -	\$ 9.75	\$ 195.00	\$ 204.75	
1419	Power Concepts	8934	100%	02/20/2014	\$ 582.75	\$ -	\$ 27.75	\$ 555.00	\$ 582.75	COMPLETE
1420	Power Concepts	8935	100%	02/20/2014	\$ 971.25	\$ -	\$ 46.25	\$ 925.00	\$ 971.25	COMPLETE
1421	Power Concepts	8955	100%	02/20/2014	\$ 582.75	\$ -	\$ 27.75	\$ 555.00	\$ 582.75	COMPLETE
1422	Power Concepts	8961	100%	02/20/2014	\$ 1,554.00	\$ -	\$ 74.00	\$ 1,480.00	\$ 1,554.00	COMPLETE
1423	Power Concepts	8962	100%	02/20/2014	\$ 291.38	\$ -	\$ 13.88	\$ 277.50	\$ 291.38	COMPLETE
1424	Prestige Business & Management Consulti	MBT021	100%	02/17/2014	\$ 918.75	\$ -	\$ 43.75	\$ 875.00	\$ 918.75	COMPLETE
1425	ClientSave Professional Contact Managem	2231	100%	01/05/2014	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 787.50	COMPLETE
1426	Power Up Marketing	55	100%	02/01/2014	\$ 5,809.13	\$ -	\$ 276.63	\$ 5,532.50	\$ 5,809.13	COMPLETE
1427	Langara College	50151054	100%	02/06/2014	\$ 305.00	\$ -	\$ -	\$ 305.00	\$ 305.00	
1428	Rock Solid Business Coaching Inc	Credit 02/18/2014	100%	01/18/2014	\$ (2,457.00)	\$ (72.00)	\$ (85.00)	\$ (2,300.00)	\$ (2,457.00)	CREDIT
1429	Small Business BC	CM1358BC30	100%	02/04/2014	\$ (945.00)	\$ -	\$ (45.00)	\$ (900.00)	\$ (945.00)	CREDIT
1430	Small Business BC	13-SBBC8109	100%	02/20/2014	\$ (1,002.00)	\$ (102.00)	\$ -	\$ (900.00)	\$ (1,002.00)	CREDIT
1431	Academy of Learning - Surrey	BCS07609	100%	02/05/2014	\$ 698.00	\$ -	\$ -	\$ 698.00	\$ 698.00	
1432	PACE Business Centre	1225	100%	02/18/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1433	PACE Business Centre	1224	100%	02/18/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1434	PACE Business Centre	1223	100%	02/18/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1435	Okanagan College	50237640	100%	02/14/2014	\$ 218.40	\$ -	\$ 9.40	\$ 209.00	\$ 218.40	
1436	PACE Business Centre	1222	100%	02/18/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1437	Northwest Community College	31099	100%	02/18/2014	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
1438	Giesbrecht, Goodrich & Co.	01-02-2014	100%	02/24/2014	\$ 5,035.35	\$ -	\$ 239.78	\$ 4,795.57	\$ 5,035.35	COMPLETE
1439	Vancouver Community College	50101229	100%	01/09/2014	\$ 90.00	\$ -	\$ -	\$ 90.00	\$ 90.00	
1440	Q College Inc.	1045	100%	02/20/2014	\$ 700.35	\$ -	\$ 33.35	\$ 667.00	\$ 700.35	
1441	Q College Inc.	1046	100%	02/20/2014	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1442	Q College Inc.	1047	100%	02/20/2014	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1443	ClientSave Professional Contact Managem	2213	100%	01/17/2014	\$ 997.50	\$ -	\$ 47.50	\$ 950.00	\$ 997.50	COMPLETE
1444	Giesbrecht, Goodrich & Co.	CN	100%	02/19/2014	\$ (1,050.00)	\$ (112.50)	\$ -	\$ (937.50)	\$ (1,050.00)	CREDIT
1445	Dale Carnegie	P192	100%	02/19/2014	\$ 109.15	\$ -	\$ 5.20	\$ 103.95	\$ 109.15	COMPLETE
1446	Susan Peach	1467	100%	02/05/2014	\$ 1,249.50	\$ -	\$ 59.50	\$ 1,190.00	\$ 1,249.50	COMPLETE
1447	Q College Inc.	1048	100%	02/20/2014	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1448	Q College Inc.	1049	100%	02/20/2014	\$ 382.68	\$ -	\$ 18.22	\$ 364.46	\$ 382.68	
1449	Q College Inc.	1050	100%	02/20/2014	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1450	Neil Godin International Inc.	Feb.2014.11	100%	02/20/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1451	Neil Godin International Inc.	Feb.2014.13	100%	02/20/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1452	Neil Godin International Inc.	Feb.2014.14	100%	02/20/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1453	Neil Godin International Inc.	Feb.2014.12	100%	02/20/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1454	Community Futures of Central Kootenay	CLN 4-A	100%	02/20/2014	\$ 288.75	\$ -	\$ 13.75	\$ 275.00	\$ 288.75	COMPLETE
1455	Lyons&Associates	758	100%	02/20/2014	\$ 3,977.40	\$ -	\$ 189.40	\$ 3,788.00	\$ 3,977.40	COMPLETE
1456	Community Futures of South Fraser/ CFDC	200	100%	01/31/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	
1457	Community Futures of South Fraser/ CFDC	199	100%	01/31/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	
1458	Community Futures of South Fraser/ CFDC	198	100%	01/31/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	
1459	Make Your Mark Training & Consulting	3584	100%	01/21/2014	\$ 1,572.90	\$ -	\$ 74.90	\$ 1,498.00	\$ 1,572.90	COMPLETE
1460	Make Your Mark Training & Consulting	9490	100%	02/28/2014	\$ 1,572.90	\$ -	\$ 74.90	\$ 1,498.00	\$ 1,572.90	COMPLETE
1461	Camosun College	122925	100%	02/21/2014	\$ 204.75	\$ -	\$ 9.75	\$ 195.00	\$ 204.75	
1462	ClientSave Professional Contact Managem	2191C	100%	07/31/2013	\$ (779.75)	\$ -	\$ (34.75)	\$ (695.00)	\$ (779.75)	CREDIT
1463	PACE Business Centre	1230	100%	02/19/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1464	PACE Business Centre	1227	100%	02/19/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1465	PACE Business Centre	1228	100%	02/19/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1466	PACE Business Centre	1229	100%	02/19/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1467	PACE Business Centre	1234	100%	02/23/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1468	Main Street Communication Ltd.	35001822014	100%	02/24/2014	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 787.50	COMPLETE
1469	Trainwest Management & Consulting Inc	1435CR	100%	02/22/2014	\$ (1,181.25)	\$ -	\$ (56.25)	\$ (1,125.00)	\$ (1,181.25)	CREDIT
1470	Women's Enterprise Centre	13-04-47	100%	02/21/2014	\$ 16,350.00	\$ -	\$ -	\$ 16,350.00	\$ 16,350.00	
1471	PACE Business Centre	1226	100%	01/19/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1472	Lyons&Associates	759	100%	02/21/2014	\$ 105.00	\$ -	\$ 5.00	\$ 100.00	\$ 105.00	COMPLETE
1473	Coach Kyle / Actionwest Business Solution	1130CM	0%	02/22/2014	\$ (367.50)	\$ -	\$ (17.50)	\$ (350.00)	\$ -	CREDIT
1474	Coach Kyle / Actionwest Business Solution	1131CM	0%	02/24/2014	\$ (1,573.55)	\$ -	\$ (74.95)	\$ (1,498.60)	\$ -	CREDIT
1475	Pacific Office Solutions	BE101-18	100%	02/24/2014	\$ 617.40	\$ -	\$ 29.40	\$ 588.00	\$ 617.40	COMPLETE
1476	PACE Business Centre	1232	100%	02/21/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE



MBT0021B

BC Chamber of Commerce - MBT Pilot Project
Expenditure Summary - Feb 11-28/14

Doc #	Vendor name	Inv #	% to be paid	Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
1477	PACE Business Centre	1231	100%	02/21/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1478	PACE Business Centre	1233	100%	02/21/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1479	Thompson Rivers University	S0008825 B	100%	02/18/2014	\$ 973.24	\$ -	\$ -	\$ 973.24	\$ 973.24	
1480	Thompson Rivers University	S0008925 A	100%	02/18/2014	\$ 618.89	\$ -	\$ -	\$ 618.89	\$ 618.89	
1481	Susan Peach	1469	100%	02/23/2014	\$ (609.00)	\$ -	\$ (29.00)	\$ (580.00)	\$ (609.00)	COMPLETE & CREDITS
1482	ClientSave Professional Contact Managem	2221	100%	02/21/2014	\$ (420.00)	\$ (45.00)	\$ -	\$ (375.00)	\$ (420.00)	CREDIT
1483	TLB Marketing Essentials	CIN022	100%	02/24/2014	\$ 3,255.00	\$ -	\$ 155.00	\$ 3,100.00	\$ 3,255.00	COMPLETE
1484	L2 Accent Reduction Centre	CreditMemo 2	100%	02/16/2013	\$ (294.60)	\$ (31.50)	\$ -	\$ (262.50)	\$ (294.60)	CREDIT
1485	L2 Accent Reduction Centre	CreditMemo 1	100%	07/11/2013	\$ (1,181.25)	\$ -	\$ (56.25)	\$ (1,125.00)	\$ (1,181.25)	CREDIT
1486	TLB Marketing Essentials	CIN021	100%	02/13/2014	\$ 4,200.00	\$ -	\$ 200.00	\$ 4,000.00	\$ 4,200.00	COMPLETE
1487	Q College Inc.	CR 12	100%	02/26/2014	\$ (1,044.75)	\$ -	\$ (49.75)	\$ (995.00)	\$ (1,044.75)	CREDIT
1488	Pacific Office Solutions	BE101-18 CR	100%	02/27/2014	\$ (10,004.40)	\$ -	\$ (476.40)	\$ (9,528.00)	\$ (10,004.40)	CREDIT
1489	PACE Business Centre	1235	100%	02/24/2014	\$ 367.50	\$ -	\$ 17.50	\$ 350.00	\$ 367.50	COMPLETE
1490	Main Street Communication Ltd.	330011802014	100%	02/21/2014	\$ 1,050.00	\$ -	\$ 50.00	\$ 1,000.00	\$ 1,050.00	COMPLETE
1491	Priority Management	CM 65002	100%	02/27/2014	\$ (520.80)	\$ (55.80)	\$ -	\$ (465.00)	\$ (520.80)	CREDIT
1492	Northwest Community College	31100	100%	02/18/2014	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
1493	Northwest Community College	31104	100%	02/18/2014	\$ 238.00	\$ -	\$ -	\$ 238.00	\$ 238.00	
1494	Northwest Community College	31103	100%	02/18/2014	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
1495	Northwest Community College	31102	100%	02/18/2014	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
1496	Northwest Community College	31101	100%	02/18/2014	\$ 238.00	\$ -	\$ -	\$ 238.00	\$ 238.00	
1497	Northwest Community College	31105	100%	02/18/2014	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
1498	Northwest Community College	31109	100%	02/18/2014	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
1499	Northwest Community College	31108	100%	02/18/2014	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
1500	Northwest Community College	31107	100%	02/18/2014	\$ 357.00	\$ -	\$ -	\$ 357.00	\$ 357.00	
1501	Northwest Community College	31106	100%	02/18/2014	\$ 238.00	\$ -	\$ -	\$ 238.00	\$ 238.00	
1502	Northwest Community College	31202	100%	02/19/2014	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
1503	Northwest Community College	31201	100%	02/19/2014	\$ 238.00	\$ -	\$ -	\$ 238.00	\$ 238.00	
1504	Northwest Community College	31200	100%	02/19/2014	\$ 238.00	\$ -	\$ -	\$ 238.00	\$ 238.00	
1505	Northwest Community College	31111	100%	02/18/2014	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
1506	Northwest Community College	31110	100%	02/18/2014	\$ 238.00	\$ -	\$ -	\$ 238.00	\$ 238.00	
1507	Northwest Community College	31209	100%	02/19/2014	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
1508	Northwest Community College	31208	100%	02/19/2014	\$ 238.00	\$ -	\$ -	\$ 238.00	\$ 238.00	
1509	Northwest Community College	31207	100%	02/19/2014	\$ 238.00	\$ -	\$ -	\$ 238.00	\$ 238.00	
1510	Northwest Community College	31206	100%	02/19/2014	\$ 238.00	\$ -	\$ -	\$ 238.00	\$ 238.00	
1511	Northwest Community College	31205	100%	02/19/2014	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
1512	Northwest Community College	31204	100%	02/19/2014	\$ 119.00	\$ -	\$ -	\$ 119.00	\$ 119.00	
1513	Northwest Community College	31203	100%	02/19/2014	\$ 238.00	\$ -	\$ -	\$ 238.00	\$ 238.00	
1514	Zenith Training International	MBT115Credit	0%	09/16/2013	\$ (1,176.00)	\$ -	\$ (56.00)	\$ (1,120.00)	\$ -	Credit
1515	zenith Training International	MBT116Credit	0%	09/20/2013	\$ (756.00)	\$ -	\$ (36.00)	\$ (720.00)	\$ -	Credit
1516	Q College Inc.	CR 13	100%	03/04/2014	\$ (1,044.75)	\$ -	\$ (49.75)	\$ (995.00)	\$ (1,044.75)	Credit
1517	Q College Inc.	CR 14	100%	03/04/2014	\$ (1,044.75)	\$ -	\$ (49.75)	\$ (995.00)	\$ (1,044.75)	Credit
1518	Q College Inc.	CR 15	100%	03/04/2014	\$ (714.59)	\$ -	\$ (34.03)	\$ (680.56)	\$ (714.59)	Credit
1519			100%	11/05/2012	\$ 10.00	\$ -	\$ -	\$ -	\$ 10.00	Participant Refund
1520			100%	01/10/2013	\$ 86.70	\$ -	\$ -	\$ -	\$ 86.70	Participant Refund
1521	s22	s22	100%	01/10/2013	\$ 109.00	\$ -	\$ -	\$ -	\$ 109.00	Participant Refund
1522			100%	11/05/2012	\$ 14.99	\$ -	\$ -	\$ -	\$ 14.99	Participant Refund
1523			100%	12/12/2012	\$ 45.00	\$ -	\$ -	\$ -	\$ 45.00	Participant Refund
					\$ 129,461.20	\$ (424.80)	\$ 5,235.21	\$ 124,385.10	\$ 133,334.65	
Previously Issued Invoices & partial payments re: completion										
78	Priority Management	64163	75%	10/29/2012	\$ 694.40	\$ 74.40	\$ -	\$ 620.00	\$ 520.80	MBT0006B
242	ClientSave Professional Contact Managem	2147	75%	01/21/2013	\$ 840.00	\$ 90.00	\$ -	\$ 750.00	\$ 630.00	MBT0009A
251	ClientSave Professional Contact Managem	2145	75%	01/21/2013	\$ 840.00	\$ 90.00	\$ -	\$ 750.00	\$ 630.00	MBT0009A
279	Rock Solid Business Coaching Inc	6	75%	02/11/2013	\$ 6,720.00	\$ 720.00	\$ -	\$ 6,000.00	\$ 1,260.00	MBT0009A
310	ClientSave Professional Contact Managem	2168	75%	02/10/2013	\$ 778.40	\$ 83.40	\$ -	\$ 695.00	\$ 583.80	MBT0009B
313	ClientSave Professional Contact Managem	2170	75%	02/25/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,260.00	MBT0009B
315	Giesbrecht, Goodrich & Co.	CUN-011-02-2013	75%	01/25/2013	\$ 8,120.00	\$ 870.00	\$ -	\$ 7,250.00	\$ 630.00	MBT0009B
321	L2 Accent Reduction Centre	216	75%	02/16/2013	\$ 392.00	\$ 42.00	\$ -	\$ 350.00	\$ 294.00	MBT0009B
323	ClientSave Professional Contact Managem	2174	75%	03/06/2013	\$ 840.00	\$ 90.00	\$ -	\$ 750.00	\$ 630.00	MBT0010A
336	Clarity Business Strategies	1774	75%	03/01/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,260.00	MBT0010A
383	Giesbrecht, Goodrich & Co.	02-03-2013	75%	03/25/2013	\$ 3,640.00	\$ 390.00	\$ -	\$ 3,250.00	\$ 420.00	MBT0010B
409	Small Business BC	12-SBBC109	75%	03/28/2013	\$ 1,344.00	\$ 144.00	\$ -	\$ 1,200.00	\$ 1,008.00	MBT0011A
418	Neil Godin International Inc.	3-2013-18	75%	03/31/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,260.00	MBT0011A
463	Pacific Office Solutions	8E101-01	75%	04/23/2013	\$ 8,089.20	\$ -	\$ 385.20	\$ 7,704.00	\$ 4,214.70	MBT0011B
484	Rock Solid Business Coaching Inc	Mid May	75%	05/09/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 1,81.25	MBT0012A
527	Rock Solid Business Coaching Inc	End of May	75%	05/29/2013	\$ 7,481.00	\$ -	\$ 356.25	\$ 7,124.75	\$ 2,137.42	MBT0013A
573	ClientSave Professional Contact Managem	2192	75%	06/10/2013	\$ 1,228.50	\$ -	\$ 58.50	\$ 1,170.00	\$ 921.37	MBT0013A
574	ClientSave Professional Contact Managem	2191	75%	06/10/2013	\$ 729.75	\$ -	\$ 34.75	\$ 695.00	\$ 547.33	MBT0013A
625	Debbie Palmer Presents	154	75%	07/08/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0014A
627	Neil Godin International Inc.	7-2013-11	75%	07/06/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0014A
632	Pacific Office Solutions	8E101-03	75%	07/08/2013	\$ 9,727.20	\$ -	\$ 463.20	\$ 9,264.00	\$ 5,188.05	MBT0014A
643	Executive Web Club	17	75%	07/02/2013	\$ 1,942.50	\$ -	\$ 92.50	\$ 1,850.00	\$ 275.62	MBT0014A
666	Executive Web Club	18	75%	07/15/2013	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 1,181.25	MBT0014B
667	Executive Web Club	19	75%	07/21/2013	\$ 7,914.38	\$ -	\$ 376.88	\$ 7,537.50	\$ 935.16	MBT0014B
677	L2 Accent Reduction Centre	71113	75%	07/11/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0014B
681	Executive Web Club	20	75%	07/24/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0014B
687	Susan Peach	1421	75%	07/24/2013	\$ 1,412.25	\$ -	\$ 67.25	\$ 1,345.00	\$ 468.58	MBT0014B
700	Clemens Rettich Business Consulting Ltd.	2013-470	75%	08/02/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0015A
708	Pacific Office Solutions	8E101-05	75%	07/31/2013	\$ 4,384.80	\$ -	\$ 208.80	\$ 4,176.00	\$ 2,825.55	MBT0015A
730	Pacific Office Solutions	8E101-07	75%	08/25/2013	\$ 16,304.40	\$ -	\$ 776.40	\$ 15,528.00	\$ 7,040.25	MBT0015B
735	Rock Solid Business Coaching Inc	Aug	75%	08/26/2013	\$ 7,484.79	\$ -	\$ 356.42	\$ 7,128.37	\$ 1,122.15	MBT0015B
752	Prestige Business & Management Consulti	MBT014	75%	08/18/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0015B
770	Trainwest Management & Consulting Inc	1390	75%	07/29/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0015B
778	Susan Peach	1433	75%	09/09/2013	\$ 2,884.35	\$ -	\$ 137.35	\$ 2,747.00	\$ 1,181.25	MBT0016A
781	Power Up Marketing	38	75%	09/07/2013	\$ 3,711.75	\$ -	\$ 176.75	\$ 3,535.00	\$ 393.76	MBT0016A
786	Executive Web Club	29	75%	09/09/2013	\$ 3,096.45	\$ -	\$ 147.45	\$ 2,949.00	\$ (1,141.00)	CREDIT OVERPAYMENT - M
788	In the Black Business Cons.	187	75%	08/31/2013	\$ 1,181.25	\$ -	\$ 56.25	\$ 1,125.00	\$ 885.94	MBT0016A
832	Main Street Communication Ltd.	24001672013	75%	09/12/2013	\$ 3,281.25	\$ -	\$ 156.25	\$ 3,125.00	\$ 590.64	MBT0016B
834	Small Business BC	13-SBBC38	75%	09/12/2013	\$ 1,260.00	\$ -	\$ 60.00	\$ 1,200.00	\$ 945.00	MBT0016B
850	Clemens Rettich Business Consulting Ltd.	2013-515	75%	10/07/2013	\$ 2,100.00	\$ -	\$ 100.00	\$ 2,000.00	\$ 1,181.25	MBT0017A
882	Executive Web Club	34	75%	10/01/2013	\$ 3,568.95	\$ -	\$ 169.95	\$ 3,399.00	\$ 1,495.46	MBT0017A
906	Pacific Office Solutions	8E101-08	75%	10/08/2013	\$ 10,281.60	\$ -	\$ 489.60	\$ 9,792.00	\$ 5,140.80	MBT0017A
907	Susan Peach	1443	75%	10/09/2013	\$ 2,661.75	\$ -	\$ 126.75	\$ 2,535.00	\$ 1,181.25	MBT0017A
923	Susan Peach	1446	75%	10/24/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 1,181.25	MBT0017A
928	Blue Moon Management Inc	1329	75%	10/22/2013	\$ 939.75	\$ -	\$ 44.75	\$ 895.00	\$ 704.81	MBT0017B



BC Chamber of Commerce - MBT Pilot Project

Expenditure Summary -Feb 11-28/14

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YYYY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes
929	Blue Moon Management Inc	1324	75%	09/19/2013	\$ 939.75	\$ -	\$ 44.75	\$ 895.00	\$ 704.81	MBT0017B
930	Blue Moon Management Inc	1330	75%	10/22/2013	\$ 939.75	\$ -	\$ 44.75	\$ 895.00	\$ 704.81	MBT0017B
936	Oakray Marketing Services Ltd.	MBT-13-008	75%	09/22/2013	\$ 900.00	\$ -	\$ 42.85	\$ 857.15	\$ 675.00	MBT0017B
1014	Pacific Office Solutions	BE101-10	75%	10/28/2013	\$ 4,662.00	\$ -	\$ 222.00	\$ 4,440.00	\$ 2,570.40	MBT0018A
1019	Executive Web Club	44	75%	11/09/2013	\$ 4,459.35	\$ -	\$ 212.35	\$ 4,247.00	\$ 2,753.89	MBT0018A
1022	Trainwest Management & Consulting Inc	1431	75%	11/10/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018A
1024	Neil Godin International Inc.	11-2013-14	75%	11/09/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018A
1030	Trainwest Management & Consulting Inc	1430	75%	11/10/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018A
1039	Prestige Business & Management Consulti	MBT015	75%	11/17/2013	\$ 2,362.50	\$ -	\$ 112.50	\$ 2,250.00	\$ 1,181.25	MBT0018B
1056	Think Partner Coaching	262	75%	11/15/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 393.75	MBT0018B
1061	Executive Web Club	45	75%	11/19/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 1,181.25	MBT0018B
1064	Giesbrecht, Goodrich & Co.	CLN-02-11-2013	75%	11/25/2013	\$ 1,837.50	\$ -	\$ 87.50	\$ 1,750.00	\$ 590.62	MBT0018B
1076	Rock Solid Business Coaching Inc	Nov-13	75%	11/25/2013	\$ 4,488.60	\$ -	\$ 213.75	\$ 4,274.85	\$ 1,122.15	MBT0018B
1079	Trainwest Management & Consulting Inc	1399	75%	08/17/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018B
1081	Trainwest Management & Consulting Inc	1435	75%	11/24/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018B
1086	Susan Peach	1454	75%	11/24/2013	\$ 3,974.25	\$ -	\$ 189.25	\$ 3,785.00	\$ 1,649.82	MBT0018B
1091	Focal Point	86	75%	11/25/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018B
1100	Summit Fiscal Management Inc.	5	75%	11/26/2013	\$ 556.00	\$ -	\$ -	\$ 556.00	\$ 417.00	MBT0019B
1101	Summit Fiscal Management Inc.	7	75%	11/26/2013	\$ 556.00	\$ -	\$ -	\$ 556.00	\$ 417.00	MBT0019B
1104	PACE Business Centre	1104	75%	11/30/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 1,074.15	MBT0019B
1105	PACE Business Centre	1172	75%	11/30/2013	\$ 1,041.60	\$ -	\$ 49.60	\$ 992.00	\$ 781.20	MBT0019B
1109	PACE Business Centre	1173	75%	11/30/2013	\$ 1,488.00	\$ -	\$ 70.86	\$ 1,417.14	\$ 1,116.00	MBT0019B
1110	PACE Business Centre	1170	75%	11/30/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0019B
1115	Pacific Office Solutions	BE101-12	75%	12/02/2013	\$ 16,629.90	\$ -	\$ 791.90	\$ 15,838.00	\$ 9,667.35	MBT0019B
1122	Trainwest Management & Consulting Inc	1438	75%	12/04/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0019B
1123	Clemens Rettich Business Consulting Ltd.	2013-572	75%	12/06/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 590.62	MBT0019B
1125	Community Futures of Central Kootenay	CLN 4	75%	12/06/2013	\$ 1,286.25	\$ -	\$ 61.25	\$ 1,225.00	\$ 964.69	MBT0019B
1126	Community Futures of Central Kootenay	CLN 5	75%	12/06/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0019B
1135	Prestige Business & Management Consulti	MBT016	75%	12/10/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0019B
1139	Clemens Rettich Business Consulting Ltd.	2013-575	75%	12/11/2013	\$ 1,443.75	\$ -	\$ 68.75	\$ 1,375.00	\$ 1,082.81	MBT0019B
1140	Clemens Rettich Business Consulting Ltd.	2013-574	75%	12/11/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0019B
1141	Clemens Rettich Business Consulting Ltd.	2013-576	75%	12/11/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0019B
1143	Oakray Marketing Services Ltd.	MBT-13-010	75%	12/02/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 393.75	MBT0019B
1151	Executive Web Club	48	75%	12/13/2013	\$ 3,937.50	\$ -	\$ 187.50	\$ 3,750.00	\$ 2,953.12	MBT0019B
1152	Executive Web Club	46	75%	11/29/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 1,181.25	MBT0019B
1153	Prestige Business & Management Consulti	MBT017	75%	12/15/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0019B
1155	Susan Peach	1459	75%	12/13/2013	\$ 2,667.00	\$ -	\$ 127.00	\$ 2,540.00	\$ 1,181.25	MBT0019B
1158	Clemens Rettich Business Consulting Ltd.	2013-579	75%	12/16/2013	\$ 131.25	\$ -	\$ 6.25	\$ 125.00	\$ 98.44	MBT0019B
1168	PACE Business Centre	1168	75%	11/24/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,184.40	MBT0019B
1173	Neil Godin International Inc.	8-2013-14B	75%	12/15/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0020B
1184	Small Business BC	13-58BC30	75%	08/20/2013	\$ 1,260.00	\$ -	\$ 60.00	\$ 1,200.00	\$ 945.00	MBT0020B
1196	PACE Business Centre	1196	75%	01/03/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0020B
1197	PACE Business Centre	1190	75%	01/03/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0020B
1199	Think Partner Coaching	272	75%	01/03/2014	\$ 3,675.00	\$ -	\$ 175.00	\$ 3,500.00	\$ 1,771.88	MBT0020B
1202	Pacific Office Solutions	BE101-14	75%	01/04/2014	\$ 10,714.20	\$ -	\$ 510.20	\$ 10,204.00	\$ 8,035.65	MBT0020B
1205	TLB Marketing Essentials	CLN017	75%	01/07/2014	\$ 13,020.00	\$ -	\$ 620.00	\$ 12,400.00	\$ 3,543.75	MBT0020B
1208	Focal Point	92	75%	01/08/2014	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 2,362.50	MBT0020B
1209	Susan Peach	1462	75%	01/08/2014	\$ 908.25	\$ -	\$ 43.25	\$ 865.00	\$ 90.56	MBT0020B
1211	Executive Web Club	49	75%	01/03/2014	\$ 6,279.26	\$ -	\$ 299.01	\$ 5,980.25	\$ 3,543.75	MBT0020B
1214	Prestige Business & Management Consulti	MBT018	75%	01/05/2014	\$ 2,821.88	\$ -	\$ 134.38	\$ 2,687.50	\$ 2,116.41	MBT0020B
1215	Executive Web Club	50	75%	12/20/2013	\$ 4,827.90	\$ -	\$ 229.90	\$ 4,598.00	\$ 1,967.96	MBT0020B
1217	The Big Picture Coach Inc.	2014-213	75%	01/13/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0020C
1218	Power Up Marketing	50	75%	01/13/2014	\$ 1,128.75	\$ -	\$ 53.75	\$ 1,075.00	\$ 378.00	MBT0020C
1221	Training Provider Inc dba AK Coaching	1011	75%	01/15/2014	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 590.62	MBT0020C
1224	Main Street Communication Ltd.	29001752014	75%	01/15/2014	\$ 9,515.62	\$ -	\$ 453.12	\$ 9,062.50	\$ 5,118.77	MBT0020C
1226	Oakray Marketing Services Ltd.	MBT-14-001	75%	01/17/2014	\$ 1,500.00	\$ -	\$ 71.43	\$ 1,428.57	\$ 1,125.00	MBT0020C
1227	Think Partner Coaching	274	75%	01/17/2014	\$ 3,018.75	\$ -	\$ 143.75	\$ 2,875.00	\$ 2,264.06	MBT0020C
1232	Think Partner Coaching	273	75%	01/10/2014	\$ 5,118.75	\$ -	\$ 243.75	\$ 4,875.00	\$ 1,673.53	MBT0020C
1233	Power Up Marketing	51	75%	01/19/2014	\$ 2,268.00	\$ -	\$ 108.00	\$ 2,160.00	\$ 295.31	MBT0020C
1235	Giesbrecht, Goodrich & Co.	CLN-01-01-2014	75%	01/23/2014	\$ 4,136.23	\$ -	\$ 196.96	\$ 3,939.27	\$ 3,102.17	MBT0020C
1239	Prestige Business & Management Consulti	MBT019	75%	01/20/2014	\$ 3,805.88	\$ -	\$ 181.23	\$ 3,624.65	\$ 2,854.41	MBT0020C
1241	Focal Point	100	75%	01/22/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0020C
1248	Pacific Office Solutions	BE101-15	75%	01/20/2014	\$ 8,064.00	\$ -	\$ 384.00	\$ 7,680.00	\$ 6,048.00	MBT0020C
1249	Power Concepts	8907	75%	01/21/2014	\$ 576.45	\$ -	\$ 27.45	\$ 549.00	\$ 432.34	MBT0020C
1250	Trainwest Management & Consulting Inc	1446	75%	01/18/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0020C
1251	Trainwest Management & Consulting Inc	1447	75%	01/18/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0020C
1252	Trainwest Management & Consulting Inc	1448	75%	01/18/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0020C
1257	Rock Solid Business Coaching Inc	Dec-13	75%	12/16/2013	\$ 13,548.33	\$ -	\$ 645.16	\$ 12,903.17	\$ 6,791.95	MBT0020C
1267	TLB Marketing Essentials	CLN019	75%	01/23/2014	\$ 7,140.00	\$ -	\$ 340.00	\$ 6,800.00	\$ 1,181.25	MBT0020C
1269	Executive Web Club	1638	75%	01/23/2014	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 2,362.50	MBT0020C
1286	Business Advisory Team	2014-01-PSAHAI	75%	01/28/2014	\$ 1,260.00	\$ -	\$ 60.00	\$ 1,200.00	\$ 945.00	MBT0021A
1290	Business Advisory Team	2014-01-VMMILLS	75%	01/28/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0021A
1298	Debbie Palmer Presents	183	75%	01/28/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0021A
1299	Debbie Palmer Presents	184	75%	01/28/2014	\$ 945.00	\$ -	\$ 45.00	\$ 900.00	\$ 708.75	MBT0021A
1300	Power Up Marketing	52	75%	01/27/2014	\$ 7,875.00	\$ -	\$ 375.00	\$ 7,500.00	\$ 3,937.50	MBT0021A
1301	PACE Business Centre	1194	75%	01/28/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0021A
1302	PACE Business Centre	1193	75%	01/28/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0021A
1304	Debbie Palmer Presents	185	75%	01/28/2014	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 590.62	MBT0021A
1309	Think Partner Coaching	277	75%	01/24/2014	\$ 4,003.13	\$ -	\$ 190.63	\$ 3,812.50	\$ 2,460.94	MBT0021A
1310	The Big Picture Coach Inc.	2014-214	75%	01/24/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0021A
1311	Executive Web Club	1640	75%	01/26/2014	\$ 4,213.13	\$ -	\$ 200.63	\$ 4,012.50	\$ 3,159.88	MBT0021A
1313	Clarity Business Strategies	2026	75%	01/27/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0021A
1328	Main Street Communication Ltd.	30001772014	75%	01/30/2014	\$ 9,745.31	\$ -	\$ 464.06	\$ 9,281.25	\$ 5,340.23	MBT0021A
1331	AcumenPD	229	75%	02/01/2014	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 750.00	MBT0021A
1334	Power Up Marketing	53	75%	02/03/2014	\$ 1,249.50	\$ -	\$ 59.50	\$ 1,190.00	\$ 937.12	MBT0021A
1336	TLB Marketing Essentials	CLN020	75%	02/04/2014	\$ 9,397.50	\$ -	\$ 447.50	\$ 8,950.00	\$ 1,378.12	MBT0021A
1340	Trainwest Management & Consulting Inc	1460	75%	02/04/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0021A
1342	Focal Point	103	75%	02/05/2014	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 3,543.75	MBT0021A
1343	In the Black Business Cons.	219	75%	02/02/2014	\$ 1,050.00	\$ -	\$ 50.00	\$ 1,000.00	\$ 787.50	MBT0021A
1346	Prestige Business & Management Consulti	MBT020	75%	02/02/2014	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 3,543.75	MBT0021A
1349	Think Partner Coaching	278	75%	02/03/2014	\$ 1,050.00	\$ -	\$ 50.00	\$ 1,000.00	\$ 787.50	MBT0021A
1351	AcumenPD	230	75%	02/07/2014	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 375.00	MBT0021A
1352	AcumenPD	231	75%	02/07/2014	\$ 700.00	\$ -	\$ -	\$ 700.00	\$ 525.00	MBT0021A
1353	Pacific Office Solutions	BE101-16	75%	02/03/2014	\$ 11,919.60	\$ -	\$ 567.60	\$ 11,352.00	\$ 8,939.70	MBT0021A
1359	Trainwest Management & Consulting Inc	1459	75%	01/30/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0021A
1360	PACE Business Centre	1203	75%	02/09/2014	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 1,074.15	MBT0021A



MBT0021A

BC Chamber of Commerce - MBT Pilot Project

Expenditure Summary - Feb 11-28/14

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YYYY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
1361	PACE Business Centre	1202	75%	02/09/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0021A
1367	The Big Picture Coach Inc.	2014-215	75%	02/05/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0021A
1368	I2 Accent Reduction Centre	1	75%	02/05/2014	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 393.75	MBT0021A
1381	Executive Web Club	1641	75%	02/05/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0021A
1382	PACE Business Centre	1207	75%	02/12/2014	\$ 142.80	\$ -	\$ 6.80	\$ 136.00	\$ 107.10	MBT0021A
					\$ 446,470.74	\$ 3,133.80	\$ 19,710.02	\$ 423,626.92	\$ 233,745.86	
					\$ 575,931.94	\$ 2,709.00	\$ 24,945.23	\$ 548,012.02	\$ 367,080.51	
Total payments to be issued:										
	Academy of Learning - Surrey							\$ 698.00	EFT	28-Feb-14
	AcumenPD							\$ 1,650.00	EFT	28-Feb-14
	Blue Moon Management Inc							\$ 2,114.43	EFT	28-Feb-14
	Business Advisory Team							\$ 2,126.25	EFT	28-Feb-14
	Camosun College							\$ 409.50	EFT	28-Feb-14
	Clarify Business Strategies							\$ 2,441.25	EFT	28-Feb-14
	Clemens Rettich Business Consulting Ltd.							\$ 6,496.87	EFT	28-Feb-14
	ClientSave Professional Contact Management Ltd							\$ 5,837.75	EFT	28-Feb-14
	Community Futures of Central Kootenay							\$ 6,072.94	EFT	28-Feb-14
	Community Futures of South Fraser/ CFDC Self Employment Program							\$ 4,725.00	EFT	28-Feb-14
	Dale Carnegie							\$ 109.15	EFT	28-Feb-14
	Debbie Palmer Presents							\$ 3,661.87	EFT	28-Feb-14
	Excel Career College							\$ 882.00	EFT	28-Feb-14
	Executive Web Club							\$ 22,658.24	EFT	28-Feb-14
	Focal Point							\$ 11,418.75	EFT	28-Feb-14
	Galileo Consulting Ltd/ DottoTech							\$ 4,395.30	Chq	28-Feb-14
	Giesbrecht, Goodrich & Co.							\$ 8,728.14	EFT	28-Feb-14
	In the Black Business Cons.							\$ 1,673.44	EFT	28-Feb-14
	I2 Accent Reduction Centre							\$ 393.75	EFT	28-Feb-14
	Langara College							\$ 305.00	EFT	28-Feb-14
	Lyons & Associates							\$ 5,024.25	EFT	28-Feb-14
	Main Street Communication Ltd.							\$ 19,567.76	EFT	28-Feb-14
	Make Your Mark Training & Consulting							\$ 11,010.30	EFT	28-Feb-14
	Neil Godin International Inc.							\$ 11,103.75	EFT	28-Feb-14
	Northwest Community College							\$ 4,165.00	EFT	28-Feb-14
	Oakray Marketing Services Ltd.							\$ 2,193.75	EFT	28-Feb-14
	Okanagan College							\$ 218.40	EFT	28-Feb-14
	PACE Business Centre							\$ 48,013.20	EFT	28-Feb-14
	Pacific Office Solutions							\$ 57,200.85	EFT	28-Feb-14
	Power Concepts							\$ 6,980.15	EFT	28-Feb-14
	Power Up Marketing							\$ 11,750.82	EFT	28-Feb-14
	Prestige Business & Management Consulting Ltd.							\$ 14,158.32	EFT	28-Feb-14
	Priority Management							\$ -	EFT	28-Feb-14
	Q College Inc.							\$ 3,513.19	EFT	28-Feb-14
	Rock Solid Business Coaching Inc							\$ 17,300.21	EFT	28-Feb-14
	Small Business BC							\$ 945.00	EFT	28-Feb-14
	Summit Fiscal Management Inc.							\$ 834.00	EFT	28-Feb-14
	Susan Peach							\$ 7,574.46	EFT	28-Feb-14
	The Big Picture Coach Inc.							\$ 3,543.75	EFT	28-Feb-14
	Think Partner Coaching							\$ 10,926.66	EFT	28-Feb-14
	Thompson Rivers University							\$ 1,592.13	EFT	28-Feb-14
	TLB Marketing Essentials							\$ 13,558.12	EFT	28-Feb-14
	Training Provider Inc dba AK Coaching							\$ 590.62	EFT	28-Feb-14
	Trainwest Management & Consulting Inc							\$ 11,812.50	EFT	28-Feb-14
	Vancouver Community College							\$ 90.00	EFT	28-Feb-14
	Women's Enterprise Centre							\$ 16,350.00	EFT	28-Feb-14
								\$ 10.00	Chq	28-Feb-14
								\$ 86.70	Chq	28-Feb-14
								\$ 109.00	Chq	28-Feb-14
								\$ 14.99	Chq	28-Feb-14
								\$ 45.00	Chq	28-Feb-14
								\$ 367,080.51		

S22

The BC Chamber of Commerce will be claiming reimbursement of 100% of HST and GST Input Tax Credits in relation to the above expenditures

Monica Nykamp
Monica Nykamp (Mar 5, 2014)

Prepared by: Monica Nykamp for Mark Jess, CGA

Mar 5, 2014

Date:

Mark Jess
Mark Jess (Mar 6, 2014)

Reviewed and approved by: Mark Jess for Sharon Clark, CA

Mar 5, 2014

Date:

Denise Douglas
Denise Douglas (Mar 6, 2014)

For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

Mar 6, 2014

Date:

John Winter
John Winter (Mar 6, 2014)

For the BCCC: John Winter, President

Mar 6, 2014

Date:

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B-2 - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"

1 - Inv_2211_BCCC.pdf
2 - Inv_2212_BCCC.pdf
3 - Inv_2213_BCCC.pdf
4 - Poncia, 1049.PDF
5 - SCLARKE, 1022.PDF
6 - BCCC, 1006.14.PDF
6B - Rethink, 2208.PDF
1282 - QCollege, 1036.PDF
1283 - COTR, 12992.pdf
1284 - COTR, 12993.pdf
1285 - COTR, 12994.pdf
1286 - BAT, 2014-01-PSANAI.PDF
1287 - COTR, 12989.pdf
1288 - COTR, 12990.pdf
1289 - COTR, 12991.pdf
1290 - BAT, 2014-01-VMILLS.PDF
1291 - COTR, 12995.pdf
1292 - COTR, 12996.pdf
1293 - QCollege, 1035.PDF
1294 - Camosun, 11811S.PDF
1295 - Camosun, 11814S.PDF
1296 - Camosun, 11813S.PDF
1297 - Camosun, 11812S.PDF
1298 - DebbiePalmer, 183.PDF
1299 - DebbiePalmer, 184.PDF
1300 - PowerUp, 52.PDF
1301 - PACE, 1194.PDF
1302 - PACE, 1193.PDF
1303 - MPD, 11002.PDF
1304 - DebbiePalmer, 185.PDF
1305 -QCollege, 1034.PDF

1307 - ECC, 4669489.PDF
1308 - ECC, 4669488.PDF
1309 - ThinkPartner, 277.pdf
1310 - BigPicture, 2014-214.PDF
1311 - EWC, 1640.PDF
1312 - VCC, S0101319.PDF
1313 - Clarity, 2026.PDF
1314 - WCG, PINV004092 CM.PDF
1315 - WCG, PINV005000 CM.PDF
1316 - WCG, PINV005001 CM.PDF
1317 - WCG, PINV004034 CM.PDF
1318 - WCG, PINV004082 CM.PDF
1319 - WCG, PINV004050 CM.PDF
1320 - WCG, PINV004034B CM.PDF
1321 - WCG, PINV003898 CM.PDF
1322 - Camosun, 11923S.PDF
1323 - Camosun, 11924S.PDF
1324 - Camosun, 11925S.PDF
1325 - Langara, S0149819.pdf
1326 - Langara, S0149748.pdf
1327 - UVF, S0037530.PDF
1328 - MainStreet, 30001772014.PDF
1329 - MPD, 110031.PDF
1330 - Acumen, 228.PDF
1331 - Acumen, 229.PDF
1332 - VIU, SP49480-1.pdf
1333 - VIU, SP49481-1.pdf
1334 - PowerUp, 53.PDF
1335 - PowerUp, 54.PDF
1336 - TLB, CLN020.PDF

1337 - MYM, 4868.PDF
1338 - ClientSave, 2216.PDF
1339 - ClientSave, 2217.PDF
1340 - Trainwest, 1460.PDF
1341 - ECC, 4669493.PDF
1342 - FocalPoint, 103.PDF
1343 - ITB, 219.PDF
1344 - Acumen, 226.PDF
1345 - VCC, S0101340.PDF
1346 - Prestige, MBT020.PDF
1347 - Acumen, 227.PDF
1348 - ThinkPartner, 280.PDF
1349 - ThinkPartner, 278.PDF
1350, Lyons, 754.PDF
1351 - Acumen, 230.PDF
1352 - Acumen, 231.PDF
1353 - POS, BE101-16.PDF
1354 - s22 REFUND.pdf
1355 - s22 REFUND.pdf

BC Claim for MBT.txt

From: Mark Jess [mark@jessandco.ca]
Sent: Monday, February 17, 2014 2:59 PM
To: Beck, Adrienne JTST:EX
Cc: Wayne Poncia; Sharon Clark
Subject: BC Claim for MBT
Attachments: BC Claim Form - January 25 - February 10 2014 - signed.pdf;
MBT0021A -
Expenditure summary Jan 26-Feb 10 - signed.pdf; mark.vcf

Importance: High

Hi Adrienne,

Please find attached the signed BC Claim form and MBT0021A for the period of January 26, 2014 - February 10, 2014. There should be two more claims to come: 1. invoices received to February 25; and, 2. invoices received to March 10th (which will include the management invoices for March and final training invoices to February 28). The final claim will likely not be submitted until the latter part of March to allow for us to process the GST return, receive any final refunds/credits and provide the Province with a final accounting of the MBT program.

Let me know if you have any questions or require any additional information.

Regards,

Mark

--

Mark Jess, BA, CPA, CGA

Jess & Co., CGA
e: mark@jessandco.ca
p: 778-440-7443
c: s22
www.jessandco.ca

This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system.

For further information on our Privacy and Confidentiality Policies, please visit our website at: www.jessandco.ca and look under the privacy tab.

This email is free from viruses and malware because avast! Antivirus protection is active.
<http://www.avast.com>

**Micro Business Owner Training Project
BC CHAMBER OF COMMERCE
Monthly Claim Report**

Period: From January 26, 2014 to February 10, 2014

A. Micro Business Owner Outreach	
Total Micro Business Owner Outreach Costs	\$19,838.83
B. Management Services Costs	
- Administration and overhead costs: - Administration and Management Overhead - Financial Accounting - Program Management - Third party audit of program expenditures	\$3,750.00 \$5,999.99 \$5,999.99
Sub Total Admin/Overhead:	\$15,749.98
- Information technology expenses: - Provincial trainee registration tracking and certification - Hosting, maintenance and support	\$0.00 \$2,231.25
Sub Total Information technology expenses:	\$2,231.25
Total Management Services Costs:	\$17,981.23
C. Participant Intake and Assessment Services	
Intake and Assessment Services	\$25,348.24
D. Business Skills Training for Participants	
Number of participants: _____	
Total Participant Costs (maximum of \$1,500 per participant)	\$160,607.18
Total Invoiced Costs for January 26, 2014 to February 10, 2014	\$223,775.48
Less: reduction of accounting advance	(\$25,000.00)
Less: Funds received in February 2014:	
Financial reimbursements re: Participant overages received in Feb 2014	\$0.00
Net GST refund	\$0.00
TOTAL Claim Amount for January 26 - February 10, 2014	\$198,775.48

All claimed costs are in accordance with the Eligible Costs described in Schedule "B-2" of the Agreement.

Signature: _____

Mark Jess, CGA on behalf of Sharon Clark, CA, MBT Program Manager, Financial Accounting

Print Name: Mark Jess

Date: Feb 17, 2014

Signature: _____

Wayne Poncia, MBT Program Manager

Print Name: WC Poncia

Date: Feb 17, 2014



MBT0021A

BC Chamber of Commerce - MBT Pilot Project
Expenditure Summary - Jan 25/14 - Feb 10/14

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YYYY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
Non-training expenses:										
1	Rethink Learning Inc	2211	100%	02/01/2014	\$ 2,231.25	\$ -	\$ 106.25	\$ 2,125.00	\$ 2,231.25	
2	Rethink Learning Inc	2212	100%	02/01/2014	\$ 9,338.83	\$ -	\$ 444.71	\$ 8,894.12	\$ 9,338.83	
3	Rethink Learning Inc	2213	100%	02/01/2014	\$ 25,348.24	\$ -	\$ 1,207.06	\$ 24,141.18	\$ 25,348.24	
4	Wayne Poncia	1049	100%	02/01/2014	\$ 5,999.99	\$ -	\$ 285.71	\$ 5,714.28	\$ 5,999.99	
5	S Clark & Co	1022	100%	02/01/2014	\$ 5,999.99	\$ -	\$ 285.71	\$ 5,714.28	\$ 5,999.99	
6	BC Chamber of Commerce	1006.14	100%	02/01/2014	\$ 3,750.00	\$ -	\$ 178.57	\$ 3,571.43	\$ 3,750.00	
68	Rethink Learning Inc	2208	100%	01/09/2014	\$ 10,500.00	\$ -	\$ 500.00	\$ 10,000.00	\$ 10,500.00	
					\$ 63,168.30	\$ -	\$ 3,008.01	\$ 60,160.29	\$ 63,168.30	
Training related invoices:										
1282	Q College Inc.	1036	100%	01/28/2014	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1283	College of the Rockies	12992	100%	01/17/2014	\$ 135.00	\$ -	\$ -	\$ 135.00	\$ 135.00	
1284	College of the Rockies	12993	100%	01/17/2014	\$ 135.00	\$ -	\$ -	\$ 135.00	\$ 135.00	
1285	College of the Rockies	12994	100%	01/17/2014	\$ 270.00	\$ -	\$ -	\$ 270.00	\$ 270.00	
1286	Business Advisory Team	2014-01-PSANAI	25%	01/28/2014	\$ 1,260.00	\$ -	\$ 60.00	\$ 1,200.00	\$ 315.00	
1287	College of the Rockies	12989	100%	01/17/2014	\$ 135.00	\$ -	\$ -	\$ 135.00	\$ 135.00	
1288	College of the Rockies	12990	100%	01/17/2014	\$ 135.00	\$ -	\$ -	\$ 135.00	\$ 135.00	
1289	College of the Rockies	12991	100%	01/17/2014	\$ 135.00	\$ -	\$ -	\$ 135.00	\$ 135.00	
1290	Business Advisory Team	2014-01-VMILLS	25%	01/28/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1291	College of the Rockies	12995	100%	01/17/2014	\$ 135.00	\$ -	\$ -	\$ 135.00	\$ 135.00	
1292	College of the Rockies	12996	100%	01/17/2014	\$ 270.00	\$ -	\$ -	\$ 270.00	\$ 270.00	
1293	Q College Inc.	1035	100%	01/28/2014	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 624.75	
1294	Camosun College	118115	100%	01/27/2014	\$ 393.75	\$ -	\$ 18.75	\$ 375.00	\$ 393.75	
1295	Camosun College	118145	100%	01/27/2014	\$ 335.00	\$ -	\$ -	\$ 335.00	\$ 335.00	
1296	Camosun College	118135	100%	01/27/2014	\$ 275.00	\$ -	\$ -	\$ 275.00	\$ 275.00	
1297	Camosun College	118125	100%	01/27/2014	\$ 261.45	\$ -	\$ 12.45	\$ 249.00	\$ 261.45	
1298	Debbie Palmer Presents	183	25%	01/28/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1299	Debbie Palmer Presents	184	25%	01/28/2014	\$ 945.00	\$ -	\$ 45.00	\$ 900.00	\$ 236.25	
1300	Power Up Marketing	52	25%	01/27/2014	\$ 7,875.00	\$ -	\$ 375.00	\$ 7,500.00	\$ 1,968.75	
1301	PACE Business Centre	1194	25%	01/28/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1302	PACE Business Centre	1193	25%	01/28/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1303	Mike Porter Designs	11002	100%	01/28/2014	\$ 1,050.00	\$ -	\$ 50.00	\$ 1,000.00	\$ 1,050.00	COMPLETE
1304	Debbie Palmer Presents	185	25%	01/28/2014	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 196.88	
1305	Q College Inc.	1034	100%	01/28/2014	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 624.75	
1306	Excel Career College	4669490	100%	01/27/2014	\$ 798.00	\$ -	\$ 38.00	\$ 760.00	\$ 798.00	
1307	Excel Career College	4669489	100%	01/27/2014	\$ 504.00	\$ -	\$ 24.00	\$ 480.00	\$ 504.00	
1308	Excel Career College	4669488	100%	01/27/2014	\$ 777.00	\$ -	\$ 37.00	\$ 740.00	\$ 777.00	
1309	Think Partner Coaching	277	25%	01/24/2014	\$ 4,003.13	\$ -	\$ 190.63	\$ 3,812.50	\$ 1,000.78	
1310	The Big Picture Coach Inc.	2014-214	25%	01/24/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1311	Executive Web Club	1640	25%	01/26/2014	\$ 4,213.13	\$ -	\$ 200.63	\$ 4,012.50	\$ 1,053.28	
1312	Vancouver Community College	50101319	100%	01/27/2014	\$ 37.24	\$ -	\$ 1.77	\$ 35.47	\$ 37.24	
1313	Clarity Business Strategies	2026	25%	01/27/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1314	WCG International Consultants Ltd.	PINV004092 CM	100%	01/30/2014	\$ (630.00)	\$ (67.50)	\$ -	\$ (562.50)	\$ (630.00)	
1315	WCG International Consultants Ltd.	PINV005000 CM	100%	01/30/2014	\$ (630.00)	\$ (67.50)	\$ -	\$ (562.50)	\$ (630.00)	
1316	WCG International Consultants Ltd.	PINV005001 CM	100%	01/30/2014	\$ (590.62)	\$ -	\$ (28.12)	\$ (562.50)	\$ (590.62)	
1317	WCG International Consultants Ltd.	PINV004034 CM	100%	01/30/2014	\$ (1,260.00)	\$ (135.00)	\$ -	\$ (1,125.00)	\$ (1,260.00)	
1318	WCG International Consultants Ltd.	PINV004082 CM	100%	01/30/2014	\$ (630.00)	\$ (67.50)	\$ -	\$ (562.50)	\$ (630.00)	
1319	WCG International Consultants Ltd.	PINV004050 CM	100%	01/30/2014	\$ (1,260.00)	\$ (135.00)	\$ -	\$ (1,125.00)	\$ (1,260.00)	
1320	WCG International Consultants Ltd.	PINV004034B CM	100%	01/30/2014	\$ (1,890.00)	\$ (202.50)	\$ -	\$ (1,687.50)	\$ (1,890.00)	
1321	WCG International Consultants Ltd.	PINV003898 CM	100%	01/30/2014	\$ (1,890.00)	\$ (202.50)	\$ -	\$ (1,687.50)	\$ (1,890.00)	
1322	Camosun College	119235	100%	01/30/2014	\$ 204.75	\$ -	\$ 9.75	\$ 195.00	\$ 204.75	
1323	Camosun College	119245	100%	01/30/2014	\$ 204.75	\$ -	\$ 9.75	\$ 195.00	\$ 204.75	
1324	Camosun College	119255	100%	01/30/2014	\$ 204.75	\$ -	\$ 9.75	\$ 195.00	\$ 204.75	
1325	Langara College	50149819	100%	01/22/2014	\$ 196.35	\$ -	\$ 9.35	\$ 187.00	\$ 196.35	
1326	Langara College	50149748	100%	01/16/2014	\$ 152.78	\$ -	\$ 7.28	\$ 145.50	\$ 152.78	
1327a	University of the Fraser Valley	50037530	100%	01/21/2014	\$ 299.00	\$ -	\$ -	\$ 299.00	\$ 299.00	
1327b	University of the Fraser Valley	50037672	100%	01/21/2014	\$ 299.00	\$ -	\$ -	\$ 299.00	\$ 299.00	
1328	Main Street Communication Ltd.	30001772014	25%	01/30/2014	\$ 9,745.31	\$ -	\$ 464.06	\$ 9,281.25	\$ 2,436.33	
1329	Mike Porter Designs	110031	100%	01/31/2014	\$ 1,573.95	\$ -	\$ 74.95	\$ 1,499.00	\$ 1,573.95	COMPLETE
1330	AcumenPD	228	100%	02/01/2014	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	COMPLETE
1331	AcumenPD	229	25%	02/01/2014	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 250.00	
1332	Vancouver Island University	SP49480-1	100%	01/27/2014	\$ 209.00	\$ -	\$ -	\$ 209.00	\$ 209.00	
1333	Vancouver Island University	SP49481-1	100%	01/27/2014	\$ 378.00	\$ -	\$ -	\$ 378.00	\$ 378.00	
1334	Power Up Marketing	53	25%	02/03/2014	\$ 1,249.50	\$ -	\$ 59.50	\$ 1,190.00	\$ 312.38	
1335	Power Up Marketing	54	100%	02/04/2014	\$ 325.50	\$ -	\$ 15.50	\$ 310.00	\$ 325.50	COMPLETE
1336	TIB Marketing Essentials	CLN020	25%	02/04/2014	\$ 9,397.50	\$ -	\$ 447.50	\$ 8,950.00	\$ 2,349.38	
1337	Make Your Mark Training & Consulting	4868	100%	01/31/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1338	ClientSave Professional Contact Management Ltd	2216	100%	02/05/2014	\$ (729.75)	\$ -	\$ (34.75)	\$ (695.00)	\$ (729.75)	
1339	ClientSave Professional Contact Management Ltd	2217	100%	02/05/2014	\$ (364.88)	\$ -	\$ (17.38)	\$ (347.50)	\$ (364.88)	
1340	Trainwest Management & Consulting Inc	1460	25%	02/04/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1341	Excel Career College	4669493	100%	01/30/2014	\$ 777.00	\$ -	\$ 37.00	\$ 740.00	\$ 777.00	
1342	Focal Point	103	25%	02/05/2014	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 1,181.25	
1343	In the Black Business Cons.	219	25%	02/02/2014	\$ 1,050.00	\$ -	\$ 50.00	\$ 1,000.00	\$ 262.50	
1344	AcumenPD	226	100%	01/30/2014	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	COMPLETE
1345	Vancouver Community College	5010134	100%	01/30/2014	\$ 359.00	\$ -	\$ -	\$ 359.00	\$ 359.00	



MBT0021A

BC Chamber of Commerce - MBT Pilot Project

Expenditure Summary - Jan 25/14 - Feb 10/14

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YYYY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes
1346	Prestige Business & Management Consulting Ltd.	MBT020	25%	02/02/2014	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 1,181.25	
1347	AcumenPD	227	100%	01/30/2014	\$ 800.00	\$ -	\$ -	\$ 800.00	\$ 800.00	COMPLETE
1348	Think Partner Coaching	280	100%	02/05/2014	\$ (551.25)	\$ -	\$ (26.25)	\$ (525.00)	\$ (551.25)	
1349	Think Partner Coaching	278	25%	02/01/2014	\$ 1,050.00	\$ -	\$ 50.00	\$ 1,000.00	\$ 262.50	
1350	Lyons&Associates	754	100%	01/30/2014	\$ 315.00	\$ -	\$ 15.00	\$ 300.00	\$ 315.00	COMPLETE
1351	AcumenPD	230	25%	02/07/2014	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 125.00	
1352	AcumenPD	231	25%	02/07/2014	\$ 700.00	\$ -	\$ -	\$ 700.00	\$ 175.00	
1353	Pacific Office Solutions	BE101-16	25%	02/03/2014	\$ 11,919.60	\$ -	\$ 567.60	\$ 11,352.00	\$ 2,979.90	
1354	S22	S22 REFUND	100%	02/15/2014	\$ 94.00	\$ -	\$ -	\$ 94.00	\$ 94.00	REFUND
1355	S22	S22 REFUND	100%	01/15/2014	\$ 350.00	\$ -	\$ -	\$ 350.00	\$ 350.00	REFUND
1356	College of New Caledonia	20228	100%	02/06/2014	\$ 149.00	\$ -	\$ -	\$ 149.00	\$ 149.00	
1357	Q College Inc.	1038	100%	02/06/2014	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75	
1358	Q College Inc.	1039	100%	02/06/2014	\$ 1,569.75	\$ -	\$ 74.75	\$ 1,495.00	\$ 1,569.75	
1359	Trainwest Management & Consulting Inc	1459	25%	01/31/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1360	PACE Business Centre	1203	25%	02/09/2014	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 358.05	
1361	PACE Business Centre	1202	25%	02/09/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1362	Okanagan College	M002462	100%	02/07/2014	\$ 197.40	\$ -	\$ 9.40	\$ 188.00	\$ 197.40	
1363	Lyons&Associates	755	100%	02/07/2014	\$ 1,675.80	\$ -	\$ 79.80	\$ 1,596.00	\$ 1,675.80	COMPLETE
1364	Q College Inc.	1041	100%	02/06/2014	\$ 624.75	\$ -	\$ 29.75	\$ 595.00	\$ 624.75	
1365	Q College Inc.	1040	100%	02/06/2014	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75	
1366	Q College Inc.	1042	100%	02/06/2014	\$ 763.57	\$ -	\$ 36.36	\$ 727.21	\$ 763.57	
1367	The Big Picture Coach Inc.	2014-215	25%	02/05/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1368	L2 Accent Reduction Centre	1	25%	02/05/2014	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 131.25	
1369	Q College Inc.	1043	100%	02/06/2014	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75	
1370	Debbie Palmer Presents	186	100%	02/10/2014	\$ 1,050.00	\$ -	\$ 50.00	\$ 1,000.00	\$ 1,050.00	COMPLETE
1371	Make Your Mark Training & Consulting	9309	100%	02/07/2014	\$ 1,044.75	\$ -	\$ 49.75	\$ 995.00	\$ 1,044.75	COMPLETE
1372	Mike Porter Designs	11004	100%	02/12/2014	\$ 1,573.95	\$ -	\$ 74.95	\$ 1,499.00	\$ 1,573.95	COMPLETE
1373	Mike Porter Designs	11005	100%	02/12/2014	\$ 1,573.95	\$ -	\$ 74.95	\$ 1,499.00	\$ 1,573.95	COMPLETE
1374	Vancouver Community College	S0101376	100%	02/03/2014	\$ 90.00	\$ -	\$ -	\$ 90.00	\$ 90.00	
1375	Okanagan College	S0236420	100%	12/16/2013	\$ 738.25	\$ -	\$ 26.25	\$ 712.00	\$ 738.25	
1376	Vancouver Island University	SP49592-1	100%	01/31/2014	\$ 509.25	\$ -	\$ 24.25	\$ 485.00	\$ 509.25	
1377	Langara College	S0150826	100%	01/30/2014	\$ 60.11	\$ -	\$ 2.86	\$ 57.25	\$ 60.11	
1378	Make Your Mark Training & Consulting	4686 B	100%	02/07/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1379	Make Your Mark Training & Consulting	4072	100%	02/11/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,575.00	COMPLETE
1380	Dale Carnegie	P189	100%	02/12/2014	\$ 2,762.76	\$ -	\$ 131.56	\$ 2,631.20	\$ 2,762.76	COMPLETE
1381	Executive Web Club	1641	25%	02/05/2014	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	
1382	PACE Business Centre	1207	25%	02/12/2014	\$ 142.80	\$ -	\$ 6.80	\$ 136.00	\$ 35.70	
					\$ 112,730.23	\$ (877.50)	\$ 5,359.35	\$ 108,248.38	\$ 49,302.24	
Previously issued invoices & partial payments re: completion										
56	WCG International Consultants Ltd.	PINVO03898	75%	10/24/2012	\$ 5,040.00	\$ 540.00	\$ -	\$ 4,500.00	\$ 1,890.00	MBT0006A
192	WCG International Consultants Ltd.	PINVO04034	75%	01/24/2013	\$ 3,360.00	\$ 360.00	\$ -	\$ 3,000.00	\$ 1,260.00	MBT0008C
201	WCG International Consultants Ltd.	PINVO04034B	75%	01/21/2013	\$ 2,520.00	\$ 270.00	\$ -	\$ 2,250.00	\$ 1,890.00	MBT0008C
247	ClientSave Professional Contact Management Ltd	2146	75%	01/21/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,260.00	MBT0009A
260	WCG International Consultants Ltd.	PINVO04050	75%	01/30/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,260.00	MBT0009A
277	Community Futures of Central Kootenay	CLN 1	75%	02/08/2013	\$ 1,120.00	\$ 120.00	\$ -	\$ 1,000.00	\$ 840.00	MBT0009A
278	Susan Peach	1332	75%	02/10/2013	\$ 4,704.00	\$ 504.00	\$ -	\$ 4,200.00	\$ 1,260.00	MBT0009A
294	WCG International Consultants Ltd.	PINVO04082	75%	02/13/2013	\$ 840.00	\$ 90.00	\$ -	\$ 750.00	\$ 630.00	MBT0009B
298	WCG International Consultants Ltd.	PINVO04092	75%	02/21/2013	\$ 840.00	\$ 90.00	\$ -	\$ 750.00	\$ 630.00	MBT0009B
304	Susan Peach	1341	75%	02/25/2013	\$ 1,680.00	\$ 180.00	\$ -	\$ 1,500.00	\$ 1,260.00	MBT0009B
342	WCG International Consultants Ltd.	PINVO05000	75%	03/04/2013	\$ 840.00	\$ 90.00	\$ -	\$ 750.00	\$ 630.00	MBT0010A
459	WCG International Consultants Ltd.	PINVO05001	75%	04/25/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 590.62	MBT0011B
575	Executive Web Club	14	75%	06/14/2013	\$ 7,875.00	\$ -	\$ 375.00	\$ 7,500.00	\$ 1,181.25	MBT0013B
618	ClientSave Professional Contact Management Ltd	2195	75%	06/24/2013	\$ 729.75	\$ -	\$ 34.75	\$ 695.00	\$ 547.32	MBT0013B
685	Power Up Marketing	33	75%	07/23/2013	\$ 3,249.75	\$ -	\$ 154.75	\$ 3,095.00	\$ 468.56	MBT0014B
690	ClientSave Professional Contact Management Ltd	2202	75%	08/01/2013	\$ 729.75	\$ -	\$ 34.75	\$ 695.00	\$ 547.31	MBT0015A
722	WebFriendly	1795	75%	08/01/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0015A
732	Executive Web Club	27	75%	08/23/2013	\$ 2,203.95	\$ -	\$ 104.95	\$ 2,099.00	\$ 1,181.25	MBT0015B
775	Main Street Communication Ltd.	23001662013	75%	09/12/2013	\$ 5,188.75	\$ -	\$ 247.08	\$ 4,941.67	\$ 1,181.25	MBT0016A
781	Power Up Marketing	38	75%	09/07/2013	\$ 3,711.75	\$ -	\$ 176.75	\$ 3,535.00	\$ 393.75	MBT0016A
786	Executive Web Club	29	75%	09/09/2013	\$ 3,096.46	\$ -	\$ 147.45	\$ 2,949.01	\$ 1,141.09	MBT0016A
906	Pacific Office Solutions	BE101-08	75%	10/08/2013	\$ 10,281.60	\$ -	\$ 489.60	\$ 9,792.00	\$ 1,389.15	MBT0017A
907	Susan Peach	1443	75%	10/09/2013	\$ 2,661.75	\$ -	\$ 126.75	\$ 2,535.00	\$ 149.63	MBT0017A
922	Debbie Palmer Presents	172	75%	10/24/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0017B
923	Susan Peach	1446	75%	10/21/2013	\$ 3,150.00	\$ -	\$ 150.00	\$ 3,000.00	\$ 1,181.25	MBT0017B
935	PACE Business Centre	1146	75%	10/20/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0017B
940	Main Street Communication Ltd.	25001692013	75%	10/23/2013	\$ 9,975.00	\$ -	\$ 475.00	\$ 9,500.00	\$ 4,232.81	MBT0017B
949	Power Up Marketing	43	75%	10/21/2013	\$ 2,199.75	\$ -	\$ 104.75	\$ 2,095.00	\$ 393.75	MBT0017B
981	TLB Marketing Essentials	CLN013	75%	11/02/2013	\$ 3,360.00	\$ -	\$ 160.00	\$ 3,200.00	\$ 2,362.50	MBT0018A
986	PACE Business Centre	1164	75%	11/01/2013	\$ 1,488.00	\$ -	\$ 70.86	\$ 1,417.14	\$ 1,116.00	MBT0018A
1002	Clemens Rettich Business Consulting Ltd.	2013-545	75%	10/30/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018A
1014	Pacific Office Solutions	BE101-10	75%	10/28/2013	\$ 4,662.00	\$ -	\$ 222.00	\$ 4,440.00	\$ 463.05	MBT0018A
1017	Susan Peach	1451	75%	11/11/2013	\$ 2,866.50	\$ -	\$ 136.50	\$ 2,730.00	\$ 1,181.25	MBT0018A
1021	PACE Business Centre	1167	75%	11/10/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 1,074.15	MBT0018A
1025	The Big Picture Coach Inc.	2013-212	75%	11/08/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018A
1026	Main Street Communication Ltd.	26001712013	75%	11/08/2013	\$ 4,725.00	\$ -	\$ 225.00	\$ 4,500.00	\$ 1,181.25	MBT0018A
1027	Coach Kyle / Actionwest Business Solutions Ltd	1131	75%	11/11/2013	\$ 1,573.95	\$ -	\$ 74.95	\$ 1,499.00	\$ 1,180.46	MBT0018A



MBT0021A

BC Chamber of Commerce - MBT Pilot Project
Expenditure Summary - Jan 25/14 - Feb 10/14

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes
1032	PACE Business Centre	1166	75%	11/10/2013	\$ 1,041.60	\$ -	\$ 49.60	\$ 992.00	\$ 781.20	MBT0018A
1034	Coach Kyle / Actionwest Business Solutions Ltd	1130	75%	11/11/2013	\$ 1,573.95	\$ -	\$ 74.95	\$ 1,499.00	\$ 1,180.46	MBT0018A
1045	Debbie Palmer Presents	174	75%	11/12/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018B
1053	Main Street Communication Ltd.	27001722013	75%	11/21/2013	\$ 4,200.00	\$ -	\$ 200.00	\$ 4,000.00	\$ 393.76	MBT0018B
1055	Clemens Rettich Business Consulting Ltd.	2013-550	75%	11/21/2013	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 590.62	MBT0018B
1057	Coach Kyle / Actionwest Business Solutions Ltd	1133	75%	11/18/2013	\$ 1,573.95	\$ -	\$ 74.95	\$ 1,499.00	\$ 1,180.46	MBT0018B
1058	TLB Marketing Essentials	CLN014	75%	11/20/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018B
1060	Think Partner Coaching	264	75%	11/22/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0018B
1062	Coach Kyle / Actionwest Business Solutions Ltd	1134	75%	11/25/2013	\$ 957.60	\$ -	\$ 45.60	\$ 912.00	\$ 718.20	MBT0018B
1084	Clemens Rettich Business Consulting Ltd.	2013-492	75%	09/09/2013	\$ 1,542.19	\$ -	\$ 73.44	\$ 1,468.75	\$ 1,082.88	MBT0018B
1093	WebFriendly	1809	75%	11/22/2013	\$ 1,500.00	\$ -	\$ 71.43	\$ 1,428.57	\$ 1,125.00	MBT0018B
1098	Thrive Business Strategies Inc	10	75%	11/15/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0019B
1108	Think Partner Coaching	265	75%	11/30/2013	\$ 3,701.25	\$ -	\$ 176.25	\$ 3,525.00	\$ 1,181.25	MBT0019B
1111	PACE Business Centre	1171	75%	11/30/2013	\$ 1,432.20	\$ -	\$ 68.20	\$ 1,364.00	\$ 1,074.15	MBT0019B
1113	AcumenPD	216	75%	12/02/2013	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 375.00	MBT0019B
1115	Pacific Office Solutions	BE101-12	75%	12/02/2013	\$ 16,629.90	\$ -	\$ 791.90	\$ 15,838.00	\$ 2,017.57	MBT0019B
1120	Oakray Marketing Services Ltd.	MBT-13-009	75%	12/02/2013	\$ 525.00	\$ -	\$ 25.00	\$ 500.00	\$ 393.75	MBT0019B
1121	TLB Marketing Essentials	CLN016	75%	12/04/2013	\$ 7,875.00	\$ -	\$ 375.00	\$ 7,500.00	\$ 4,725.00	MBT0019B
1121	TLB Marketing Essentials	CLN016	75%	12/04/2013	\$ 7,875.00	\$ -	\$ 375.00	\$ 7,500.00	\$ 1,181.25	MBT0019B
1128	Think Partner Coaching	268	75%	12/06/2013	\$ 2,642.85	\$ -	\$ 125.85	\$ 2,517.00	\$ 1,181.25	MBT0019B
1136	Debbie Palmer Presents	180	75%	12/10/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0019B
1138	Main Street Communication Ltd.	28001742013	75%	12/11/2013	\$ 3,937.50	\$ -	\$ 187.50	\$ 3,750.00	\$ 1,771.87	MBT0019B
1155	Susan Peach	1459	75%	12/13/2013	\$ 2,667.00	\$ -	\$ 127.00	\$ 2,540.00	\$ 622.12	MBT0019B
1156	Think Partner Coaching	270	75%	12/14/2013	\$ 2,520.00	\$ -	\$ 120.00	\$ 2,400.00	\$ 708.75	MBT0019B
1156	Think Partner Coaching	270	75%	12/14/2013	\$ 2,520.00	\$ -	\$ 120.00	\$ 2,400.00	\$ 1,181.25	MBT0019B
1159	Clemens Rettich Business Consulting Ltd.	2013-578	75%	12/16/2013	\$ 1,443.75	\$ -	\$ 68.75	\$ 1,375.00	\$ 1,082.81	MBT0019B
1165	Focal Point	87	75%	12/16/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0019B
1166	Power Up Marketing	48	75%	12/16/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 393.75	MBT0019B
1183	Coach Kyle / Actionwest Business Solutions Ltd	1135	75%	12/21/2013	\$ 1,102.50	\$ -	\$ 52.50	\$ 1,050.00	\$ 826.87	MBT0020B
1195	Think Partner Coaching	271	75%	12/20/2014	\$ 2,100.00	\$ -	\$ 100.00	\$ 2,000.00	\$ 393.75	MBT0020B
1198	Power Up Marketing	49	75%	01/03/2014	\$ 8,174.25	\$ -	\$ 389.25	\$ 7,785.00	\$ 2,043.57	MBT0020B
1199	Think Partner Coaching	272	75%	01/03/2014	\$ 3,675.00	\$ -	\$ 175.00	\$ 3,500.00	\$ 984.37	MBT0020B
1205	TLB Marketing Essentials	CLN017	75%	01/07/2014	\$ 13,020.00	\$ -	\$ 620.00	\$ 12,400.00	\$ 6,221.25	MBT0020B
1209	Susan Peach	1462	75%	01/08/2014	\$ 908.25	\$ -	\$ 43.25	\$ 865.00	\$ 122.07	MBT0020B
1213	Debbie Palmer Presents	182	75%	01/08/2014	\$ 787.50	\$ -	\$ 37.50	\$ 750.00	\$ 590.62	MBT0020B
1215	Executive Web Club	50	75%	12/20/2013	\$ 4,827.90	\$ -	\$ 229.90	\$ 4,598.00	\$ 471.71	MBT0020B
1223	TLB Marketing Essentials	CLN018	75%	01/15/2014	\$ 6,720.00	\$ -	\$ 320.00	\$ 6,400.00	\$ 5,040.00	MBT0020C
1224	Main Street Communication Ltd.	29001752014	75%	01/15/2014	\$ 9,515.62	\$ -	\$ 453.12	\$ 9,062.50	\$ 2,017.94	MBT0020C
1232	Think Partner Coaching	273	75%	01/10/2014	\$ 5,118.75	\$ -	\$ 243.75	\$ 4,875.00	\$ 393.75	MBT0020C
1233	Power Up Marketing	51	75%	01/19/2014	\$ 2,268.00	\$ -	\$ 108.00	\$ 2,160.00	\$ 1,405.69	MBT0020C
1243	Susan Peach	1465	75%	01/22/2014	\$ 3,123.75	\$ -	\$ 148.75	\$ 2,975.00	\$ 1,405.69	MBT0020C
1267	TLB Marketing Essentials	CLN019	75%	01/23/2014	\$ 7,140.00	\$ -	\$ 340.00	\$ 6,800.00	\$ 4,173.75	MBT0020C
1268	Thrive Business Strategies Inc	11	75%	12/31/2013	\$ 1,575.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,181.25	MBT0020C
1300	Power Up Marketing	52	75%	01/27/2014	\$ 7,875.00	\$ -	\$ 375.00	\$ 7,500.00	\$ 1,968.75	SEE ABOVE
1309	Think Partner Coaching	277	75%	01/24/2014	\$ 4,003.13	\$ -	\$ 190.63	\$ 3,812.50	\$ 541.41	SEE ABOVE
1328	Main Street Communication Ltd.	30001772014	75%	01/30/2014	\$ 9,745.31	\$ -	\$ 464.06	\$ 9,281.25	\$ 1,968.75	SEE ABOVE
1336	TLB Marketing Essentials	CLN020	75%	02/04/2014	\$ 8,032.50	\$ -	\$ 382.50	\$ 7,650.00	\$ 5,670.00	SEE ABOVE
					\$ 286,311.11	\$ 2,604.00	\$ 12,452.72	\$ 271,254.39	\$ 111,304.94	
					\$ 462,209.64	\$ 1,726.50	\$ 20,820.08	\$ 439,663.06	\$ 223,775.48	

Total payments to be Issued:

Rethink Learning Inc	\$ 47,418.32	EFT	15-Feb-14
Wayne Poncia	\$ 5,999.99	EFT	15-Feb-14
S Clark & Co	\$ 5,999.99	EFT	15-Feb-14
BC Chamber of Commerce	\$ 3,750.00	EFT	15-Feb-14
Oakray Marketing Services Ltd.	\$ 393.75	EFT	15-Feb-14
The Big Picture Coach Inc.	\$ 1,968.75	EFT	15-Feb-14
Excel Career College	\$ 2,856.00	EFT	15-Feb-14
Vancouver Island University	\$ 1,096.25	EFT	15-Feb-14
AcumenPD	\$ 2,725.00	EFT	15-Feb-14
Camosun College	\$ 1,879.45	EFT	15-Feb-14
College of New Caledonia	\$ 149.00	Chq	15-Feb-14
College of the Rockies	\$ 1,350.00	EFT	15-Feb-14
Okanagan College	\$ 935.65	EFT	15-Feb-14
WCG International Consultants Ltd.	\$ 0.00	EFT	15-Feb-14
ClientSave Professional Contact Management Ltd	\$ 1,260.00	EFT	15-Feb-14
Power Up Marketing	\$ 9,674.45	EFT	15-Feb-14
In the Black Business Cons.	\$ 262.50	EFT	15-Feb-14
Dale Carnegie	\$ 2,762.76	EFT	15-Feb-14
Main Street Communication Ltd.	\$ 15,183.96	EFT	15-Feb-14
L2 Accent Reduction Centre	\$ 131.25	EFT	15-Feb-14
Susan Peach	\$ 7,182.01	EFT	15-Feb-14
WebFriendly	\$ 2,306.25	EFT	15-Feb-14
Vancouver Community College	\$ 486.24	EFT	15-Feb-14



MBT0021A

BC Chamber of Commerce - MBT Pilot Project
Expenditure Summary - Jan 25/14 - Feb 10/14

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
	PACE Business Centre								\$ 6,801.75	EFT 15-Feb-14
	Langara College								\$ 409.24	EFT 15-Feb-14
	Trainwest Management & Consulting Inc								\$ 787.50	EFT 15-Feb-14
	Prestige Business & Management Consulting Ltd.								\$ 1,181.25	EFT 15-Feb-14
	Community Futures of Central Kootenay								\$ 840.00	EFT 15-Feb-14
	Make Your Mark Training & Consulting								\$ 5,769.75	EFT 15-Feb-14
	Clemens Rettich Business Consulting Ltd.								\$ 3,937.56	EFT 15-Feb-14
	Lyons&Associates								\$ 1,990.80	EFT 15-Feb-14
	Debbie Palmer Presents								\$ 6,011.25	EFT 15-Feb-14
	Clarity Business Strategies								\$ 393.75	EFT 15-Feb-14
	Thrive Business Strategies Inc								\$ 2,362.50	EFT 15-Feb-14
	TLB Marketing Essentials								\$ 32,904.38	EFT 15-Feb-14
	Executive Web Club								\$ 5,422.33	EFT 15-Feb-14
	Q College Inc.								\$ 8,911.57	EFT 15-Feb-14
	University of the Fraser Valley								\$ 598.00	EFT 15-Feb-14
	Pacific Office Solutions								\$ 6,849.67	EFT 15-Feb-14
	Focal Point								\$ 2,362.50	EFT 15-Feb-14
	Think Partner Coaching								\$ 8,459.06	EFT 15-Feb-14
	Business Advisory Team								\$ 708.75	EFT 15-Feb-14
	Coach Kyle / Actionwest Business Solutions Ltd								\$ 5,086.45	EFT 15-Feb-14
	Mike Porter Designs								\$ 5,771.85	EFT 15-Feb-14
									\$ 94.00	Cheq 15-Feb-14
									\$ 350.00	Cheq 15-Feb-14
									\$ 223,775.48	

The BC Chamber of Commerce will be claiming reimbursement of 100% of HST and GST Input Tax Credits in relation to the above expenditures

Monica Nykamp
Prepared by: Monica Nykamp for Mark Jess, CGA

Feb 17, 2014

Date:

Mark Jess
Reviewed and approved by: Mark Jess for Sharon Clark, CA
Mark Jess Feb 17, 2014

Feb 17, 2014

Date:

Denise Douglas
For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

Feb 17, 2014

Date:

John R. Winter
For the BCCC: John Winter, President

Feb 17, 2014

Date:

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B-2 - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"

Allen, Terri JTST:EX

From: Sharon Clark [s22
Sent: Sunday, April 27, 2014 2:53 PM
To: Dickson, Valerie JTST:EX
Cc: s22 'Wayne'; 'Mark Jess'
Subject: March 2014 Financial Contribution package
Attachments: 1 - Financial Contribution Statement of Account March 2014 - FC0022 package.pdf; 2 - Financial Contribution Statement of Account March 2014 - signed.pdf

Importance: High

Hi Valerie,

Attached are the following files relating to the March month-end financial package:

File 1: Financial Contribution Statement of Account March 2014 – FC0022 package:

- Financial Contribution Statement of Account, March 31, 2014 – Index;
- GST Summary showing unclaimed ITCs paid and the status of GST returns and refunds.
- Funding and Expenditure Summary - June 2012 - March 2014, showing total MBT Program funds received versus expenditures paid.

File 2: Financial Contribution Statement of Account March 2014 – signed:

Signed Financial Contribution Statement of Account.

Note, there is no claim form attached as there was no end of month claim form for March.

As I mentioned in our teleconference on Friday, we will provide the final Financial Contribution Statement of account as soon as we receive the final GST refund.

The estimated refund due to the Province will be as follows:

Surplus as per March 2014 FC0022	\$3,064	(See attached
FC0022)		
ITC refund from CRA for Q1 2014 (filed 13/4/14)	\$28,240	(See attached GST
credit summary)		
Funds received per BC Claim form for period 1-15 March	\$87,181	
Expenditure summary March 2014	\$(87,181)	
Estimated adjustment to Mar 2014 Expenditure Summary	\$3,200	Invoices to
Rethink and BC Chamber relating to uncollectible Participant overages and Zenith credit		
Estimated refund due to Province	\$34,504	

Please let me know if you have any questions or require any additional information.

Regards

Sharon

Sharon Clark CPA, CA

Tel: 250 384 0971

Mob: s22

email: s22



BC Chamber of Commerce - MBT Pilot Project

Index for Financial Contribution Statement of Account at March 31, 2014

Items:

1. Written statement of account, including:
 - a) Legal name and address
 - b) Date of Statement
 - c) Calculation of "Eligible Costs: claimed under the agreement, including:
 - Declaration that the services being claimed have been performed
 - Chronological listing of all expenditures
 - Receipts for the above attached
 - Description of GST/HST refunds being claimed
 - d) Calculation of all applicable taxes payable (GST/HST)
 - e) Description of Agreement
 - f) Statement # for ID
2. Participant intake forms for statement period
3. Participant exit forms for statement period
4. Completed and signed monthly activity form
5. Completed and signed quarterly status reports
6. Any other payment information
7. Completed and signed Provincial Claim form

Notes & attachments:

See FC Stmt of Acct - FC0022
See FC Stmt of Acct - FC0022

None to note
None to note
None to note
See GST/HST Summary - March 2014
None to note
See FC Stmt of Acct - FC0022
See FC Stmt of Acct - FC0022

Documents to be submitted separately
Documents to be submitted separately
Documents to be submitted separately
Documents to be submitted separately
None to note
None to note



BC Chamber of Commerce - MBT Pilot Project
February 2014 - GST/HST Credit Summary

Statement #: FC0022

#1201, 750 West Pender Street
Vancouver, BC V6C 2T8
T 604.683.0700 F 604.683.0416
www.bccchamber.org

Description	Ref #:	Date:	ITC's due		Date of return filed:	Refunds received:	Date of refunds received:	Analysis of Refunds Received		
			Claim amounts:					HST refund on Services	HST refund on Training	
HST ITC's claimed or to be claimed:										
<u>2012 Q2 HST return to be filed prior to July 2012</u> Expenditure Summary - June 2012	MBT0001	06/30/2012	\$	34,623.71	08/01/2012	\$	34,623.71	02/05/2013	\$	34,623.71
<u>2012 Q3 HST return to be filed prior to October 2012</u>			\$	11,187.39	10/30/2012	\$	11,187.39	05/02/2013	\$	9,547.12 1640.27
<u>2012 Q4 HST return to be filed prior to January 2013</u>			\$	41,943.33	01/18/2013	\$	41,943.33	05/02/2013	\$	24,232.80 17,710.53
<u>2013 Q1 HST return to be filed prior to April 30, 2013</u> ITC refundable as at March 31 2013			\$	53,181.25	04/23/2013	\$	53,181.25	05/03/2013	\$	68,403.63 19,350.80
<u>2013 Q2 GST return to be filed prior to July 31, 2013</u> ITC refundable as at June 30 2013			\$	19,246.10	07/05/2013	\$	19,246.10	07/17/2013		
<u>2013 Q3 GST return to be filed prior to October 31, 2013</u> ITC refundable as at September 30 2013			\$	21,739.58	10/16/2013	\$	21,739.58	10/25/2013		
<u>2013 Q4 GST return to be filed prior to January 31, 2014</u> ITC refundable as at December 31 2013			\$	24,172.16	01/14/2014	\$	24,172.16	01/27/2014		
<u>2014 Q1 GST return to be filed prior to April 30, 2014</u> Expenditure Summary - January 2014	MBT0020A	01/06/2014	\$	2,366.05						
Expenditure Summary - January 2014	MBT0020B	01/14/2014	\$	4,582.71						
Expenditure Summary - January 2014	MBT0020C	01/28/2014	\$	5,093.45						
Expenditure Summary - February 2014	MBT0021A	02/17/2014	\$	7,489.66						
Expenditure Summary - February 2014	MBT0021B	03/06/2014	\$	4,810.41						
Expenditure Summary - March 2014	MBT0022	03/19/2014	\$	4,151.46						
Expenditure Summary - 2013 Q4 - GST adj			\$	(753.45)						
ITC refundable as at March 31, 2014			\$	28,240.49	04/13/2014					
Total ITC's as at Mar 31, 2014			\$	234,334.01		\$	206,093.52			

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12.0(b) of Schedule B - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"



BC Chamber of Commerce - MBT Pilot Project
Funding and Expenditure Summary - June 2012 - March 31, 2014

SUMMARY

Expense/Anticipated Payment Date	Total Funds Received from Province Period to 31 Mar 2014	Total Reimbursements Received from Participants exceeding \$1500 Limit Period to 31 Mar 2014	Total Refunds Received from CRA Q4 2012 & Q1, Q2 & Q3 2013 Period to 31 Mar 2014	Total Expenditure Period to 31 Mar 2014	Total Surplus/Deficit Period to 31 Mar 2014
A. Micro-Business Owner Outreach					
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$86,590.00		\$5,406.00	-\$83,986.00	\$8,010.00
Local Business Marketing & Recruitment (2)	\$171,033.95		\$10,406.10	-\$200,295.59	-\$18,855.55
Program Website (3)	\$8,000.00		\$0.00	-\$8,000.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$55,750.00		\$700.00	-\$55,750.00	\$700.00
Subtotal Micro-Business Outreach	\$321,373.95	\$0.00	\$16,512.10	-\$348,031.59	-\$10,145.55
B. Management Services					
Administration & Management Overhead (5)	\$120,785.72		\$7,035.68	-\$132,392.84	-\$4,571.43
Financial Accounting (6)	\$114,363.24		\$6,873.16	-\$133,163.21	-\$11,926.80
Program Management (7)	\$108,171.28		\$6,685.66	-\$126,971.25	-\$12,114.30
Third Party Audit of program expenditures	\$3,816.75		\$181.75	-\$3,816.75	\$181.75
Subtotal Administrative & Overhead	\$347,136.99	\$0.00	\$20,776.26	-\$396,344.04	-\$28,430.78
Provincial trainee registration tracking and certification (8)	\$85,000.00		-\$524.99	-\$85,000.00	-\$524.99
Hosting, Maintenance, & Support (9)	\$40,332.50		\$3,011.25	-\$47,323.75	-\$3,980.00
Subtotal Information Technology	\$125,332.50	\$0.00	\$2,486.26	-\$132,523.75	-\$4,504.99
Subtotal Management Services	\$472,469.49	\$0.00	\$23,262.52	-\$528,667.79	-\$32,935.77
C. Participant Intake and Assessment Services					
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$464,234.87		\$28,245.18	-\$543,659.36	-\$51,179.31
Subtotal Participant Intake and Assessment Services	\$464,234.87	\$0.00	\$28,245.18	-\$543,659.36	-\$51,179.31
D. Business Skills Training for Participants					
Anticipated Training Funding Dispersed/Month (11)	\$2,164,620.97	\$21,224.89	\$93,355.43	-\$1,982,046.92	\$297,154.37
Subtotal Business Skills Training for Participants	\$2,164,620.97	\$21,224.89	\$93,355.43	-\$1,982,046.92	\$297,154.37
Subtotal Services for Applicants and Participants	\$2,628,855.84	\$21,224.89	\$121,600.61	-\$2,525,706.28	\$245,975.06
Contract advance (12)	-\$200,000.00				-\$200,000.00
Interest on refund from CRA			\$170.71		\$170.71
Total Financial Contribution	\$3,222,699.28	\$21,224.89	\$161,545.94	-\$3,402,405.66	\$3,064.45

As per FC0022



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - March 31, 2014

Expense/Anticipated Payment Date	Funds Received	Per Expenditure Summary MBT0001	Suplus/Deficit	Funds Received	Per Expenditure Summary MBT0002	Suplus/Deficit	Funds Received	Per Expenditure Summary MBT0003	Suplus/Deficit
	Jun-12	Jun-12	Jun-12	Jul-12	Jul-12	Jul-12	Aug-12	Aug-12	Aug-12
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)			\$0.00			\$0.00			\$0.00
Local Business Marketing & Recruitment (2)	\$37,800.00	\$37,800.00	\$0.00	\$9,450.00		\$9,450.00	\$9,450.00		\$9,450.00
Program Website (3)	\$8,000.00	\$8,000.00	\$0.00			\$0.00			\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$40,000.00	\$40,000.00	\$0.00			\$0.00			\$0.00
Subtotal Micro-Business Outreach	\$85,800.00	\$85,800.00	\$0.00	\$9,450.00	\$0.00	\$9,450.00	\$9,450.00	\$0.00	\$9,450.00
B. Management Services									
Administration & Management Overhead (5)	\$5,952.40	\$5,952.40	\$0.00	\$11,507.93	\$11,507.93	\$0.00	\$11,507.93	\$11,507.93	\$0.00
Financial Accounting (6)	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00
Program Management (7)	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00	\$5,714.28	\$5,714.28	\$0.00
Third Party Audit of program expenditures									
Subtotal Administrative & Overhead	\$17,380.96	\$17,380.96	\$0.00	\$22,936.49	\$22,936.49	\$0.00	\$22,936.49	\$22,936.49	\$0.00
Provincial trainee registration tracking and certification (8)	\$80,625.00	\$80,625.00	\$0.00	\$4,375.00	\$4,375.00	\$0.00		\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00
Subtotal Information Technology	\$82,750.00	\$82,750.00	\$0.00	\$6,500.00	\$6,500.00	\$0.00	\$2,125.00	\$2,125.00	\$0.00
Subtotal Management Services	\$100,130.96	\$100,130.96	\$0.00	\$29,436.49	\$29,436.49	\$0.00	\$25,061.49	\$25,061.49	\$0.00
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$102,600.00	\$102,600.00	\$0.00	\$25,650.00		\$25,650.00	\$25,650.00		\$25,650.00
Subtotal Participant Intake and Assessment Services	\$102,600.00	\$102,600.00	\$0.00	\$25,650.00	\$0.00	\$25,650.00	\$25,650.00	\$0.00	\$25,650.00
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	\$115,000.00	\$0.00	\$115,000.00
Subtotal Business Skills Training for Participants	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	\$115,000.00	\$0.00	\$115,000.00
Subtotal Services for Applicants and Participants	\$102,600.00	\$102,600.00	\$0.00	\$70,650.00	\$0.00	\$70,650.00	\$140,650.00	\$0.00	\$140,650.00
Contract advance (12)	\$25,771.04		\$25,771.04						
Interest on refund from CRA									
Total Financial Contribution	\$314,302.00	\$288,530.96	\$25,771.04	\$109,536.49	\$29,436.49	\$80,100.00	\$175,161.49	\$25,061.49	\$150,100.00



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - March 31, 2014

Expense/Anticipated Payment Date	Per Expenditure Summary MBT0004			Per Expenditure Summary MBT0005A-C			Per Expenditure Summary MBT0006A/B		
	Funds Received Sep-12	MBT0004 Sep-12	Suplus/Deficit Sep-12	Funds Received Oct-12	MBT0005A-C Oct-12	Suplus/Deficit Oct-12	Funds Received Nov-12	MBT0006A/B Nov-12	Suplus/Deficit Nov-12
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$15,400.00	\$0.00	\$15,400.00	\$24,920.00	\$30,968.00	-\$6,048.00	\$0.00	\$0.00	\$0.00
Local Business Marketing & Recruitment (2)	\$9,450.00	\$0.00	\$9,450.00	-\$18,388.59	\$9,961.41	-\$28,350.00	\$9,961.41	\$9,961.41	\$0.00
Program Website (3)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$24,850.00	\$0.00	\$24,850.00	\$6,531.41	\$40,929.41	-\$34,398.00	\$9,961.41	\$9,961.41	\$0.00
B. Management Services									
Administration & Management Overhead (5)	\$11,507.93	\$11,507.93	\$0.00	\$17,031.74	\$12,888.88	\$4,142.86	\$12,888.89	\$12,888.89	\$0.00
Financial Accounting (6)	\$5,714.28	\$5,714.28	\$0.00	\$8,457.13	\$6,399.99	\$2,057.14	\$6,399.99	\$6,399.99	\$0.00
Program Management (7)	\$5,714.28	\$5,714.28	\$0.00	\$8,457.13	\$6,399.99	\$2,057.14	\$6,399.99	\$6,399.99	\$0.00
Third Party Audit of program expenditures				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$22,936.49	\$22,936.49	\$0.00	\$33,946.01	\$25,688.86	\$8,257.15	\$25,688.87	\$25,688.87	\$0.00
Provincial trainee registration tracking and certification (8)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,125.00	\$2,125.00	\$0.00	\$3,145.00	\$2,380.00	\$765.00	\$2,380.00	\$2,380.00	\$0.00
Subtotal Information Technology	\$2,125.00	\$2,125.00	\$0.00	\$3,145.00	\$2,380.00	\$765.00	\$2,380.00	\$2,380.00	\$0.00
Subtotal Management Services	\$25,061.49	\$25,061.49	\$0.00	\$37,091.01	\$28,068.86	\$9,022.15	\$28,068.87	\$28,068.87	\$0.00
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$25,650.00	\$0.00	\$25,650.00	-\$49,911.88	\$27,038.12	-\$76,950.00	\$27,038.12	\$27,038.12	\$0.00
Subtotal Participant Intake and Assessment Services	\$25,650.00	\$0.00	\$25,650.00	-\$49,911.88	\$27,038.12	-\$76,950.00	\$27,038.12	\$27,038.12	\$0.00
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$120,000.00	\$7,192.83	\$112,807.17	\$168,000.00	\$10,573.44	\$157,426.56	\$100,800.00	\$48,771.42	\$52,028.58
Subtotal Business Skills Training for Participants	\$120,000.00	\$7,192.83	\$112,807.17	\$168,000.00	\$10,573.44	\$157,426.56	\$100,800.00	\$48,771.42	\$52,028.58
Subtotal Services for Applicants and Participants	\$145,650.00	\$7,192.83	\$138,457.17	\$118,088.12	\$37,611.56	\$80,476.56	\$127,838.12	\$75,809.54	\$52,028.58
Contract advance (12)				-\$25,771.04	\$0.00	-\$25,771.04		\$0.00	
Interest on refund from CRA									
Total Financial Contribution	\$195,561.49	\$32,254.32	\$163,307.17	\$135,939.50	\$106,609.83	\$29,329.67	\$165,868.40	\$113,839.82	\$52,028.58
							Nov funds not received in Nov 12		-\$165,868.40
							Cash deficit for Nov 12		-\$113,839.82



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - March 31, 2014

Expense/Anticipated Payment Date	Per Expenditure Summary			Per Expenditure Summary			Per Expenditure Summary		
	Funds Received	MBT0007	Suplus/Deficit	Funds Received	MBT0008A-D	Suplus/Deficit	Funds Received	MBT0009A-B	Suplus/Deficit
	Dec-12	Dec-12	Dec-12	Jan-13	Jan-13	Jan-13	Feb-13	Feb-13	Feb-13
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$15,400.00	\$0.00	\$15,400.00	\$0.00	\$9,968.00	-\$9,968.00	\$0.00	\$0.00	\$0.00
Local Business Marketing & Recruitment (2)	\$9,961.41	\$9,961.41	\$0.00	\$9,961.41	\$9,961.41	\$0.00	\$0.00	\$9,961.41	-\$9,961.41
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$25,361.41	\$9,961.41	\$15,400.00	\$9,961.41	\$19,929.41	-\$9,968.00	\$0.00	\$9,961.41	-\$9,961.41
B. Management Services									
Administration & Management Overhead (5)	\$12,888.89	\$12,888.88	\$0.01	\$0.00	\$4,000.00	-\$4,000.00	\$0.00	\$4,000.00	-\$4,000.00
Financial Accounting (6)	\$6,399.99	\$6,399.99	\$0.00	\$4,342.85	\$6,399.99	-\$2,057.14	\$0.00	\$6,399.99	-\$6,399.99
Program Management (7)	\$6,399.99	\$6,399.99	\$0.00	\$4,342.85	\$6,399.99	-\$2,057.14	\$0.00	\$6,399.99	-\$6,399.99
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$25,688.87	\$25,688.87	\$0.01	\$8,685.71	\$16,799.98	-\$8,114.27	\$0.00	\$16,799.98	-\$16,799.98
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,380.00	\$2,380.00	\$0.00	\$1,615.00	\$2,380.00	-\$765.00	\$0.00	\$2,380.00	-\$2,380.00
Subtotal Information Technology	\$2,380.00	\$2,380.00	\$0.00	\$1,615.00	\$2,380.00	-\$765.00	\$0.00	\$2,380.00	-\$2,380.00
Subtotal Management Services	\$28,068.87	\$28,068.87	\$0.01	\$10,300.71	\$19,179.98	-\$8,879.27	\$0.00	\$19,179.98	-\$19,179.98
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	-\$0.00	\$0.00	\$27,038.12	-\$27,038.12
Subtotal Participant Intake and Assessment Services	\$27,038.12	\$27,038.12	\$0.00	\$27,038.12	\$27,038.12	-\$0.00	\$0.00	\$27,038.12	-\$27,038.12
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$100,800.00	\$48,699.61	\$52,100.39	\$115,737.51	\$117,950.95	-\$2,213.44	\$0.00	\$91,980.65	-\$91,980.65
Subtotal Business Skills Training for Participants	\$100,800.00	\$48,699.61	\$52,100.39	\$115,737.51	\$117,950.95	-\$2,213.44	\$0.00	\$91,980.65	-\$91,980.65
Subtotal Services for Applicants and Participants	\$127,838.12	\$75,737.73	\$52,100.39	\$142,775.63	\$144,989.07	-\$2,213.44	\$0.00	\$119,018.77	-\$119,018.77
Contract advance (12)		\$0.00			\$0.00				
Interest on refund from CRA									
Total Financial Contribution	\$181,268.40	\$113,768.00	\$67,500.40	\$163,037.75	\$184,098.46	-\$21,060.71	\$0.00	\$148,160.16	-\$148,160.16
Nov funds received in Dec 12			\$165,868.40						
Cash surplus for Dec 12			\$233,368.80						



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - March 31, 2014

Expense/Anticipated Payment Date	Per Expenditure Summary			Per Expenditure Summary			Per Expenditure Summary		
	Funds Received	MBT0010A-B	Suplus/Deficit	Funds Received	MBT0011A-C	Suplus/Deficit	Funds Received	MBT0012A-B	Suplus/Deficit
	Mar-13	Mar-13	Mar-13	Apr-13	Apr-13	Apr-13	May-13	May-13	May-13
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$12,180.00	-\$12,180.00	\$0.00	\$0.00	\$0.00
Local Business Marketing & Recruitment (2)	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$9,338.83	-\$9,338.83	\$0.00	\$9,338.83	-\$9,338.83
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$0.00	\$9,961.41	-\$9,961.41	\$0.00	\$21,518.83	-\$21,518.83	\$0.00	\$9,338.83	-\$9,338.83
B. Management Services									
Administration & Management Overhead (5)	\$0.00	\$4,000.00	-\$4,000.00	\$0.00	\$3,750.00	-\$3,750.00	\$0.00	\$3,750.00	-\$3,750.00
Financial Accounting (6)	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$5,999.99	-\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Program Management (7)	\$0.00	\$6,399.99	-\$6,399.99	\$0.00	\$5,999.99	-\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$0.00	\$16,799.98	-\$16,799.98	\$0.00	\$15,749.98	-\$15,749.98	\$0.00	\$15,749.98	-\$15,749.98
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,231.25	-\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Information Technology	\$0.00	\$2,380.00	-\$2,380.00	\$0.00	\$2,231.25	-\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Management Services	\$0.00	\$19,179.98	-\$19,179.98	\$0.00	\$17,981.23	-\$17,981.23	\$0.00	\$17,981.23	-\$17,981.23
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$25,348.24	-\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
Subtotal Participant Intake and Assessment Services	\$0.00	\$27,038.12	-\$27,038.12	\$0.00	\$25,348.24	-\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$0.00	\$83,108.63	-\$83,108.63	\$0.00	\$76,709.28	-\$76,709.28	\$0.00	\$66,092.76	-\$66,092.76
Subtotal Business Skills Training for Participants	\$0.00	\$83,108.63	-\$83,108.63	\$0.00	\$76,709.28	-\$76,709.28	\$0.00	\$66,092.76	-\$66,092.76
Subtotal Services for Applicants and Participants	\$0.00	\$110,146.75	-\$110,146.75	\$0.00	\$102,057.52	-\$102,057.52	\$0.00	\$91,441.00	-\$91,441.00
Contract advance (12)									
Interest on refund from CRA									
Total Financial Contribution	\$0.00	\$139,288.14	-\$139,288.14	\$0.00	\$141,557.58	-\$141,557.58	\$0.00	\$118,761.06	-\$118,761.06



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - March 31, 2014

Expense/Anticipated Payment Date	Per Expenditure Summary			Per Expenditure Summary			Per Expenditure Summary		
	Funds Received	MBT0013A-B	Suplus/Deficit	Funds Received	MBT0014A-B	Suplus/Deficit	Funds Received	MBT0015A-B	Suplus/Deficit
	Jun-13	Jun-13	Jun-13	Jul-13	Jul-13	Jul-13	Aug-13	Aug-13	Aug-13
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$5,040.00	-\$5,040.00	\$5,040.00	\$0.00	\$5,040.00
Local Business Marketing & Recruitment (2)	\$9,338.83	\$9,338.83	\$0.00	\$18,677.66	\$9,338.83	\$9,338.83	\$0.00	\$9,338.83	-\$9,338.83
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$9,338.83	\$9,338.83	\$0.00	\$18,677.66	\$14,378.83	\$4,298.83	\$5,040.00	\$9,338.83	-\$4,298.83
B. Management Services									
Administration & Management Overhead (5)	\$3,750.00	\$3,750.00	\$0.00	\$7,500.00	\$3,750.00	\$3,750.00	\$0.00	\$3,750.00	-\$3,750.00
Financial Accounting (6)	\$5,999.99	\$5,999.99	\$0.00	\$11,999.98	\$5,999.99	\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Program Management (7)	\$5,999.99	\$5,999.99	\$0.00	\$11,999.98	\$5,999.99	\$5,999.99	\$0.00	\$5,999.99	-\$5,999.99
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$15,749.98	\$15,749.98	\$0.00	\$31,499.96	\$15,749.98	\$15,749.98	\$0.00	\$15,749.98	-\$15,749.98
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,231.25	\$2,231.25	\$0.00	\$4,462.50	\$2,231.25	\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Information Technology	\$2,231.25	\$2,231.25	\$0.00	\$4,462.50	\$2,231.25	\$2,231.25	\$0.00	\$2,231.25	-\$2,231.25
Subtotal Management Services	\$17,981.23	\$17,981.23	\$0.00	\$35,962.46	\$17,981.23	\$17,981.23	\$0.00	\$17,981.23	-\$17,981.23
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$25,348.24	\$25,348.24	\$0.00	\$50,696.48	\$25,348.24	\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
Subtotal Participant Intake and Assessment Services	\$25,348.24	\$25,348.24	\$0.00	\$50,696.48	\$25,348.24	\$25,348.24	\$0.00	\$25,348.24	-\$25,348.24
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$43,876.06	\$97,184.32	-\$53,308.26	\$140,354.49	\$104,949.76	\$35,404.73	\$40,745.81	\$90,546.19	-\$49,800.38
Subtotal Business Skills Training for Participants	\$43,876.06	\$97,184.32	-\$53,308.26	\$140,354.49	\$104,949.76	\$35,404.73	\$40,745.81	\$90,546.19	-\$49,800.38
Subtotal Services for Applicants and Participants	\$69,224.30	\$122,532.56	-\$53,308.26	\$191,050.97	\$130,298.00	\$60,752.97	\$40,745.81	\$115,894.43	-\$75,148.62
Contract advance (12)									
Interest on refund from CRA									
Total Financial Contribution	\$96,544.36	\$149,852.62	-\$53,308.26	\$245,691.09	\$162,658.06	\$83,033.03	\$45,785.81	\$143,214.49	-\$97,428.68



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - March 31, 2014

Expense/Anticipated Payment Date	Per Expenditure Summary			Per Expenditure Summary			Per Expenditure Summary		
	Funds Received	MBT0016A-B	Suplus/Deficit	Funds Received	MBT0017A-B	Suplus/Deficit	Funds Received	MBT0018A-B	Suplus/Deficit
	Sep-13	Sep-13	Sep-13	Oct-13	Oct-13	Oct-13	Nov-13	Nov-13	Nov-13
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,200.00	\$4,200.00	\$0.00
Local Business Marketing & Recruitment (2)	\$9,338.83	\$9,338.83	\$0.00	\$18,677.66	\$9,338.83	\$9,338.83	\$9,338.83	\$9,338.83	\$0.00
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$14,700.00	\$14,700.00	\$0.00		\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$9,338.83	\$9,338.83	\$0.00	\$33,377.66	\$24,038.83	\$9,338.83	\$13,538.83	\$13,538.83	\$0.00
B. Management Services									
Administration & Management Overhead (5)	\$3,750.00	\$3,750.00	\$0.00	\$7,500.00	\$3,750.00	\$3,750.00	\$3,750.00	\$3,750.00	\$0.00
Financial Accounting (6)	\$5,999.99	\$5,999.99	\$0.00	\$11,999.98	\$5,999.99	\$5,999.99	\$7,968.74	\$7,968.74	\$0.00
Program Management (7)	\$5,999.99	\$5,999.99	\$0.00	\$11,999.98	\$5,999.99	\$5,999.99	\$5,999.99	\$5,999.99	\$0.00
Third Party Audit of program expenditures	\$0.00	\$0.00	\$0.00	\$3,816.75	\$3,816.75	\$0.00		\$0.00	\$0.00
Subtotal Administrative & Overhead	\$15,749.98	\$15,749.98	\$0.00	\$35,316.71	\$19,566.73	\$15,749.98	\$17,718.73	\$17,718.73	\$0.00
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,231.25	\$2,231.25	\$0.00	\$4,462.50	\$2,231.25	\$2,231.25	\$2,231.25	\$2,231.25	\$0.00
Subtotal Information Technology	\$2,231.25	\$2,231.25	\$0.00	\$4,462.50	\$2,231.25	\$2,231.25	\$2,231.25	\$2,231.25	\$0.00
Subtotal Management Services	\$17,981.23	\$17,981.23	\$0.00	\$39,779.21	\$21,797.98	\$17,981.23	\$19,949.98	\$19,949.98	\$0.00
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$25,348.24	\$25,348.24	\$0.00	\$50,696.48	\$25,348.24	\$25,348.24	\$25,348.24	\$25,348.24	\$0.00
Subtotal Participant Intake and Assessment Services	\$25,348.24	\$25,348.24	\$0.00	\$50,696.48	\$25,348.24	\$25,348.24	\$25,348.24	\$25,348.24	\$0.00
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$89,873.31	\$79,594.51	\$10,278.80	\$126,421.01	\$110,249.68	\$16,171.33	\$93,723.08	\$122,466.36	-\$28,743.28
Subtotal Business Skills Training for Participants	\$89,873.31	\$79,594.51	\$10,278.80	\$126,421.01	\$110,249.68	\$16,171.33	\$93,723.08	\$122,466.36	-\$28,743.28
Subtotal Services for Applicants and Participants	\$115,221.55	\$104,942.75	\$10,278.80	\$177,117.49	\$135,597.92	\$41,519.57	\$119,071.32	\$147,814.60	-\$28,743.28
Contract advance (12)							-\$25,000.00		-\$25,000.00
Interest on refund from CRA									
Total Financial Contribution	\$142,541.61	\$132,262.81	\$10,278.80	\$250,274.36	\$181,434.73	\$68,839.63	\$127,560.13	\$181,303.41	-\$53,743.28



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - March 31, 2014

Expense/Anticipated Payment Date	Per Expenditure Summary			Per Expenditure Summary			Per Expenditure Summary		
	Funds Received	MBT0019A-B	Suplus/Deficit	Funds Received	MBT0020A-B	Suplus/Deficit	Funds Received	MBT0021A-B	Suplus/Deficit
	Dec-13	Dec-13	Dec-13	Jan-14	Jan-14	Jan-14	Feb-14	Feb-14	Feb-14
A Micro-Business Owner Outreach									
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00	\$0.00	\$11,130.00	-\$11,130.00	\$21,630.00	\$10,500.00	\$11,130.00
Local Business Marketing & Recruitment (2)	\$9,338.83	\$9,338.83	\$0.00	\$0.00	\$9,338.83	-\$9,338.83	\$18,677.66	\$9,338.83	\$9,338.83
Program Website (3)		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)		\$0.00	\$0.00		\$1,050.00	-\$1,050.00	\$1,050.00	\$0.00	\$1,050.00
Subtotal Micro-Business Outreach	\$9,338.83	\$9,338.83	\$0.00	\$0.00	\$21,518.83	-\$21,518.83	\$41,357.66	\$19,838.83	\$21,518.83
B. Management Services									
Administration & Management Overhead (5)	\$3,750.00	\$3,750.00	\$0.00	\$0.00	\$3,750.00	-\$3,750.00	\$7,500.00	\$3,750.00	\$3,750.00
Financial Accounting (6)	\$7,968.74	\$7,968.74	\$0.00	\$0.00	\$7,968.74	-\$7,968.74	\$13,968.73	\$5,999.99	\$7,968.74
Program Management (7)	\$5,999.99	\$5,999.99	\$0.00	\$0.00	\$5,714.28	-\$5,714.28	\$11,714.27	\$5,999.99	\$5,714.28
Third Party Audit of program expenditures		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00
Subtotal Administrative & Overhead	\$17,718.73	\$17,718.73	\$0.00	\$0.00	\$17,433.02	-\$17,433.02	\$33,183.00	\$15,749.98	\$17,433.02
Provincial trainee registration tracking and certification (8)		\$0.00	\$0.00		\$0.00			\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,231.25	\$2,231.25	\$0.00	\$0.00	\$2,231.25	-\$2,231.25	\$4,462.50	\$2,231.25	\$2,231.25
Subtotal Information Technology	\$2,231.25	\$2,231.25	\$0.00	\$0.00	\$2,231.25	-\$2,231.25	\$4,462.50	\$2,231.25	\$2,231.25
Subtotal Management Services	\$19,949.98	\$19,949.98	\$0.00	\$0.00	\$19,664.27	-\$19,664.27	\$37,645.50	\$17,981.23	\$19,664.27
C Participant Intake and Assessment Services									
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$25,348.24	\$25,348.24	\$0.00	\$0.00	\$25,348.24	-\$25,348.24	\$50,696.48	\$25,348.24	\$25,348.24
Subtotal Participant Intake and Assessment Services	\$25,348.24	\$25,348.24	\$0.00	\$0.00	\$25,348.24	-\$25,348.24	\$50,696.48	\$25,348.24	\$25,348.24
D Business Skills Training for Participants									
Anticipated Training Funding Dispersed/Month (11)	\$65,273.10	\$110,760.41	-\$45,487.31	\$110,100.51	\$61,262.74	\$48,837.77	\$322,663.70	\$286,872.87	\$35,790.83
Subtotal Business Skills Training for Participants	\$65,273.10	\$110,760.41	-\$45,487.31	\$110,100.51	\$61,262.74	\$48,837.77	\$322,663.70	\$286,872.87	\$35,790.83
Subtotal Services for Applicants and Participants	\$90,621.34	\$136,108.65	-\$45,487.31	\$110,100.51	\$86,610.98	\$23,489.53	\$373,360.18	\$312,221.11	\$61,139.07
Contract advance (12)	-\$50,000.00		-\$50,000.00	-\$25,000.00		-\$25,000.00	-\$75,000.00		-\$75,000.00
Interest on refund from CRA									
Total Financial Contribution	\$69,910.15	\$165,397.46	-\$95,487.31	\$85,100.51	\$127,794.08	-\$42,693.57	\$377,363.34	\$350,041.17	\$27,322.17



BC Chamber of Commerce - MBT Pilot Project

Funding and Expenditure Summary - June 2012 - March 31, 2014

Expense/Anticipated Payment Date	Funds Received Mar-14	Per Expenditure Summary MBT0021B	Suplus/Deficit Mar-14
		Mar-14	
A Micro-Business Owner Outreach			
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$0.00	\$0.00
Local Business Marketing & Recruitment (2)	\$0.00	\$0.00	\$0.00
Program Website (3)		\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$0.00	\$0.00	\$0.00
B. Management Services			
Administration & Management Overhead (5)	\$0.00	\$0.00	\$0.00
Financial Accounting (6)	\$0.00	\$0.00	\$0.00
Program Management (7)	\$0.00	\$0.00	\$0.00
Third Party Audit of program expenditures		\$0.00	\$0.00
Subtotal Administrative & Overhead	\$0.00	\$0.00	\$0.00
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$0.00	\$0.00	\$0.00
Subtotal Information Technology	\$0.00	\$0.00	\$0.00
Subtotal Management Services	\$0.00	\$0.00	\$0.00
C Participant Intake and Assessment Services			
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$0.00	\$0.00	\$0.00
Subtotal Participant Intake and Assessment Services	\$0.00	\$0.00	\$0.00
D Business Skills Training for Participants			
Anticipated Training Funding Dispersed/Month (11)	\$366,252.39	\$367,080.51	-\$828.12
Subtotal Business Skills Training for Participants	\$366,252.39	\$367,080.51	-\$828.12
Subtotal Services for Applicants and Participants	\$366,252.39	\$367,080.51	-\$828.12
Contract advance (12)	-\$25,000.00		-\$25,000.00
Interest on refund from CRA			
Total Financial Contribution	\$341,252.39	\$367,080.51	-\$25,828.12



BC Chamber of Commerce - MBT Pilot Project
Financial Contribution Statement of Account as at March 31, 2014

Statement #: FC0022

#1201, 750 West Pender Street
Vancouver, BC V6C 2T8
T 604.683.0700 F 604.683.0416
www.bccchamber.org

Description	Ref #	Date:	Eligible Costs under Section A, B & C of Schedule "B-2" - Financial Contribution		Eligible Costs under Section D "Business Skills Training" of Schedule "B-2" - Financial Contribution		Total Funding Claim amounts:	Notes and Attachments:
			Claim amounts:		Claim amounts:			
Funds received in March 2014: BC Chamber of Commerce Monthly Claim Report	February 11-28	03/27/2014	\$	-	\$	341,252.39	\$ 341,252.39	includes \$25k reduction to accounting advance
Funds distributed in March 2014: Expenditure Summary - February 11-28/14	MBT0021B	03/27/2014	\$	-	\$	(367,080.51)	\$ (367,080.51)	
Net (Deficit) Surplus for March 2014			\$	-	\$	(25,828.12)	\$ (25,828.12)	
Net surplus carried forward:								
Financial Contribution Statement of Account for June 2012	FC0001	06/30/2012	\$	25,771.04	\$	-	25,771.04	
Financial Contribution Statement of Account for July 2012	FC0002	08/07/2012	\$	35,100.00	\$	45,000.00	80,100.00	
Financial Contribution Statement of Account for August 2012	FC0003	09/07/2012	\$	35,100.00	\$	115,000.00	150,100.00	
Financial Contribution Statement of Account for September 2012	FC0004	10/11/2012	\$	50,500.00	\$	112,807.17	163,307.17	
Financial Contribution Statement of Account for October 2012	FC0005	11/06/2012	\$	(128,096.89)	\$	157,426.56	29,329.67	
Financial Contribution Statement of Account for November 2012	FC0006	12/04/2012	\$	(65,068.39)	\$	(48,771.42)	(113,839.81)	
Financial Contribution Statement of Account for December 2012	FC0007	01/06/2013	\$	80,468.41	\$	152,900.39	233,368.80	
Financial Contribution Statement of Account for January 2013	FC0008	02/07/2013	\$	(18,847.28)	\$	(2,213.44)	(21,060.72)	
Financial Contribution Statement of Account for February 2013	FC0009	03/08/2013	\$	(56,179.51)	\$	(91,980.65)	(148,160.16)	
Financial Contribution Statement of Account for March 2013	FC0010	04/09/2013	\$	(56,179.51)	\$	(83,108.63)	(139,288.14)	
Financial Contribution Statement of Account for April 2013	FC0011	05/08/2013	\$	(64,848.30)	\$	(76,709.28)	(141,557.58)	
Financial Contribution Statement of Account for May 2013	FC0012	06/08/2013	\$	(52,668.30)	\$	(66,092.76)	(118,761.06)	
Financial Contribution Statement of Account for June 2013	FC0013	07/04/2013	\$	(52,668.30)	\$	(639.96)	(53,308.26)	
Financial Contribution Statement of Account for July 2013	FC0014	08/08/2013	\$	47,628.30	\$	35,404.73	83,033.03	
Financial Contribution Statement of Account for August 2013	FC0015	09/06/2013	\$	(47,628.30)	\$	(49,800.38)	(97,428.68)	
Financial Contribution Statement of Account for September 2013	FC0016	10/07/2013	\$	-	\$	10,278.80	10,278.80	
Financial Contribution Statement of Account for October 2013	FC0017	11/12/2013	\$	52,668.30	\$	16,171.33	68,839.63	
Financial Contribution Statement of Account for November 2013	FC0018	12/09/2013	\$	(25,000.00)	\$	(28,743.28)	(53,743.28)	
Financial Contribution Statement of Account for December 2013	FC0019	01/06/2014	\$	(25,000.00)	\$	(70,487.31)	(95,487.31)	
Financial Contribution Statement of Account for January 2014	FC0020	02/04/2014	\$	(66,531.34)	\$	23,837.77	(42,693.57)	
Financial Contribution Statement of Account for February 2014	FC0021	03/07/2014	\$	16,531.34	\$	10,790.83	27,322.17	
Financial reimbursements re: Participant overages & reimbursements from training providers for dropped/cancelled courses			\$	-	\$	21,224.89	21,224.89	Reimbursement from Participants for training courses exceeding the \$1500 limit
Net Funding Contribution on hand for March 2014			\$	(314,948.73)	\$	156,467.24	\$ (158,481.49)	
Net HST/GST Refund for 2012 Q4 (+ interest) & 2013 Q1, Q2, Q3 & Q4	Funding and Expenditure Summary		\$	68,008.76	\$	93,537.18	161,545.94	
Total Funding Contribution on hand for March 2014	Reconciled to Bank Statement			(246,939.97)		250,004.42	3,064.45	

I, Wayne Poncia, Project Manager, BC Chamber of Commerce MBT Program, declare that the above services for March 2014 have been performed as required under the signed Agreement dated May 10, 2012 between the Province of British Columbia Ministry of Jobs, Tourism and Innovation and the BC Chamber of Commerce.

Wayne Poncia
For the BCCC, Wayne Poncia, MBT Program Manager
03/26/2014

Apr 26, 2014

Date:

Sharon Clark
Reviewed and approved by Sharon Clark, CPA, CA, MBT Program Manager, Financial Accounting
03/26/2014

Apr 26, 2014

Date:

Allen, Terri JTST:EX

From: Sharon Clark [s22]
Sent: Wednesday, May 14, 2014 11:19 AM
To: Dickson, Valerie JTST:EX; Caven, Sherry JTST:EX
Cc: s22 'Mark Jesse'
Subject: Final April 14 Statement of Account and Expenditure Summaries MBT002A and MBT0023
Attachments: 1 - Financial Contribution Statement of Account April 2014 - signed.pdf; MBT0022A - Expenditure summary - signed.pdf; MBT0023 - FINAL - signed.pdf

Hi Val and Sherry

Please find attached the following

1. Final signed April Financial Statement of Account FC00023
2. Signed Payment Summary MBT0022A
3. Signed Adjustment Summary MBT0023

The Final Statement of Account shows a refund due to the Province of \$35,794.35. We have requested that the BC Chamber issues the Province with a cheque this week. We have instructed them to send to Sherry at the address provided in your previous email. I will advise when the cheque has been issued and sent.

There were a number of adjustments, as included in MBT0023, mainly relating to invoices issued by the MBT Program to Rethink Learning and BC Chamber relating to uncollectible Participant overages and Zenith invoices and credits as the training provider went out of business. The payments on MBT0022A were delayed until these adjustments were finalised. All invoices issued to Rethink and BC Chamber were deducted from their final payments made in April.

We have kept to the same format for the Statement of Account to close off the books of this Program and will be using the Financial Reconciliation Form template, as per your previous email, for the first payment for the extension program (which will be issued shortly). Let me know if the attached is ok.

Please let me know if you have any further questions.

Many thanks
Sharon

Sharon Clark CPA,CA
Tel: 250 384 0971
Mob: s22
email: s22

From: Dickson, Valerie JTST:EX [<mailto:Valerie.Dickson@gov.bc.ca>]
Sent: Friday, May 02, 2014 10:47 AM
To: Sharon Clark; Mark Jess
Cc: Caven, Sherry JTST:EX
Subject: FW: C13921119 follow up items to meeting of May 2

Here is the electronic version of the financial reconciliation template. I am also confirming that you no longer have to submit all the invoices for training each month. However, I will be sent the summary Wayne sends to John once a month, and the summary must include the percentage breakdown of Chamber Learning Network training vs. other training. All the training invoices must be retained in the event of an audit.

We looked into the \$200K advance payment and it should be in the account today. As to the outstanding repayment, please make it out to the Minister of Finance, and send it attention Sherry Caven, PO Box 9189 STN PROV GOVT Victoria, British Columbia V8W 9E6.

Let me know if I have missed anything.

Regards,

Val

VALERIE DICKSON | Program Manager

Industry/Sector Unit

Labour Market Programs Branch | Labour Market & Immigration Division

Ministry of Jobs, Tourism and Skills Training | Province of British Columbia

p: 250.387.7539 | c: s17 e: valerie.dickson@gov.bc.ca



BC Chamber of Commerce - MBT Pilot Project
Financial Contribution Statement of Account as at April 30, 2014

Statement #: FC0023

#1201, 750 West Pender Street
Vancouver, BC V6C 2T8
T 604.683.0700 F 604.683.0416
www.bccchamber.org

			Eligible Costs under Section A, B & C of Schedule "B-2" - Financial		Eligible Costs under Section D "Business Skills Training" of Schedule "B-2" - Financial		Total Funding Claim		Notes and Attachments:
Description	Ref #:	Date:	Contribution Claim amounts:		Contribution Claim amounts:		amounts:		
Funds received in April 2014: BC Chamber of Commerce Monthly Claim Report	March 1-15	03/23/2014	\$	87,180.62	\$	-	\$	87,180.62	
Funds distributed in April 2014: Expenditure Summary - March 2014	MBT0022A	03/19/2014	\$	(87,180.62)	\$	-	\$	(87,180.62)	
Expenditure Summary - April 2014	MBT0023	05/12/2014	\$	3,240.16	\$	580.75	\$	3,820.91	
Net (Deficit) Surplus for April 2014			\$	3,240.16	\$	580.75	\$	3,820.91	
Net surplus carried forward:									
Financial Contribution Statement of Account for June 2012	FC0001	06/30/2012	\$	25,771.04	\$	-		25,771.04	
Financial Contribution Statement of Account for July 2012	FC0002	08/07/2012	\$	35,100.00	\$	45,000.00		80,100.00	
Financial Contribution Statement of Account for August 2012	FC0003	09/07/2012	\$	35,100.00	\$	115,000.00		150,100.00	
Financial Contribution Statement of Account for September 2012	FC0004	10/11/2012	\$	50,500.00	\$	112,807.17		163,307.17	
Financial Contribution Statement of Account for October 2012	FC0005	11/06/2012	\$	(128,096.89)	\$	157,426.56		29,329.67	
Financial Contribution Statement of Account for November 2012	FC0006	12/04/2012	\$	(65,068.39)	\$	(48,771.42)		(113,839.81)	
Financial Contribution Statement of Account for December 2012	FC0007	01/06/2012	\$	80,468.41	\$	152,900.39		233,368.80	
Financial Contribution Statement of Account for January 2013	FC0008	02/07/2013	\$	(18,847.28)	\$	(2,213.44)		(21,060.72)	
Financial Contribution Statement of Account for February 2013	FC0009	03/08/2013	\$	(56,179.51)	\$	(91,980.65)		(148,160.16)	
Financial Contribution Statement of Account for March 2013	FC0010	04/09/2013	\$	(56,179.51)	\$	(83,108.63)		(139,288.14)	
Financial Contribution Statement of Account for April 2013	FC0011	05/08/2013	\$	(64,848.30)	\$	(76,709.28)		(141,557.58)	
Financial Contribution Statement of Account for May 2013	FC0012	06/08/2013	\$	(52,668.30)	\$	(66,092.76)		(118,761.06)	
Financial Contribution Statement of Account for June 2013	FC0013	07/04/2013	\$	(52,668.30)	\$	(639.96)		(53,308.26)	
Financial Contribution Statement of Account for July 2013	FC0014	08/08/2013	\$	47,628.30	\$	35,404.73		83,033.03	
Financial Contribution Statement of Account for August 2013	FC0015	09/06/2013	\$	(47,628.30)	\$	(49,800.38)		(97,428.68)	
Financial Contribution Statement of Account for September 2013	FC0016	10/07/2013	\$	-	\$	10,278.80		10,278.80	
Financial Contribution Statement of Account for October 2013	FC0017	11/12/2013	\$	52,668.30	\$	16,171.33		68,839.63	
Financial Contribution Statement of Account for November 2013	FC0018	12/09/2013	\$	(25,000.00)	\$	(28,743.28)		(53,743.28)	
Financial Contribution Statement of Account for December 2013	FC0019	01/06/2014	\$	(25,000.00)	\$	(70,487.31)		(95,487.31)	
Financial Contribution Statement of Account for January 2014	FC0020	02/04/2014	\$	(66,531.34)	\$	23,837.77		(42,693.57)	
Financial Contribution Statement of Account for February 2014	FC0021	03/07/2014	\$	16,531.34	\$	10,790.83		27,322.17	
Financial Contribution Statement of Account for March 2014	FC0022	04/26/2014	\$	-	\$	(25,828.12)		(25,828.12)	
Financial reimbursements re: Participant overages & reimbursements from training providers for dropped/cancelled courses			\$	-	\$	21,893.39		21,893.39	Reimbursement from Participants for training courses exceeding the \$1500 limit
Net Funding Contribution on hand for April 2014			\$	(311,708.57)	\$	157,716.49	\$	(153,992.08)	
Net HST/GST Refund for 2012 Q4 (+ Interest) & 2013 Q1-Q4 & 2014 Q1	Funding and Expenditure Summary		\$	74,380.28	\$	115,406.15		189,786.43	
Total Funding Contribution on hand for April 2014	Reconciled to Bank Statement			(237,328.29)		273,122.64		35,794.35	

I, Wayne Poncia, Project Manager, BC Chamber of Commerce MBT Program, declare that the above services for April 2014 have been performed as required under the signed Agreement dated May 10, 2012 between the Province of British Columbia Ministry of Jobs, Tourism and Innovation and the BC Chamber of Commerce.

WC Poncia

For the BC Chamber of Commerce, Wayne Poncia, MBT Program Manager

May 14, 2014

Date:

Sharon Clark

Reviewed and approved by: Sharon Clark, CPA, CA, MBT Program Manager, Financial Accounting

May 14, 2014

Date:



MBT0022A

BC Chamber of Commerce - MBT Pilot Project
Expenditure Summary - March 2014

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YYYY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
Non-training expenses:										
1	Rethink Learning Inc	2217	100%	03/01/2014	\$ 2,231.25	\$ -	\$ 106.25	\$ 2,125.00	\$ 2,231.25	
2	Rethink Learning Inc	2218	100%	03/01/2014	\$ 9,338.83	\$ -	\$ 444.71	\$ 8,894.12	\$ 9,338.83	
3	Rethink Learning Inc	2219	100%	03/01/2014	\$ 25,348.24	\$ -	\$ 1,207.06	\$ 24,141.18	\$ 25,348.24	
4	Gardiner, Poncia & Associates	1051	100%	03/01/2014	\$ 5,999.99	\$ -	\$ 285.71	\$ 5,714.28	\$ 5,999.99	
5	S Clark & Co	1023	100%	03/01/2014	\$ 7,968.87	\$ -	\$ 379.47	\$ 7,589.40	\$ 7,968.87	
6	BC Chamber of Commerce	1008.14	100%	03/01/2014	\$ 3,750.00	\$ -	\$ 178.57	\$ 3,571.43	\$ 3,750.00	
6B	Rethink Learning Inc	1006	100%	03/01/2014	\$ 32,543.44	\$ -	\$ 1,549.69	\$ 30,993.75	\$ 32,543.44	
					\$ 87,180.62	\$ -	\$ 4,151.46	\$ 83,029.16	\$ 87,180.62	
Total payments to be issued:										
Rethink Learning Inc									\$ 69,461.76	EFT 17-Mar-14
Gardiner, Poncia & Associates									\$ 5,999.99	EFT 17-Mar-14
S Clark & Co									\$ 7,968.87	EFT 17-Mar-14
BC Chamber of Commerce									\$ 3,750.00	EFT 17-Mar-14
									\$ 87,180.62	

The BC Chamber of Commerce will be claiming reimbursement of 100% of HST and GST Input Tax Credits in relation to the above expenditures

Monica Nykamp
Monica Nykamp (Mar 19, 2014)

Prepared by: Monica Nykamp for Mark Jess, CGA

Mar 19, 2014

Date:

Mark Jess

Mark Jess (Mar 19, 2014)

Reviewed and approved by: Mark Jess for Sharon Clark, CA

Mar 19, 2014

Date:

Denise Douglas
Denise Douglas (Mar 19, 2014)

For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

Mar 19, 2014

Date:

John R. Winter
John R. Winter (Mar 19, 2014)

For the BCCC: John Winter, President

Mar 19, 2014

Date:

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B-2 - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"



MBT0023

BC Chamber of Commerce - MBT Pilot Project
Final Adjustment/Expenditure Summary - April 2014

Doc #	Vendor name	Inv #	% to be paid	MM/DD/YYYY Inv date	Gross \$	HST	GST	Net \$	Payment	Notes:
<i>Additional final invoices from MBT Pilot Project to BC Chamber and Rethink Learning:</i>										
7	Rethink Learning Inc	Rethink1	100%	03/05/2014	\$ (2,040.61)	\$ -	\$ -	\$ (2,040.61)	\$ (2,040.61)	
8	Rethink Learning Inc	Rethink2	100%	03/28/2014	\$ (437.17)	\$ -	\$ -	\$ (437.17)	\$ (437.17)	Uncollectible overages charged to Rethink
9	Rethink Learning Inc	Rethink3	100%	03/31/2014	\$ (317.18)	\$ -	\$ -	\$ (317.18)	\$ (317.18)	
10	BC Chamber of Commerce	Zenith	100%	01/25/2013	\$ 604.80	\$ 64.80	\$ -	\$ 540.00	\$ 604.80	
11	BC Chamber of Commerce	Zenith	100%	06/10/2013	\$ 882.00	\$ -	\$ 42.00	\$ 840.00	\$ 882.00	Zenith credits and invoices charged to BC
12	BC Chamber of Commerce	Zenith	100%	09/16/2013	\$ (1,176.00)	\$ -	\$ (56.00)	\$ (1,120.00)	\$ (1,176.00)	Chamber as company went out of business
13	BC Chamber of Commerce	Zenith	100%	09/20/2013	\$ (756.00)	\$ -	\$ (36.00)	\$ (720.00)	\$ (756.00)	
					\$ (3,240.16)	\$ 64.80	\$ (50.00)	\$ (3,254.96)	\$ (3,240.16)	
	Wellness in Hand	2941 Credit	0%	03/31/2014	\$ (1,121.40)	\$ (120.15)	\$ -	\$ (1,001.25)	\$ -	
	Zenith Training International	MBT115 Credit	0%	03/31/2014	\$ (1,181.25)	\$ (56.25)	\$ -	\$ (1,125.00)	\$ -	
1035	University of British Columbia	2013800879	100%	11/19/2013	\$ (560.00)	\$ -	\$ -	\$ (560.00)	\$ (560.00)	Cheque was issued and returned
1524	Executive Web Club	16428	100%	02/14/2014	\$ (19.76)	\$ -	\$ (0.98)	\$ (20.74)	\$ (19.76)	Credit was applied against final payment
					\$ (2,882.41)	\$ (176.40)	\$ (0.98)	\$ (2,706.99)	\$ (579.76)	
					\$ (6,122.57)	\$ (111.60)	\$ (50.98)	\$ (5,961.95)	\$ (3,819.92)	
Total net credits:										
	Rethink Learning Inc							\$ (2,794.96)		Deducted from MBT0022A payment
	BC Chamber of Commerce							\$ (445.20)		Deducted from MBT0022A payment
	Wellness in Hand							\$ -		
	Zenith Training International							\$ -		
	University of British Columbia							\$ (560.00)		Applied against o/s items
	Executive Web Club							\$ (19.76)		Applied against o/s items
								\$ (3,819.92)		

The BC Chamber of Commerce will be claiming reimbursement of 100% of HST and GST Input Tax Credits in relation to the above expenditures

Prepared by: Mark Jess, CGA

May 8, 2014

Date:

Reviewed and approved by: Sharon Clark, CA

May 8, 2014

Date:

For the BCCC: Denise Douglas, Director, Corporate Membership, Finance & Admin

May 12, 2014

Date:

For the BCCC: John Winter, President

May 12, 2014

Date:

Note:

The above and attached summary was prepared in accordance with Section C "Terms of Payment", Paragraph 12 of Schedule B-2 - "Financial Contribution" of the May 2012 signed Agreement for providing services for the Micro-Business Training Pilot "MBT Pilot"

Remaining participantbudget #'s.txt
From: Wayne Poncia [s22]
Sent: Wednesday, November 20, 2013 12:06 PM
To: Beck, Adrienne JTST:EX
Cc: Mark Jess; Sharon Clark; Robert Bailey
Subject: Remaining participant/budget #'s
Attachments: MBTIncomeStatement.pdf

Hi Adrienne,

1. Clarification around total training dollars spent: The program to date has invoiced \$1,291,692. This is the more accurate number of where we stand because of how the private providers are paid. They do not receive payment until the participants have completed. This is why there is such a large difference between cash flow and invoiced amounts.

2. The program currently has in excess of 1228 approved applicants. We are well on our way to filling all of the seats.

3. Below is an analysis that identifies the probable areas of slippage. This can/will be covered by additional participants to ensure that the entire budget is spent.

Current Contract Participants: 1345

Current Average Per Participant: \$1436

Identified Areas of Slippage:

- COC Outreach: will probably be \$20k under budget.
- Third Party Audit: \$2,365 under budget

Admin Cost for Adding Additional Participants:

- \$77 in recruitment
- \$213.75 in assessment and intake
- \$50 in finance
- \$340.75 total

4. We request agreement to revise the contract (if needed) to allow for an additional 75+/- participants to ensure that the budget is completely spent. The reason that this is a variable number is because it fluctuates every time the average amount spent on training increases or decreases.

Regarding the COC outreach slippage, we would like to apply this to other marketing activities?

Wayne

tel: s22
cell: s22

From: Adrienne Beck@nov.bc.ca

To: s22

Date: Thu, 14 Nov 2013 12:16:22 -0800

Subject: RE: Remaining participant/budget #'s

No worries I actually thought I sent it to a wrong email for you the first time, so I thought I'd better resend it.

From: Wayne Poncia [mailto: s22

Sent: Thursday, November 14, 2013 10:01 AM

To: Beck, Adrienne JTST:EX

Subject: Re: Remaining participant/budget #'s

Remaining participantbudget #'s.txt

Sorry. Musr not have responded. We are doing an analysis and will send to you.

Sent from my iPhone

On Nov 14, 2013, at 9:29 AM, "Beck, Adrienne JTST:EX"
<Adrienne.Beck@gov.bc.ca> wrote:

Hi Wayne!

Thanks for update re participant numbers! That's good news. Building from my email below, I'm still a bit concerned with where we're at with the budget though. After including Mark's most recent claim for Oct. 15-31st, we're sitting at total expenditures of \$2,058,950.14 (I've deducted the \$200,000 advance so we're looking just at actuals). This is leaving over \$1million in your budget. We need to identify how much slippage the program will have and then hopefully we can seek approval to adjust your participant numbers accordingly in order to expend the full contract allocation. This is contingent to receiving Ministry approvals and time is getting tight to be able to do this, so I'm hoping you can work with Mark/Sharon or Robert (?) to pinpoint where you're at with outstanding training invoices and project forward remaining expenses for the rest of the fiscal so we can see how much slippage we might be looking at?

Thanks..
Adrienne

From: Beck, Adrienne JTST:EX
Sent: Tuesday, October 15, 2013 12:25 PM
To: 's22' <Robert.Bailey@gov.bc.ca>
Subject: RE: Round 2 Draft Micro Business Amendment

Just one small item to note - the correction in the total skills Training line from \$2,020,341 to \$2,017,500 will also reduce the overall contract amount by that same amount. So the maximum contract value will be 3,410,183.

s13

One important piece that I need to flag with you both is that we have been advised to ensure all LMA funded contracts submit their final reports to the Ministry by March 15th in order to meet our March 31st agreement end date. This won't hugely affect you guys since your contract already included language around intake cut off, but it will be important to ensure training has been selected/registered for/paid for by the end of February in order for you to roll up your final claim to us by March 15th.

Including Mark's most recent claim (submitted yesterday), I'm showing your total expenditures as:

2012-2013
Actuals2013-2014
Claims to date12/13-13/14
Expenditures to dateAmended Contract Max
\$1,440,677.26\$780,837.23\$2,221,512.96\$3,410,183

Deduct \$200,000 advance
\$580,837.23\$2,021,512.96*
** so you have approximately \$1,38M remaining

If we deduct the fixed costs for each month (Outreach for Nov and Dec, Management Services for Nov, Dec, Jan, Feb, March and Intake/Assessment

Remaining participantbudget #'s.txt
for Nov, Dec, Jan) 0 that will account for (very roughly) \$200,000-\$225,000,
so you have quite a lot of training \$0s.

s13

Adrienne

From: Wayne Poncia [mailto:^{s22}]
Sent: Monday, October 14, 2013 2:59 PM
To: Beck, Adrienne JTST:EX
Subject: RE: Round 2 Draft Micro Business Amendment

Adrienne,

We did a review and the wording in the Contract Amendment file is fine.

The schedule B-3 needs to be updated to reflect the hard lined 145.
additional participant addition for the training section. The initial budget
was 1200 participants x \$1500 = \$1,800,000. The revised number with the
additional participants should be 1345 participants x \$1500 = \$2,017,500
(you have \$2,020,341). The description in part D needs to remove the "...and
maximum of 1383 participants" if you are going to keep it simple.

Sorry for the couple day delay -- wanted to be sure to review line by line
and get Mark and others involved.

Wayne

Wayne Poncia

^{s22}
tel: ^{s22}
cell: ^{s22}

> From: Adrienne.Beck@gov.bc.ca
> To: ^{s22}
> Date: Thu, 10 Oct 2013 09:29:43 -0700
> Subject: Round 2 Draft Micro Business Amendment

> Hi again,

> Since sending you the Draft amendment, I had a few comments back from my
Director about it.

> She suggested I adjust the language around number of participants to keep
it as simple target # (1345). As we go forward any slippage in the training
budget line may be reallocated back to additional new participants upon
Ministry approval.

> Let me know if you have any questions/concerns. Once I hear back from you,
I'll get moving on having this finalized on our side, then will send to you
for John's signature.

> Adrienne

COMMITMENT SUMMARY CARD

Agreement #: C13921119
Name: BC Chamber of Commerce
Address: 1201 - 750 West Pender Street
City, Prov. : Vancouver, BC
Postal Code: V6C 2T8
Contact: John Winter, Wayne Poncia (Project Manager)

Email:
Fax:

Start Date: 10-May-12 **End Date:** 31-Mar-14
Project Manager: Adrienne Beck **Branch:** Labour Market Development
Project: Micro Business Owner Training Project **Division:** Labour Market and Immigration
Total Contract Value: \$3,410,183.00 **Vendor #:**
Fiscal Yr split:

\$1,440,677.26	\$1,969,506.00	\$0
2012-2013	2013-2014	2014-2015

EFT: Yes

Client	Resp	Account	STOB	Project
125	51676	20921	8001	5121247

Advance paid = \$341,017.80
 Hold back= \$341,018.30

FY12/13						
Contract Remaining Total	Invoice Date	Invoice #	Invoiced Amount	Payment Amount	Advance Recovered	Balance to Recover
\$3,410,183.00	10-May-12	2012-Initial	\$ 314,302.00	\$ 314,302.00		\$0.00
	June	June Payment	\$ -	\$ -	\$ 314,302.00	
	19-Jul-12	July Payment	\$ 109,536.46	\$ 109,536.46	\$26,715.80	\$0.00
	15-Aug-12	August Payment	\$ 175,162.00	\$ 175,161.49	\$0.00	\$0.00
	15-Sep-12	September Payment	\$ 195,562.00	\$ 195,561.49	\$0.00	\$0.00
	25-Oct-12	October Payment	\$ 135,940.00	\$ 135,939.49	\$0.00	\$0.00
	22-Nov-12	November Payment	\$ 165,868.40	\$ 165,868.40	\$0.00	\$0.00
	2012-13-12	December Payment	\$ 181,268.40	\$ 181,268.40	\$0.00	\$0.00
	8-Jan-13	January Payment	\$ 163,038.00	\$ 163,038.00	\$0.00	\$0.00
	4-Mar-13	No pmt for Feb	\$ -	\$ -	\$0.00	\$0.00
	3-Apr-13	No pmt for March	\$ -	\$ -	\$0.00	\$0.00
Total FY12/13 Paid to Date			\$1,440,677.26	\$1,440,675.73	\$341,017.80	(\$26,715.80)

FY13/14						
				Schedule B amendment (Advance for 13/14) =		
						\$200,000.00 ✓
Contract Remaining	Invoice Date	Invoice #	Invoiced Amount	Payment Amount	Advance to be recovered in Nov/Dec/Jan/Feb	Balance to Recover
0.00	22-May-13	April Payment	32,672.88	32,672.88	✓ 0.00	200,000.00
-32,672.88	20-Jun-13	May Payment	63,871.48	63,871.48	✓ 0.00	200,000.00
-96,544.36	07-Jul-13	June Payment	148,857.91	148,857.91	✓ 0.00	200,000.00
-245,402.27	18-Jul-13	July 1/2 Payment	96,833.18	96,833.18	✓ 0.00	200,000.00
-342,235.45	13-Aug-13	July 2/2 Payment	45,785.84	45,785.84	✓ 0.00	200,000.00
-388,021.29	28-Aug	August 1/2 Payment	81,862.35	81,862.35	✓ 0.00	200,000.00
-469,883.64	10-Sep	August 2/2 Payment	60,679.26	60,679.26	✓ 0.00	200,000.00
-530,562.90	28-Sep	September 1/2 Payment	83,844.16	83,844.16	✓ 0.00	200,000.00
-614,407.06	09-Oct	September 2/2 Payment	48,418.65	48,418.65	✓ 0.00	200,000.00
-662,825.71	15-Oct	October 1/2 Payment	118,011.55	118,011.55	✓ 0.00	200,000.00
-780,837.26	12-Nov	October 2/2 Payment	37,437.15	37,437.15	✓ 0.00	200,000.00
-818,274.41	19-Nov	November 1/2 Payment	90,122.98	90,122.98	✓ 25,000.00	175,000.00
-908,397.39	10-Dec	November 2/2 Payment	40,273.10	40,273.10	✓ 25,000.00	150,000.00
-948,670.49	16-Dec	December 1/2 Payment	29,637.05	29,637.05	✓ 25,000.00	125,000.00
-978,307.54	06-Jan	December 2/2 Payment	85,100.51	85,100.51	✓ 25,000.00	100,000.00
-1,063,408.05	16-Jan	January 1/2 Payment	102,794.08	102,794.08	✓ 25,000.00	75,000.00
-1,166,202.13	04-Feb	January 2/2 Payment	75,793.78	75,793.78	✓ 25,000.00	50,000.00
-1,241,995.91	17-Feb	February 1/2 Payment	198,775.48	198,775.48	✓ 25,000.00	25,000.00
-1,440,771.39	07-Mar	February 2/2 Payment	341,252.39	341,252.49	✓ 25,000.00	0.00
	23-Mar	March 1/2 Payment	87,180.62	87,180.62	0.00	0.00
Total FY 13/14 Paid to Date			\$1,669,204.40	\$1,669,204.60		
Total FY 13/14 Budget (with Slippage)				\$1,969,506.00		
Total FY 13/14 minus holdback				-\$341,018.30		
Total Contract Paid to Date				\$3,309,880.23		

Check to ensure

Contract # C13921119

**PROVINCE OF BRITISH COLUMBIA
MINISTRY OF JOBS, TOURISM AND INNOVATION**

TRANSFER UNDER AGREEMENT

THIS AGREEMENT is made the 10th day of May, 2012

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, represented by the Minister of Jobs, Tourism and Innovation

(the "Province")

OF THE FIRST PART

AND:

THE BRITISH COLUMBIA CHAMBER OF COMMERCE, a society incorporated under the laws of British Columbia (Society No. S-0018607), and having an office at #1201 - 750 West Pender Street, Vancouver, B.C. V6C 2T8

(the "Recipient")

OF THE SECOND PART

The parties to this Agreement agree as follows:

SECTION 1 - TERM AND APPOINTMENT

- 1.01 The term of this Agreement will commence on the date of execution and delivery of this Agreement and will end on May 31, 2014 (the "Term") and during the Term the Recipient will perform the services for the Micro-Business Training Pilot (the "MBT Pilot"), as described in Schedule "A" to this Agreement (the "Services").

SECTION 2 - PAYMENT OF A FINANCIAL CONTRIBUTION

- 2.01 Subject to the provisions of this Agreement, the Province will provide the Recipient with a financial contribution (the "Financial Contribution"), in the amount and manner, and at the times set out in Schedule "B" to this Agreement.
- 2.02 Notwithstanding any other provision of this Agreement the payment of the Financial Contribution by the Province to the Recipient pursuant to this Agreement is subject to:

- (a) there being sufficient monies available in an appropriation, as defined in the *Financial Administration Act* ("FAA"), to enable the Province, in any fiscal year when any payment of money by the Province to the Recipient falls due pursuant to this Agreement, to make that payment; and
- (b) Treasury Board, as defined in the FAA, not having controlled or limited, pursuant to the FAA, expenditure under any appropriation referred to in subparagraph (a) of this paragraph.

2.03 The Recipient must:

- (a) apply for any refund or remission of federal or provincial tax or duty available with respect to any items that the Province has paid for or agreed to pay for under this Agreement (the "Refund"), and
- (b) on receipt of the Refund, comply with the requirements concerning the use, application or remittance of the Refund set out in Schedule "B" to this Agreement.

2.04 Upon submission of any statements of accounts under Schedule "B" to this Agreement, the Recipient must declare to the Province any amounts owing to the Province under legislation or by agreement, whether or not as a result of this Agreement.

SECTION 3 - REPRESENTATIONS AND WARRANTIES

3.01 The Recipient represents and warrants to the Province with the intent that the Province will rely thereon in entering into this Agreement that:

- (a) all information, statements, documents and reports furnished or submitted by it to the Province in connection with this Agreement are true and correct;
- (b) it has no knowledge of any fact that materially adversely affects, or so far as it can foresee, might materially adversely affect, its properties, assets, condition (financial or otherwise), business or operations or its ability to fulfill its obligations under this Agreement; and
- (c) it is not in breach of, or in default under, any law, statute or regulation of Canada or of the Province of British Columbia applicable to or binding on it or its operations;
- (d) it has the legal capacity to enter into this Agreement and to carry out the Services contemplated by this Agreement; and
- (e) all necessary proceedings have been taken and done to authorize the execution and delivery of this Agreement by the Recipient.

- 3.02 All statements contained in any certificate, application, proposal or other document delivered by or on behalf of the Recipient to the Province under this Agreement or in connection with any of the transactions contemplated hereby will be deemed to be representations and warranties by the Recipient under this Agreement.
- 3.03 All representations, warranties, covenants and Agreements made herein and all certificates, applications or other documents delivered by or on behalf of the Recipient are material and will have been relied upon by the Province and will continue in full force and effect during the continuation of this Agreement.

SECTION 4 - RELATIONSHIP

- 4.01 No partnership, joint venture, agency or other legal entity will be created by or will be deemed to be created by this Agreement or any actions of the parties pursuant to this Agreement.
- 4.02 The Recipient will be an independent contractor and not the servant, employee or agent of the Province.
- 4.03 The Recipient will not in any manner whatsoever commit or purport to commit the Province to the payment of money to any person, firm or corporation.
- 4.04 The Province may, from time to time, give instructions to the Recipient in relation to the carrying out of the Services, and the Recipient will comply with those instructions but will not be subject to the control of the Province regarding the manner in which those instructions are carried out except as specified in this Agreement.

SECTION 5 - RECIPIENT'S OBLIGATIONS

- 5.01 The Recipient will:
- (a) carry out the Services in accordance with the terms of this Agreement during the Term stated in Schedule "A" to this Agreement;
 - (b) comply with the payment requirements set out in Schedule "B" to this Agreement, including all requirements concerning the use, application and expenditure of the Financial Contribution provided under this Agreement;
 - (c) comply with all applicable laws;
 - (d) hire and retain only qualified staff;
 - (e) without limiting the provisions of subparagraph (c) of paragraph 5.01, if requested by the Province to do so, carry out criminal records checks as required under the *Criminal Records Review Act*;
 - (f) unless agreed otherwise supply, at its own cost, all labour, materials and approvals necessary to carry out the Services;
 - (g) co-operate with the Province in making such public announcements regarding the Services and the details of this Agreement as the Province requests,

- (h) in accordance with the provisions in Appendix 6 to Schedule A of this Agreement, communicate with the public and acknowledge the Financial Contribution made to the Recipient under this Agreement;
- (i) comply with the privacy protection provisions contained in Schedule E as may be amended by the Province and communicated to the Recipient from time to time.

SECTION 6 - RECORDS

6.01 The Recipient will:

- (a) establish and maintain accounting and administrative records in form and content satisfactory of the Province, to be used as the basis for the calculation of the Financial Contribution as further described in Schedule "B" to this Agreement;
- (b) establish and maintain books of account, invoices, receipts and vouchers for all expenses incurred in form and content satisfactory to the Province; and
- (c) permit the Province, for contract monitoring and audit purposes, at any time or times during normal business hours, upon reasonable notice, to enter any premises used by the Recipient to deliver the Services or keep any documents or records pertaining to the Services, in order for the Province to inspect, audit, examine, review and copy any material necessary for such monitoring and audit purposes, including without limitation all of the books of account and records (including original supporting documents) referred to in sub-paragraphs (a) and (b) of this paragraph.

6.02 The Recipient will not, without the express written consent of the Province, dispose of any time records, books of account, invoices, receipts or vouchers relevant to this Agreement.

SECTION 7 - STATEMENTS AND ACCOUNTING

7.01 Within 3 months of being requested to do so by the Province, the Recipient will provide to the Province:

- (a) financial statement(s) for the Recipient's last fiscal year, prepared by a recognized accounting firm, covering the Term of this Agreement; and
- (b) a statement documenting the expenditure of the Financial Contribution under this Agreement in form and content satisfactory to the Province.

7.02 At the sole option of the Province, any portion of the Financial Contribution provided to the Recipient under this Agreement and not expended at the end of the Term shall be:

- (a) returned by the Recipient to Province by cheque payable to the Minister of Finance;
- (b) retained by the Recipient as supplemental funding provided for under an amendment to this Agreement; or

- (c) deducted by the Province from any future funding requests submitted by the Recipient and approved by the Province.
- 7.03 Any advances or amounts required to be repaid to the Province under this Agreement, any amounts paid in error or after the expiry of eligibility or paid on the basis of fraudulent or inaccurate information, any amounts for disallowed expenses, and any interest on an overdue amount constitute a debt owing to the Province.
- 7.04 The Province may, without prejudice to any other rights or remedies it may have under this Agreement or otherwise, set off any amount owing by the Recipient to the Province, whether or not as a result of this Agreement, against any payment due by the Province under this Agreement.

SECTION 8 - CONFLICT OF INTEREST

- 8.01 The Recipient will not, during the Term, perform a service for or provide advice to any person, or entity where the performance of such service or the provision of the advice may, in the reasonable opinion of the Province, give rise to a conflict of interest between the obligations of the Recipient to the Province under this Agreement and the obligations of the Recipient to such other person, or entity.

SECTION 9 - CONFIDENTIALITY

- 9.01 The Recipient will treat as confidential all information or material supplied to or obtained by the Recipient, or any sub-contractor, as a result of this Agreement and will not, without the prior written consent of the Province, except as required by law, permit its disclosure except to the extent that such disclosure is necessary to enable the Recipient to fulfill its obligations under this Agreement.
- 9.02 The Recipient acknowledges that its records, and all records submitted by the Recipient to the Province, including reports, and all records that are in the custody or control of the Province are subject to FOIPPA.

SECTION 10 - DEFAULT

- 10.01 Any of the following events will constitute an Event of Default, whether any such event be voluntary, involuntary or results from the operation of law or any judgment or order of any court or administrative body, namely:
 - (a) the Recipient fails to comply with any provision of this Agreement;
 - (b) any representation or warranty made by the Recipient in accepting this Agreement is untrue or incorrect;
 - (c) any information, statement, certificate, report or other document furnished or submitted by or on behalf of the Recipient pursuant to or as a result of this Agreement is untrue or incorrect;
 - (d) the Recipient ceases, in the opinion of the Province, to operate;

- (e) a change occurs with respect to any one or more, including all, of the properties, assets, condition (financial or otherwise), business or operations of the Recipient which, in the opinion of the Province, materially adversely affects the ability of the Recipient to fulfill its obligations under this Agreement;
- (f) an order is made or a resolution is passed or a petition is filed for the liquidation or winding up of the Recipient;
- (g) the Recipient becomes insolvent or commits an act of bankruptcy or makes an assignment for the benefit of its creditors or otherwise acknowledges its insolvency;
- (h) a bankruptcy petition is filed or presented against, or a proposal under *the Bankruptcy and Insolvency Act* (Canada) is made by, the Recipient;
- (i) a receiver or receiver-manager of any property of the Recipient is appointed; or
- (j) the Recipient permits any sum which is not disputed to be due by it to remain unpaid after legal proceedings have been commenced to enforce payment thereof.

SECTION 11 - TERMINATION

- 11.01 Upon the occurrence of any Event of Default and at any time thereafter the Province may, notwithstanding any other provision of this Agreement, at its option, elect to do any one or more of the following:
- (a) terminate this Agreement, in which case the payment of the amount required under paragraph 11.03 of this Agreement will discharge the Province of all liability to the Recipient under this Agreement;
 - (b) require the Event of Default be remedied within a time period specified by the Province;
 - (c) suspend any installment of the Financial Contribution or any amount that is due to the Recipient while the Event of Default continues;
 - (d) waive the Event of Default;
 - (e) pursue any other remedy available at law or in equity.
- 11.02 The Province may also, at its option, terminate this Agreement for any reason on 30 days' written notice to the Recipient, in which case the payment of the amount required under paragraph 11.03 of this Agreement will discharge the Province of all liability to the Recipient under this Agreement.
- 11.03 Where this Agreement is terminated before 100% completion of the Services, the Province will pay to the Recipient that portion of the Financial Contribution which is equal to the portion of the Services completed to the satisfaction of the Province prior to termination.

SECTION 12 - DISPUTE RESOLUTION

- 12.01 All disputes arising out of or in connection with this Agreement that have not been resolved through the governance procedure set out in paragraphs 9.0, 9.1 and 9.2 of Schedule "A" to this Agreement, will be referred to and finally resolved by arbitration pursuant to the *Commercial Arbitration Act*.

- 12.02 Unless the parties otherwise agree in writing, an arbitration under paragraph 13.01 will be held in Victoria, British Columbia.
- 12.03 Unless the parties otherwise agree in writing, or unless an arbitrator otherwise orders, the parties agree to share equally the costs of an arbitration under paragraph 13.01 other than those costs relating to the production of expert evidence or representation by counsel.

SECTION 13 - INSURANCE AND INDEMNITY

- 13.01 During the Term of this Agreement, the Recipient will provide, maintain and pay for insurance as specified in Schedule "D" to this Agreement, which may be amended from time to time at the sole discretion of the Province.
- 13.02 Without limiting the provisions of subparagraph (c) of paragraph 5.01, the Recipient will comply with the *Workers' Compensation Act*.
- 13.03 The Recipient will indemnify and save harmless the Province, its employees and agents, from and against any and all losses, claims, damages, actions, causes of action, costs and expenses that the Province may sustain, incur, suffer or put to at any time either before or after the expiration or termination of this Agreement, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of the Recipient, or of any agent, employee, officer, director or sub-contractor of the Recipient pursuant to this Agreement, excepting always liability arising out of the independent negligent acts of the Province.

SECTION 14 - ASSIGNMENT AND SUB-CONTRACTING

- 14.01 The Recipient will not, without the prior, written consent of the Province:
- (a) assign, either directly or indirectly, this Agreement or any right of the Recipient under this Agreement; or
 - (b) sub-contract any obligation of the Recipient under this Agreement except to those approved sub-contractors listed in Schedule "C" to this Agreement.
- 14.02 No sub-contract entered into by the Recipient will relieve the Recipient from any of its obligations under this Agreement or impose upon the Province any obligation or liability arising from any such sub-contract.
- 14.03 This Agreement will be binding upon the Province and its assigns and the Recipient, the Recipient's successors and permitted assigns.

SECTION 15 - OWNERSHIP AND COPYRIGHT

- 15.01 All documents, software, records or other material, whether complete or not, that are received by the Recipient or a sub-contractor from the Province as a result of this Agreement, including without limitation the Province Logo referred to in paragraph 15.03

(the "Province Material") and any other property or equipment provided by the Province to the Recipient or a sub-contractor as a result of this Agreement will:

- (a) be the exclusive property of the Province; and
- (b) forthwith be delivered by the Recipient to the Province on written notice to the Recipient requesting delivery of the same, whether such a notice is given before, upon, or after the expiration or sooner termination of this Agreement.

15.02 The Province exclusively owns all property and intellectual property rights, including copyright, in the Province Material. All rights not expressly granted to the Recipient under this Agreement are reserved to the Province.

15.03 The Province hereby grants to the Recipient for the Service Period a royalty-free, non-exclusive, non-transferable, limited and restricted license to use the logo set out in Appendix 5 to Schedule "A" of this Agreement (the "Province Logo") for the purpose of recognizing the Financial Contribution, as further described in Appendix 6 to Schedule "A" of this Agreement (the "Permitted Purpose").

15.04 The Recipient acknowledges and agrees that:

- (a) it will use the Province Logo strictly in accordance with all applicable laws;
- (b) it will comply with any graphics standards or specifications provided by the Province to the Recipient regarding the use of the Province Logo by the Recipient for the Permitted Purpose, including without limitation the specifications set out in Appendix 6 to Schedule "A" of this Agreement;
- (c) it will provide specifications to the Province of all proposed displays of the Province Logo for the Permitted Purpose and will seek the prior written approval of the Province in the form set out in Appendix 6 to Schedule "A" of this Agreement before proceeding with any such display;
- (d) the Province reserves the right, in its sole discretion, to request removal of any display of the Province Logo that was not previously approved by the Province in accordance with subparagraph 15.04(c);
- (e) it will, upon the expiry or earlier termination of this Agreement, cease all use of the Province Logo, including without limitation any display of the Province Logo and any distribution of promotional or other materials containing the Province Logo;
- (f) the Recipient may not assign, transfer or sub-license the rights granted pursuant to paragraph 15.03 to any other party; and
- (g) all benefit and goodwill associated with the use by the Recipient of the Province Logo, including use contemplated by section 50 of the *Trade-marks Act* (Canada), will ensure entirely to the Province.

15.05 The Recipient acknowledges and agrees that it has no right, title or interest in, to or associated with the Province Logo except as expressly set out in paragraph 15.03, and that nothing in this Agreement or done pursuant to this Agreement will be construed as an

assignment or grant to the Recipient of any right, title or interest in, to or associated with the Province Logo except as expressly set out in paragraph 15.03.

- 15.06 As between the Province and the Recipient, the Recipient exclusively owns all intellectual property rights, including copyright, in any documents, records, software or other material, whether complete or not, that are produced by the Recipient as a result of this Agreement.

SECTION 16 - OTHER FUNDING

- 16.01 If the Recipient receives funding for or in respect of the Services from any person, firm, corporation or other government or governmental body, then the Recipient will immediately provide the Province with full and complete details thereof.

SECTION 17 - NOTICES

- 17.01 Any written communication from the Recipient to the Province must be mailed, personally delivered, faxed or electronically transmitted to the following address:

*Katherine Rowe, Manager, Strategic Projects
Ministry of Jobs, Tourism and Innovation
4th Floor, 835 Humboldt Street
Victoria, BC V8W 9T5
Phone: 250-387-7570
Fax: 250-387-4788
Email: Katherine.Rowe@gov.bc.ca*

- 17.02 Any written communication from the Province to the Recipient must be mailed, personally delivered, faxed or electronically transmitted to the following address:

*John Winter, President
BC Chamber of Commerce
#1201 - 750 West Pender Street
Vancouver, B.C. V6C 2T8
Phone: 604-683-0700
Fax: 604-683-0416
Email: Jwinter@bcchamber.org*

- 17.03 Any written communication from either party will be deemed to have been received by the other party on the third business day after mailing in British Columbia; on the date of personal delivery if personally delivered; or on the date of transmission if faxed or emailed.
- 17.04 Either party may, from time to time, notify the other party in writing of a change of mailing address, email or fax number and, following the receipt of such notice, the new address will, for the purposes of paragraph 17.01 or 17.02 of this Agreement, be deemed to be the mailing address, email or fax number of the party giving notice.

SECTION 18 - NON-WAIVER

- 18.01 No term or condition of this Agreement and no breach by the Recipient of any such term or condition will be deemed to have been waived unless such waiver is in writing signed by the Province and the Recipient.
- 18.02 The written waiver by the Province or any breach by the Recipient of any term or condition of this Agreement will not be deemed to be a waiver of any other provision of any subsequent breach of the same or any other provision of this Agreement.

SECTION 19 - ENTIRE AGREEMENT

- 19.01 This Agreement constitutes the entire Agreement between the parties with respect to the subject matter of this Agreement.

SECTION 20 - SURVIVAL OF PROVISIONS

- 20.01 All of the provisions of this Agreement in favour of the Province including, without limitation, paragraphs 2.02, 4.03, 6.01, 6.02, 7.01, 7.02, 8.01, 9.01, 11.03, 13.03, 15.01 to 15.06, 17.01 to 17.04, 20.01 and all of the rights and remedies of the Province, either at law or in equity, will survive any expiration or sooner termination of this Agreement.

SECTION 21 - MISCELLANEOUS

- 21.01 This Agreement will be governed by and construed in accordance with the laws of the Province of British Columbia and the laws of Canada applicable therein.
- 21.02 The Schedules to this Agreement are an integral part of this Agreement as if set out at length in the body of this Agreement.
- 21.03 No amendment or modification to this Agreement will be effective unless it is in writing and duly executed by the parties.
- 21.04 If any provision of this Agreement or the application to any person or circumstance is invalid or unenforceable to any extent, the remainder of this Agreement and the application of such provision to any other person or circumstance will not be affected or impaired thereby and will be enforceable to the extent permitted by law.
- 21.05 Nothing in this Agreement operates as a consent, permit, approval or authorization by the Government of the Province of British Columbia or any Ministry or Branch thereof to or for anything related to the Services that by statute, the Recipient is required to obtain unless it is expressly stated herein to be such a consent, permit, approval or authorization.

- 21.06 Where the Recipient is a corporation, the Recipient warrants that the signatory has been duly authorized by the Recipient to execute this Agreement without corporate seal on behalf of the Recipient.
- 21.07 This Agreement may be executed by the parties in separate counterparts each of which when so executed and delivered shall be an original, and all such counterparts may be delivered by facsimile transmission and such transmission shall be considered an original.
- 21.08 In this Agreement:
- (a) "includes" and "including" are not intended to be limiting;
 - (b) unless the context otherwise requires, references to sections by number are to sections of this Agreement;
 - (c) the Recipient and the Province are referred to as "the parties" and each of them as a "party";
 - (d) "attached" means attached to this Agreement when used in relation to a schedule;
 - (e) unless otherwise specified, a reference to a statute by name means the statute of British Columbia by that name, as amended or replaced from time to time;
 - (f) the headings have been inserted for convenience of reference only and are not intended to describe, enlarge or restrict the scope or meaning of this Agreement or any provision of it;
 - (g) "person" includes an individual, partnership, corporation or legal entity of any nature; and
 - (h) unless the context otherwise requires, words expressed in the singular include the plural and *vice versa*.
- 21.09 For the purpose of paragraphs 21.09 and 21.10, an "Event of Force Majeure" includes, but is not limited to, acts of God, changes in the laws of Canada, governmental restrictions or control on imports, exports or foreign exchange, wars (declared or undeclared), fires, floods, storms, strikes (including illegal work stoppages or slowdowns), lockouts, labour shortages, freight embargoes and power failures or other cause beyond the reasonable control of a party, provided always that lack of money, financing or credit will not be and will not be deemed to be an "Event of Force Majeure".
- 21.10 Neither party will be liable to the other for any delay, interruption or failure in the performance of their respective obligations if caused by an Event of Force Majeure, in which case the time period for the performance or completion of any such obligation will be automatically extended for the duration of the Event of Force Majeure.
- 21.11 If an Event of Force Majeure occurs or is likely to occur, then the party directly affected will notify the other party forthwith, and will use its reasonable efforts to remove, curtail or contain the cause of the delay, interruption or failure and to resume with the least possible delay compliance with its obligations under this Agreement.
- 21.12 This Agreement may be executed by the parties in separate counterparts each of which when so executed and delivered shall be an original, and all such counterparts may be delivered by facsimile transmission and such transmission shall be considered an original.

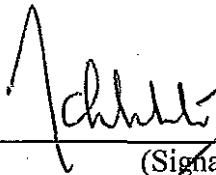
The parties hereto have executed this Agreement the day and year as set out above.

SIGNED on behalf of The British
Columbia Chamber of Commerce by
its duly authorized signatory:

SIGNED on behalf of the Her Majesty
the Queen in Right of the Province of
British Columbia by a duly authorized
representative of the Minister of Jobs,
Tourism and Innovation:

John Winter

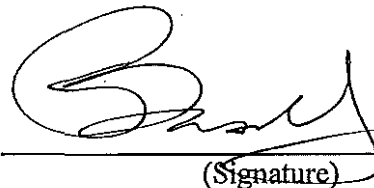
(Print Name of Recipient or Authorized
Representative)



(Signature)

Shannon Baskerville

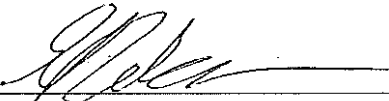
(Print Name of Authorized
Representative)

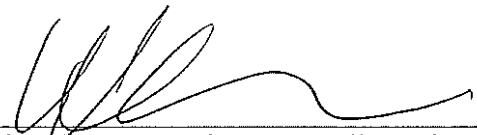


(Signature)

The Director of the Intellectual Property Program of the Ministry of Labour, Citizens' Services and Open Government consents to the disposal of intellectual property as described in this Agreement.

SIGNED on behalf of HER MAJESTY THE)
QUEEN IN RIGHT OF THE PROVINCE)
OF BRITISH COLUMBIA by a duly)
authorized representative of the Minister of)
Labour, Citizens' Services and Open)
Government in the presence of:)


(Witness)


Victoria Lester, Director, Intellectual Property)
Program)

The Executive Director of the Government Communications and Public Engagement Branch of the Ministry of Labour, Citizens' Services and Open Government consents to the use of the Province Logo as described in this Agreement.

SIGNED on behalf of HER MAJESTY THE)
QUEEN IN RIGHT OF THE PROVINCE)
OF BRITISH COLUMBIA by a duly)
authorized representative of the Minister of)
Labour, Citizens' Services and Open)
Government in the presence of:)


(Witness)


Mary Dila, Executive Director, Government)
Communications and Public Engagement)

Schedule "A" – Services

A. DEFINITIONS

1.0 In this Agreement, unless the context otherwise requires:

- (a) **"Applicant"** means an individual who is referred to an Intake and Assessment Agency for a Eligibility Review;
- (b) **"Business Skills Training"** means training in the generic skills required to manage a small business, such as basic bookkeeping and accounting, business management, marketing, human resource management, and computer/IT skills, but does not include skills training in areas specific to a particular type of business (e.g. cooking skills for a restaurant owner; washing machine repair for a Laundromat owner);
- (c) **"Canada-BC Labour Market Agreement" or "LMA"** means the agreement signed February 20, 2008 between the Government of Canada and the Province to provide funding for labour market development initiatives for unemployed individuals who do not qualify for Employment Insurance benefits, programs or services and employed, low skilled individuals with no recognized labour market credentials;
- (d) **"Chamber Learning Network"** a partnership arrangement trademarked owned by the BC Chamber of Commerce that includes the BC Chamber, Local Chambers of Commerce, industry groups, and other Training Providers;
- (e) **"Eligibility Criteria"** means the criteria set out in Section 5.2 (a) of this Schedule "A", that must be met in order for an Applicant to participate in the MBT Pilot;
- (f) **"Eligibility Review"** means a basic review conducted by a Intake and Assessment Agent on all Applicants to determine if each Applicant meets the Eligibility Criteria;
- (g) **"Intake and Assessment Agency"** means an approved sub-contractor under this Agreement that the Recipient will use for the delivery of Participant Intake and Assessment Services as described in Section 5.0 of this Schedule "A";
- (h) **"Intake and Assessment Services"** means those Services to be provided by the Recipient as described in Section 5.0 of this Schedule "A";
- (i) **"Local Chambers of Commerce"** means the 120 Chambers of Commerce and Boards of Trade operating in British Columbia.
- (j) **"Management Services"** means those services described in Section 7.0 of this Schedule "A";
- (k) **"Micro-Business Owner"** means a Self-Employed Individual with fewer than five employees, and includes a Self-Employed Individual with no employees;
- (l) **"Micro-Business Owner Outreach Services"** means those Services to be provided by the Recipient as described in Section 4.0 of this Schedule A;

- (m) **"Participant"** means a Micro-Business Owner who is determined by a Intake and Assessment Agency to meet the Eligibility Criteria, and who has been formally accepted into the MBT Pilot;
- (n) **"Participant Training Plan"** means the document prepared by an Intake and Assessment Agency that identifies the Business Skills Training that a Participant will undertake as part of their participation in the MBT Pilot;
- (o) **"PCTIA –Accredited Institutions"** mean private career training institutions in BC that have received accreditation through the Private Career Training Institutions Agency;
- (p) **"Private Career Training Institutions Agency" or "PCTIA"** is the British Columbia crown agency created to establish basic education standards for registered institutions, provide consumer protection to the students and prospective students of registered institutions, and establish the standards of quality that must be met by PCTIA-Accredited Institutions;
- (q) **"Private Trainer"** means a person or legal entity that provides Business Skills Training and is not:
- A school, as defined under the *School Act*,
 - A francophone education authority, as defined under the *School Act*,
 - An independent school, as defined under the *Independent School Act*,
 - An institution established under the *University Act*, the *Royal Roads University Act*, the *College and Institutes Act*, the *Institute of Technology Act*, or the *Open Learning Agency Act*, or
 - A post-secondary institution established in Canada that is funded in whole or in part by the Government of Canada or by a province;
- (r) **"Public Post-Secondary Institution"** means any one of the 11 universities, 11 colleges or 3 institutes that are publicly funded in British Columbia, and are listed in Appendix 7 to Schedule A of this Agreement;
- (s) **"Self-Employed Individual"** means a working owner of an incorporated or unincorporated business, farm or professional practice;
- (t) **"Service Period"** means the period in which the Services are delivered by the Recipient, beginning on the date of execution of the Agreement and ending March 31, 2014.
- (u) **"Training Provider"** means an organization that (i) will be providing Business Skills Training to a Participant and (ii) that is a PCTIA -Accredited Institution, or a Public Post-secondary Institution. A Training Provider may or may not be a member of the Chamber Learning Network.

B. MBT PILOT OBJECTIVES

2.0 The objectives of the MBT Pilot are as follows:

- (a) Pilot the delivery of a Business Skills Training initiative aimed at low-skilled Micro-Business Owners who have fewer than five employees (82% of BC's small businesses, or approximately 322,000 businesses, are micro-businesses);
- (b) Create awareness and understanding of why Business Skills Training is important and facilitate the referral and access to the Business Skills Training required by Micro-Business Owners;
- (c) Test the delivery of Business Skills Training to support business growth, job creation and increased productivity. BC's productivity has recently slipped from 6th to 7th place in Canada. Productivity can be increased by improving human capital through strategic investments in human resources such as skills training, adding to physical capital through investment and innovating business processes. It is estimated that approximately 74,000 of the self-employed individuals in BC (a group which includes Micro-Business Owners) have been identified as having low skills. To address this challenge, the MBT Pilot will test the delivery of Business Skills Training to such individuals.

C. OVERVIEW OF MBT PILOT SERVICES AND ACTIVITIES

- 3.0 The Recipient must deliver the MBT Pilot in all regions of British Columbia and must ensure that Micro-Business Owners from throughout British Columbia will have the opportunity to access the Services.
- 3.1 For the purposes of the MBT Pilot, the Recipient must provide the Services for Micro-Business Owners only.
- 3.2 The Recipient must ensure that participation in the MBT Pilot will be open to all eligible Micro-Business Owners and will not be restricted to the Recipient's members, and/or to members of Local Chambers of Commerce.
- 3.3 The MBT Pilot will consist of four key areas of service activity as follows: a) Micro-Business Owner Outreach Services; b) Participant Intake and Assessment Services; c) Business Skills Training; and, d) Management Services.

D. MICRO-BUSINESS OWNER OUTREACH SERVICES

- 4.0 The Recipient must deliver Micro-Business Owner Outreach Services through Local Chambers of Commerce and organizations acceptable to the Province. The Micro-Business Owner Outreach Services will include but not be limited to:
 - (a) Coordinating and delivering information and awareness sessions regarding the MBT Pilot to business owners and employers;

- (b) Building awareness regarding the general importance of business management skills, and the training opportunities available under the MBT Pilot, through ongoing engagement and communication activities such as in-person visits, telephone and conference calls, information materials, and a website;
- (c) Encouraging Micro-Business Owners to access the Participant Intake and Assessment Services available through the MBT Pilot, including using telephone solicitation to inform Micro-Business Owners of the opportunity;
- (d) Providing potentially eligible Micro-Business Owners with referrals to Intake and Assessment Agency(ies) for a Eligibility Review to determine eligibility and acceptance into the MBT Pilot. Regardless of the number of referrals, the Recipient will monitor and control the total number of Participants to ensure that target of 1200 Participants is not exceeded; and
- (e) Delivering the overall Micro-Business Owner Outreach Services within the maximum cost as identified in Section 2.0 (A) of Schedule "B" to this Agreement.

E. PARTICIPANT INTAKE AND ASSESSMENT SERVICES

- 5.0 The Recipient must sub-contract with Intake and Assessment Agencies to deliver Intake and Assessment Services. Intake and Assessment Agencies will be selected by the Recipient in consultation with Local Chambers of Commerce, and must be service providers with demonstrated experience conducting skills assessments and developing training plans. Before any subcontracted services may begin, the Recipient must ensure:
- (a) that all sub-contractors have been approved, in writing by the Province, pursuant to Section 8.0 (a) (ii) of this Schedule "A"; and
 - (b) that the Recipient enters into a legally binding agreement with each approved sub-contractor as described in Schedule "C" to this Agreement.
- 5.1 To the greatest extent possible, the Recipient must ensure that Participant Intake and Assessment Services are available within each regional district of British Columbia. For further clarity, the Participant Intake and Assessment Services may be delivered by electronic or virtual means, and nothing under this Agreement obligates the Recipient to fund in-person delivery in all regional districts.
- 5.2 The Recipient must ensure that Participant Intake and Assessment Services include the following:
- (a) **Eligibility Review**
 - i. The Intake and Assessment Agency must complete an Eligibility Review on all Applicants to determine whether each Applicant meets the Eligibility Criteria prior to acceptance of the Applicant into the MBT Pilot.
 - ii. To be eligible, an Applicant must be determined by the Intake and Assessment Agency to be a Micro-Business Owner and low skilled.

For the purposes of the MBT Pilot a “low skilled” individual is defined as an individual who does not have any post-secondary education towards a university degree and

- does not have a high-school diploma (or equivalent), or
- has a high-school diploma (or equivalent) but does not have any recognized certification.

For the purposes of the MBT Pilot, recognized certification is a credential that is recognized by industry (or within specific occupational sectors) to provide required job-specific skills. For example, a Class 1 driver’s license would be considered to be recognized certification. Credentials such as FoodSafe, WHMIS, and Serving it Right, are excluded from this definition of recognized certification. An individual is considered to have recognized certification even if they are not currently using that skill in the workforce, or if they are pursuing another career path. For instance, a certified insurance agent who is working in an industry other than the insurance industry would not be eligible to participate in the MBT Pilot.

In addition, the Intake and Assessment Agency must determine if the Applicant is:

- legally entitled to work in Canada;
 - 19 years of age or older;
 - a resident of British Columbia;
 - not a full-time post-secondary student;
 - not a high school student; and
 - not participating in another LMA - funded program.
- iii. All Applicants referred by the Recipient to the Intake and Assessment Agency must be accepted as a Participant prior to receiving a business skills assessment and a Participant Training Plan.
- iv. The Intake and Assessment Agency must ensure all Participants complete the Participant Intake Form set out in Appendix 1 to this Schedule “A”.
- v. If an Applicant does not meet the Eligibility Criteria, the Intake and Assessment Agency may provide a condensed business skills assessment and referrals to appropriate Training Providers. The Intake and Assessment Agency will advise the ineligible Applicant that s/he is not eligible for the MBT Pilot and is solely responsible for any and all training costs the Applicant may incur.

(b) Business Skills Assessment

- i. The Intake and Assessment Agency will provide all Participants with a business skills assessment to determine their training needs, taking into account the Participant’s educational and business experience and unique business needs.

(c) Development of a Participant Training Plan

- i. The Intake and Assessment Agency will prepare a Participant Training Plan for each Participant to document the Business Skills Training options they are eligible to receive under the MBT Pilot.
- ii. The Intake and Assessment Agency must ensure that the Business Skills Training identified in the Participant Training Plan must support the deficiencies and gaps identified in the business skills assessment.
- iii. Each Participant Training Plan must include a minimum of two options for suitable training and will include the type of training, duration, name of trainer(s), training location(s), cost, and the rationale for the training and how it will benefit the Participant.
- iv. Training options must include at least one Training Provider who is not a member of the Chamber Learning Network.
- v. The Intake and Assessment Agency will inform the Participant that the maximum total training cost covered by the MBT Pilot per Participant is \$1,500, and that costs in excess of \$1,500 will be the sole responsibility of the Participant.
- vi. The Participant will make the final determination of which training option they would like to pursue under the MBT Pilot.

(d) Monitoring and support

- i. Following the development of the Participant Training Plan, the Intake and Assessment Agency will provide support to the Participant as needed for the duration of their participation in the MBT Pilot. This will include monitoring the Participant to ensure they follow through with choosing and attending appropriate training.
- ii. Upon Participant completion of Participant Training Plan activities, the Intake and Assessment Agency will administer to each Participant the Participant Exit Form set out in Appendix 2 to this Schedule "A".

F. BUSINESS SKILLS TRAINING FOR PARTICIPANTS

6.0 The Recipient must ensure that the Intake and Assessment Agency will work with the Participant to enroll in the training program of the Participant's choice. The Recipient will collect the Participant Intake Form and the Participant Training Plans from the Intake and Assessment Agency. The Recipient is responsible for the payment of all training invoices. Prior to payment of any invoice, the Recipient must ensure that the Intake and Assessment Agency has demonstrated that the approved Business Skills Training:

- (a) meets the requirements set out in this Agreement;
- (b) is supported in the Participant Training Plan; and
- (c) was approved by the Intake and Assessment Agency and the Recipient before the Business Skills Training activity commenced.

The Recipient must ensure that Business Skills Training activities are limited to:

- (a) **Structured training purchased from a Training Provider** on behalf of the Participant. Structured training programs must directly address the deficiencies and gaps identified in the business skills assessment and be documented in the Participant Training Plan. Purchases from a Training Provider must be supported by an invoice, to be included on the Participant's file. Structured training that is already fully funded through another source and otherwise free to the Participant (e.g. adult basic education), cannot be invoiced as a training cost to the MBT Pilot by the Recipient. Training may be provided online or in-person.
- (b) **Training materials**, including textbooks, course workbooks and other resources which are required for the Participant to successfully complete their Participant Training Plan. All purchased training materials must be documented in the Participant Training Plan, including the reason each the training material is required, and the associated cost.
- (c) **Travel costs** for out of town training. Travel costs must only be approved in cases where the structured training is not available within 32 kilometers of the Participant's business premises, and cannot be accessed through electronic means. Further limitations on travel costs, including the types of expenses that can be covered, and maximum amounts for each type of expense, are outlined in Appendix 4 to this Schedule "A". All travel costs for out of town training must be documented in the Participant Training Plan, including the reason the travel cost support is required, and associated cost, where not otherwise specified in Appendix 4 to this Schedule "A".

G. MANAGEMENT SERVICES

7.0 Management Services are the administration and overhead costs associated with the management of the MBT Pilot. The Recipient is responsible for Management Services, including the following activities:

- (a) Managing agreements and relationships with sub-contractors, to ensure their compliance with the terms of this Agreement, and to optimize their performance in meeting the objectives of the MBT Pilot;
- (b) Collecting and maintaining data and reporting on delivered Services and results;
- (c) Managing finance and administration of the MBT Pilot (including office supplies and equipment, banking costs etc);
- (d) Managing facilities and staff (wages and mandatory employment-related costs, rent and utilities);
- (e) Ensuring that personal information is collected, used, and disclosed in accordance with the Schedule E of this Agreement;
- (f) Ensuring that a third party financial audit of the agreement is carried out by June 30, 2013, and, if requested by the Province, before the end of the Term, to ensure financial accountability against Eligible Expenses as set out in Schedule "B" to this Agreement;

(g) Managing the contract budget as follows:

- i) Ensure that the total costs for Micro-Business Owner Outreach and Management Services do not exceed the Maximum Amounts for each of these Service Activity Components as set out in the table to Schedule "B" to this Agreement, regardless of the number of Participants recruited to participate in the Pilot.
- ii) Ensure that cost for Participant Intake and Assessment Services are managed within the average cost of \$213.75 per Applicant, based on 2,400 potential Applicants. The Recipient is also required to manage the total cost does not exceed the Maximum Amounts for this Service Activity Component as set out in the table to Schedule "B" to this Agreement regardless of the level of service required per Participant, based on the expectation for Services as required in Section 5.0 of Schedule A to this Agreement.
- iii) Ensure that expenditures for Business Skills Training do not exceed \$1,500 per Participant (including any costs incurred for structured training, support costs and travel costs). The Recipient is also required to manage the total cost does not exceed the \$1,800,000 Maximum Amounts for this Service Activity Component as set out in the table to Schedule "B" to this Agreement. The final amount payable to the Recipient will be based, in part, on the actual invoices submitted to support Business Skills Training activities as per Section 6.0 of this Schedule, and Section 12.0 of Schedule "B" to this Agreement; and

(h) Any other requirements necessary to fulfill the obligations of the Recipient as set out in this Agreement.

H. PILOT IMPLEMENTATION AND DELIVERY

8.0 The Recipient must implement and deliver the MBT Pilot within the following timelines and requirements.

(a) MBT PILOT DEVELOPMENT PHASE (June 1, 2012 to August 1, 2012)

- i. The Recipient must provide to the Province no later than June 30, 2012 a detailed Micro-Business Owner Outreach Services plan that will include a detailed description of the methods and material that will be used to market and promote the MBT Pilot to Micro-Business Owners across British Columbia. Materials must comply with the Communications Guide provided in Appendix 6 to the Schedule "A" of this Agreement. The Recipient must submit all marketing materials for written approval by the Province prior to use.
- ii. The Recipient must provide to the Province for approval no later than July 15, 2012 a list of all sub-contractors the Recipient intends to use for the delivery of the Intake and Assessment Services. All sub-contractors must be legal entities and must be qualified to deliver the Intake and Assessment Services as set out in Section 5 of the Schedule "A" to this Agreement. The Recipient must: confirm that (i) the identified sub-contractors are legal entities by attaching a copy of the corporate registration for each sub-contractor, (ii) demonstrate that the sub-contractor is qualified to deliver the

Intake and Assessment Services, including the business skills assessment, and (iii) include the name and business location of the sub-contractor, the geographic area(s) in which the sub-contractor will deliver Intake and Assessment Services, and the approaches the sub-contractor will use to deliver Intake and Assessment Services in communities where in-person services will not be offered.

- iii. The Recipient must provide to the Province no later than July 31, 2012 a copy of the supporting tools and resources developed to administer the MBT Pilot. The tools will include but are not limited to the following: Participant Training Plan template, Basic Participant Eligibility checklist, supporting documents for Intake and Assessment Agencies, approval forms, Intake and Assessment Agency training manuals, activity tracking and reporting forms, including the quarterly status report referred to in Section 8(b)(ii) of the Schedule "A" to this Agreement. The Recipient must obtain written approval for these tools from the Province before delivery of MBT Pilot Services may begin.
- iv. The Recipient must provide to the Province no later than July 31, 2012 a template for a quarterly status report in a format acceptable to the Province.
- v. The Recipient must provide the Province no later than July 31, 2012 a status report update on the implementation schedule and expected timelines for each component of the MBT Pilot, including projections on the expected start date for the Intake and Assessment Services and Micro-Business Owner Outreach Services.

(b) MBT PILOT SERVICE DELIVERY PHASE (starting no later than August 2012, to December 2013)

- i. Upon commencement of delivery of the MBT Pilot, and throughout the Term, the Recipient must provide to the Province the following forms and reports, in accordance with this Schedule "A" and Schedule "B" to the Agreement.
 - a. **A Participant Intake Form**, attached as Appendix 1 to this Schedule "A", completed by each Participant accepted into the MBT Pilot,
 - b. **A Participant Exit Form** attached as Appendix 2 to this Schedule "A", completed by each Participant upon completion of his or her Participant Training Plan activities,
 - c. **A Monthly Activity Report** must be completed by the Recipient on a monthly basis to document Participant eligibility and intake and exit dates. The format for this report is attached as Appendix 3 to this Schedule "A".
- ii. The Recipient must provide the Province with a quarterly status report that documents:
 - a. the number of information and awareness sessions delivered to business owners and employers; and
 - b. the number of potentially eligible Micro-Business Owners referred to Intake and Assessment Agencies; and
 - c. the number of potentially eligible Micro-Business Owners completing eligibility interviews conducted by Intake and Assessment Agencies; and
 - d. the number of participants completing Participant Training Plans, and

- e. the types of structured training programs, training materials, and travel costs funded
- during the quarter, and cumulatively for the program to date. The quarterly status report must also break this information out by geographic region. The format for the quarterly status report will be developed by the Recipient and forwarded to the Province for approval by no later than July 31, 2012.
- iii. The Recipient must provide to the Province a mid-term third party financial audit of the expenditures incurred and claimed from the Province under the Agreement, to confirm that all of these expenditures made between the start of the Term and June 30, 2013 are consistent with, and allowable under, the terms and conditions of this Agreement, including Schedule "B", by September 30, 2013.
 - iv. Any other reports as required under this Schedule "A" and/or Schedule "B" to this Agreement.

(c) PILOT CONCLUSION AND WIND DOWN (January 2014 to March 31, 2014)

- i. The Recipient must not accept new Participants into the MBT Pilot after December 31, 2013 in order to ensure all Services are completed prior to the end of the Service Period.
- ii. The Recipient must provide to the Province a final report at the conclusion of the MBT Pilot, and this report must include the following information:
 - a. Overall summary of the MBT Pilot model, delivery structure, the types and levels of services delivered, results achieved, outcomes and lessons learned while highlighting the successes of the MBT Pilot and opportunities for future programming of a similar nature;
 - b. Total number of Applicants assessed against the Eligibility Criteria;
 - c. Total number of Participants that received a business skills assessment and completed a "Participant Intake Form";
 - d. Total number of Participants accepted into the MBT Pilot;
 - e. Total number of Participants that received a Participant Training Plan;
 - f. A breakdown on the types of training provided to Participants under the MBT Pilot, including a list of training taken with each Training Provider, subject matter of training, and length of training; and
 - g. Total number of Participants completing a "Participant Exit Form" upon completion of their Participant Training Plan.
- iii. If requested by the Province, the Recipient will provide to the Province a second third party financial audit of the expenditures incurred and claimed from the Province under the Agreement between July 1, 2013 and the end of the Service Period, to confirm that all of these expenditures are consistent with, and allowable under, the terms and conditions of this Agreement, including Schedule "B".

I. GOVERNANCE

- 9.0 The Province has identified the governance model set out in Article 13.01 for the MBT Pilot with the goal to resolve all contract management and performance issues as early as possible.
- 9.1 On a monthly basis, or as otherwise required, representatives of the Province will meet via teleconference with representatives of the Recipient to identify and resolve issues as they arise and at the lowest levels, using a collaborative approach.
- 9.2 Where issues occur and cannot be resolved pursuant to Section 9.1 above, such issues will be escalated to senior management representatives for the Province and the Recipient for further discussion and resolution.
- 9.3 In the event a dispute cannot be resolved in accordance with Sections 9.0 to 9.2 inclusive, such dispute will be resolved in accordance with Article 13 of this Agreement.

Appendix 1



Canada

Canada/British Columbia Labour Market Agreement Participant Intake Form

PLEASE PRINT CLEARLY AND ANSWER ALL QUESTIONS ON THE FORM.
IF YOU HAVE ANY QUESTIONS ABOUT THE FORM PLEASE ASK PROGRAM STAFF OR SEE THE
DEFINITIONS PAGE ATTACHED. THANK YOU.

Name of Program: _____

Organization: _____

Your Name: _____			
First Name	Middle Initial	Last Name	
Date of Birth: ____/____/____ Day / Month / Year			
Mailing Address: _____			
Street Address			
City / Town		Postal Code	
Email Address: _____			
Phone Numbers: Home (____) _____ Alternate (____) _____			
Community you live in (if different than your mailing address): _____			

1. What is your first day with the program: ____/____/____
Day / Month / Year

2. Gender: ☐ Male ☐ Female

3. Do you self-identify as an Aboriginal Person? ☐ No ☐ Yes

If yes, please check one:

☐ First Nations

☐ Métis

☐ Inuit

4. Are you an Immigrant? ☐ No ☐ Yes

If yes, how many years have you been in Canada? _____ years.

5. Are you a Person with a Disability? ☐ No ☐ Yes
6. At the time of registration for this program, were you receiving Provincial Income Assistance?
☐ No ☐ Yes
7. What is the highest level of education you've attained: (please check one)
☐ Less than high school
☐ High School diploma or recognized equivalent
☐ Some post-secondary
☐ Non-university certificate or diploma such as a trades certificate
☐ University - Bachelor's Degree
☐ University - Above Bachelor's Degree
8. At the time of registration for this program, were you: (please check one)
☐ Employed
☐ Self Employed
☐ Unemployed - On a temporary layoff and available for work
☐ Unemployed - Have looked for work in the past 4 weeks
☐ Unemployed - Available for work and have a new job to start within the next 4 weeks
☐ Unemployed - Have NOT looked for work in the past 4 weeks
9. If you checked Employed or Self Employed for Question 8, how many hours do you typically work in a week?
_____ hours
- Would you prefer to work more hours? ☐ No ☐ Yes
10. What were your approximate gross earnings per hour at your most recent or current job (i.e. before taxes and deductions are taken)? This includes any tips and commissions.
\$_____ per hour
11. In which industry was your most recent or current job? _____
-

My signature below means:

- I have answered all questions on this form and certify that all information I have provided is complete and accurate.
- I understand the Province of British Columbia receives funding for this program from the federal government as a result of the Canada/BC Labour Market Agreement.
- I understand that information I have provided on this form or that has been collected about me during my participation in this program will be forwarded to the Ministry of Jobs, Tourism and Innovation who is the provincial oversight for British Columbia's allocation of the Canada/BC Labour Market Agreement.
- I understand the Ministry of Jobs, Tourism and Innovation is responsible for fulfilling reporting obligations associated with the Canada/BC Labour Market Agreement; however, no personally identifiable information about me will be exchanged with the federal government to fulfill this requirement.

- I consent to being contacted by the Ministry of Jobs, Tourism and Innovation (or its agent) at intervals and up to 12 months after completion of my participation in this program for the purpose of program evaluation.

Collection and Use of Information. Your personal information, for example your name, address, contact information, ethnicity, education level, and employment history, is collected pursuant to section 26(c) of the *Freedom of Information and Protection of Privacy Act*. The information provided will be used for administrative and evaluation purposes of this program. If you have any questions about the use of this information, contact the Director, Labour Market Programs Branch, Ministry of Jobs, Tourism and Innovation, (250) 387-9614, PO Box 9190 Stn Prov Govt, Victoria BC, V8W 9E6.

Signature: _____ Date: _____

Print Name: _____

Definitions:

First Nations: Officially called Indians in the Indian Act, this term refers to the indigenous peoples of North America located in what is now Canada, and their descendants, who are not Inuit or Métis.

Métis: Métis means a person who self-identifies as Métis, is of historic Métis Nation Ancestry and is accepted by the Métis Nation. Métis people identify themselves, and are recognized, as distinct from First Nations (Indian), Inuit or European descendants.

Inuit: The Inuit are the Aboriginal inhabitants of the North American Arctic.

Immigrants: Persons who were foreign born and have been permitted by immigration authorities to live in Canada permanently.

Persons with Disabilities: Persons who have difficulty with daily living activities or have a physical condition or other health problem that reduces the kind or amount of activities they can do.

Less than High School: Persons not recognized as having completed a high school diploma or recognized equivalent and who do not have diplomas or certificates recognized in the BC labour market.

High School: Persons who have completed a high school diploma or equivalent (e.g. General Equivalency Diploma).

Some Post Secondary Education: Persons who have some post secondary (i.e. post secondary program incomplete).

Non university certificate or diploma such as a trades certificate: Persons who have a non university certificate or diploma from a community college, school of nursing, etc. or a trades certificate or diploma from a vocational or apprenticeship training.

University - Bachelors Degree: Persons who have completed university and hold a bachelor's degree.

University degree - Above Bachelor's Degree: Persons who have completed university and hold a Master's degree or PHD.

Employed – Full Time: Persons who work in paid employment at a job or business that is full time (30 hours or more per week) in the context of an employer/employee relationship. (Does not include self employment) This includes those who have a job but are not at work due to temporary illness or disability,

family or personal responsibilities, vacation, labour dispute or other reasons. (Excludes persons on layoff, between jobs, or those with a job to start at a future date).

Employed – Part Time: Persons who work in paid employment that is **part time (less than 30 hours per week)** in the context of an employer/employee relationship. (Does not include self employment) This includes those who have a job but are not at work due to temporary illness or disability, family or personal responsibilities, vacation, labour dispute or other reasons. (Excludes persons on layoff, between jobs, or those with a job to start at a future date).

Self Employed: Persons who are working owners of an incorporated or un-incorporated business, farm, or professional practice, with or without paid help. The “un-incorporated” group includes self employed workers who do not own a business (such as babysitters and newspaper carriers). Self employed workers include unpaid family workers, i.e. persons who work without pay on a farm or in a business or professional practice owned and operated by another family member living in the same dwelling.

Unemployed – On temporary layoff and available for work: Persons who are not working full or part time, are on temporary layoff with an expectation of recall, and are available for work.

Unemployed – Have looked for work in past 4 weeks: Persons who are not working full or part time, have looked for work in the past 4 weeks, and are available for work.

Unemployed – Available for work and have a new job to start within the next 4 weeks: Persons who are not working full or part time, have a new job starting within the next 4 weeks, and are available for work.

Unemployed – Have not Looked for Work in Past 4 Weeks: Persons who were unwilling or unable to participate in the labour force and have not looked for work in the past 4 weeks. This includes individuals attending public school, attending private or public post-secondary institutions, stay at home parents or caregivers, incarcerated individuals, and discouraged job seekers (those who are unemployed and not actively seeking work as they believe no suitable work is available).

Industry: The category describing an organization's primary business activity. For example: mining, fishing, construction, etc.

Appendix 2



Canada

Canada/British Columbia Labour Market Agreement Participant Exit Form

PLEASE PRINT CLEARLY AND ANSWER ALL QUESTIONS ON THE FORM.
IF YOU HAVE ANY QUESTIONS ABOUT THE FORM PLEASE ASK PROGRAM STAFF.
THANK YOU.

Name of Program: _____

Organization: _____

Your Name: _____
First Name Middle Initial Last Name

Date of Birth: ____/____/____
Day / Month / Year

Mailing Address: _____
Street Address

City / Town Postal Code

Email Address: _____

Phone Numbers: Home (____) _____ Alternate (____) _____

Community you live in (if different than your mailing address): _____

• What is your last day with the program: ____/____/____
Day / Month / Year

- Are you satisfied with the program that you participated in?
☐ Yes
☐ No

Comments:

- Did you leave the program early (i.e. before completion)?
☐ Yes
☐ No

- Did your participation result in any training certificates (trade ticket, diploma, etc)?
 - ☐ Yes (please specify) _____
 - ☐ No
 - Now that you are leaving the program, what are your plans? (Please check one)
 - ☐ Return to/continue prior employment
 - ☐ Have recently found new employment
 - ☐ Seeking employment
 - ☐ Attending training, school, or another program
 - ☐ Other (please specify): _____
 - If you are working, starting new work, or seeking work, will you be self-employed?
 - ☐ Yes
 - ☐ No
 - If you are working or starting new work, how many hours per week do you expect to work?
_____ hours
 - What will your gross earnings be per hour at your new job (before taxes and deductions are taken)? This includes any tips and commissions.

\$ _____ per hour
-

My signature below means:

- I have answered all questions on this form and certify that all information I have provided is complete and accurate
- I understand the Province of British Columbia receives funding for this program from the federal government as a result of the Canada/BC Labour Market Agreement.
- I understand that information I have provided on this form or that has been collected about me during my participation in this program will be forwarded to the Ministry of Jobs, Tourism and Innovation who is the provincial oversight for British Columbia's allocation of the Canada/BC Labour Market Agreement.
- I understand the Ministry of Jobs, Tourism and Innovation is responsible for fulfilling reporting obligations associated with the Canada/BC Labour Market Agreement; however, no personally identifiable information about me will be exchanged with the federal government to fulfill this requirement.
- I consent to being contacted by the Ministry of Jobs, Tourism and Innovation (or its agent) at intervals and up to 12 months after completion of my participation in this program for the purpose of program evaluation.

Collection and Use of Information. Your personal information, for example your name, contact information, opinion about the program in which you participated, and employment status, is collected pursuant to section 26(c) of the *Freedom of Information and Protection of Privacy Act*. The information provided will be used for administrative and evaluation purposes of this program. If you have any questions about the use of this information, contact the Director, Labour Market Programs Branch, Ministry of Jobs, Tourism and Innovation, (250) 387-9614, PO Box 9190 Stn Prov Govt, Victoria BC, V8W 9E6.

Signature: _____ Date: _____

Print Name: _____

Appendix 3



Canada/British Columbia Labour Market Agreement
Monthly Activity Report

Name of Program: _____

Organization: _____ Month: _____

New Participants During Reporting Period

Participant Name	Start Date (D/M/Y)	Expected Completion Date (D/M/Y)	PER PARTICIPANT: CHECK ONE OF THE TWO ELIGIBILITY CATEGORIES (See Definitions on bottom of form)	
			SELF-EMPLOYED PARTICIPANT	
			Has High School Education but lacks recognized certification	Has not completed High School
1				
2				
3				
4				

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				

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

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

Signature: _____ Date: _____

Print Name: _____

Position: _____

Definitions:

Self-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 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: Self-Employed participants who have some/any 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.

Appendix 4

ALLOWABLE TRAVEL EXPENSES FOR PARTICIPANTS

The Recipient must ensure that the Intake and Assessment Agency verifies that a Participant is engaged structured training delivered more than 32 kilometres from where they ordinarily operate their micro-business, and cannot be accessed through electronic or virtual means, in order to be eligible to claim travel, meal and accommodation expenses under the MBT Pilot.

1. **Meal Allowances:** The following meal allowances can be claimed, and must not exceed \$49.00 per day (receipts are not required):

Breakfast only	\$22.00	claim if travel starts before 7:00 a.m. or ends after 7:00 a.m.
Lunch only	\$22.00	claim if travel starts before 12:00 noon or ends after 12:00 noon.
Dinner only	\$28.50	claim if travel starts before 6:00 p.m. or ends after 6:00 p.m.
Breakfast and lunch only	\$30.00	see above
Breakfast and dinner only	\$36.50	see above
Lunch and dinner only	\$36.50	see above
Full day	\$49.00	

2. **Mileage Rates When Using Private Vehicle:** The private mileage allowance is \$.50 per kilometre (receipts are not required). This rate can be claimed when using a private vehicle for travel. It is intended to cover costs of gas and maintenance.
3. **Taxi and Parking:** Taxi and parking charges will be reimbursed if receipts/copies of receipts are provided. Tips identified separately on taxi receipts cannot be claimed.
4. **Car Rentals:** Approved car rental agencies and the maximum rates for each community are listed at www.pss.gov.bc.ca/csa/categories/vehicle_rentals/vehicle_rentals_daily/vehicle_rentals_daily.html#suppliers. Other agencies are to be used only when these agencies cannot supply vehicles or when renting a vehicle outside BC. Receipts/copies of receipts are required. PAI (personal accident insurance) will not be reimbursed. CDW/LDW (collision/loss damage waiver) will be reimbursed only when renting from a company not on the approved list for the specific community or when renting outside BC.
5. **Accommodation:**
 - a) **Hotel/motel** (Receipt/copy of receipt and proof of payment required).
Approved hotels and the maximum rates that may be claimed for rooms and supplementary items (e.g., parking) are listed in the Accommodation Guide at www.pss.gov.bc.ca/csa/categories/accommodation/list-of-properties.html
Rates may vary between summer, winter and shoulder seasons.

Only the single government rate will be reimbursed. The "number in party" identified on the receipt must show only one person.

The Recipient must ensure that the following process for selecting accommodation is followed:

- Select the most cost-effective hotel from the accommodation guide that meets the Participant's business requirements.
- Ensure the expectations regarding the price of accommodation are clarified with the Participant before travel takes place.
- Ensure the rates charged by the hotel for the room and supplementary charges are at or below the rates quoted in the accommodation guide.

If the Participant cannot stay at any of the hotels listed in the guide due to an exceptional or emergency situation, the Recipient must pre-approve alternative accommodation and must ensure that such approval is attached to the expense claim.

b) **Private lodging** (receipts are not required): \$30 per night may be claimed when private lodging is arranged (e.g., staying with friends).

6. **Airfare:** Economy airfare only will be reimbursed. Receipts/copies of receipts and proof of payment are required.
7. **Miscellaneous Travel Expenses:** Laundry, gratuities, portage and personal phone calls cannot be claimed. Ferry charges and highway tolls can be claimed if supported by an original receipt. Other miscellaneous expenses incurred when travelling (e.g., courier and photocopying charges) can also be claimed if supported by a receipt/copy of receipt.
8. **Out-of-Province Travel:** When Participants are required to travel out-of-province, the Recipient must ensure that a Travel Authorization form is submitted and approved by the Recipient prior to travel, and that the Travel Authorization form is placed on the Participant's file.

Appendix 5

PROVINCE LOGO



Appendix 6



Canada/British Columbia Labour Market Agreement Communications Guide

Labour Market Development Branch
Ministry of Jobs, Tourism and Innovation
April 10, 2011





Contents

Overview	2
Guidelines	3
Communications	3
Logo Use	5
Canada Wordmark and BC Mark	6
Tagline	7
Cheque Stuffer & Signage	8
Sample advertising & acknowledgement	9
Third Party Logo Use Approval Form	14
Photography Release Form	16



Overview

The Canada-British Columbia Labour Market Agreement includes requirements for recognizing government funding in advertising with communication tools like news releases. This guide provides you information about these requirements.

Complete details regarding these requirements are contained in the Canada-British Columbia Labour Market Agreement:
www.aved.gov.bc.ca/labourmarketagreement/welcome.htm

An organization may not use the federal or provincial logos without permission. Logos and funding acknowledgement may only be used with respect to the specific programs or services that receive Canada-BC LMA funding.

Sample advertisements, inserts and other marketing products are shown beginning on page 8. Your ministry program contact will provide you with electronic versions of the logos. Please only use these electronic versions—do not cut/paste the logos in this document.



Guidelines

Communications

All communication materials referring to programs and services funded under the Canada-British Columbia Labour Market Agreement must acknowledge the contribution made by the Government of Canada and the Province of British Columbia. The following are some examples of when recognition of government funding is required by including the Canada and BC Mark and/or tagline. See Page 6 of the Guidelines for detailed information on the Canada and BC marks.

- Advertisements to recruit program participants.
- Brochures, pamphlets, workbooks, etc provided to participants.
- Cheques provided to participants (wage subsidy or training allowance).
- Signage located at the primary training location.
- News releases that focus on the funded service.
- Any planned event or activity promoting the funded service.

Please see examples beginning on page 6 for correct use of logos and acknowledgment wording. Complete a 3rd party ad-approvals form. The form is available through your ministry contact (see page 14).

STEPS TO FOLLOW:

Approval Form:

- See page 14

Advertising:

- Submit a sample of the advertisement by using the template provided on page 8 or an ad you have developed.
- Obtain permission to use the advertisement via your ministry contact. Ensure your ministry contact is aware of the media deadline. But sure to provide ample time for advertisement approval.

Direct Client Funding:

- Any funding paid by cheque to participants must acknowledge federal/provincial funding. The acknowledgement can be printed on the cheque or an insert can be included with the cheque (see page 8).



Guidelines

Point of Service Signage:

- It is a requirement under the Canada-British Columbia Labour Market Agreement that there is a sign acknowledging funding where the program regularly takes place. Sign dimensions can be altered to accommodate local standard sizing (see page 8).

Client Forms:

- All forms used by participants (application, intake and completion, etc) must acknowledge the Canada-British Columbia funding of the program. The Canada wordmark and BC Mark and the tagline must appear in the form (see Tagline, page 7).
- If the form is multiple pages, the acknowledgment should be placed on the first or last page.

Websites:

- Government logos may be used on your website, but only on the pages directly related to the program being funded. Use of the logos must also include the tagline (see Tagline, page 7).

News releases:

- Government will always have the first opportunity to announce funded programs. Local news releases or advertisements may be concurrent or follow a federal-provincial release, or if your program manager advises that no government release will be made.

Business Cards:

- Government logos are never to be used on business cards.

Possible Government Communications:

You may be asked to participate in program announcements made by government. These may include one, or all, of the following:

- Announcement of project implementation – An event or news release outlining when, where, and what service is to be delivered.
- First training day – Event opportunity or local news release.
- Last training day – Event opportunity or local news release.
- Completion of project – An event or news release profiling successful outcomes.

Note: Throughout the program or service, you are encouraged to photograph (with permission) clients engaged in LMA programs/services. These photos and a completed photo release form should be sent to the Ministry for possible future use. (see page 16)



Guidelines | Logo use

BC Marks should appear in two-colour version whenever possible. When the background field is light the BC Mark is to appear in its preferred positive two colour version. For dark backgrounds, a reverse image (shown below at right) is also available.

Do not cut and paste logos from this guide. Please obtain graphic files in the appropriate file format for your ads, brochures and web pages from your program contact.

Minimum size of horizontal format: The BC Mark's symbol should never be less than 0.3 Inches (.76 cm) in height. For web usage the mark's total height should never be less than 45 pixels.



▶ Horizontal format minimum height = 0.3"

The proportion (height-to-width ratio) must **never be changed** when reducing or enlarging a logo.



▶ Never squash or stretch the logo to make it fit.

When only one colour is available for use, the solid-colour version is provided in both positive and reverse. Individuals must follow the guidelines above when choosing the appropriate format for a light or dark background.



▶ Single-colour, solid positive version

Where the BC Mark appears against a detailed background, such as a photograph, users are required to ensure that the detail and tonal value of the background permit the mark to remain legible and prominent. Colours and hues that conflict with the values and hues of the BC Mark's colours are to be avoided.



▶ Poor contrast-- Unacceptable use



▶ Good contrast-- Acceptable use

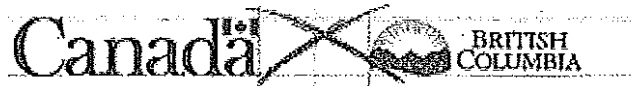
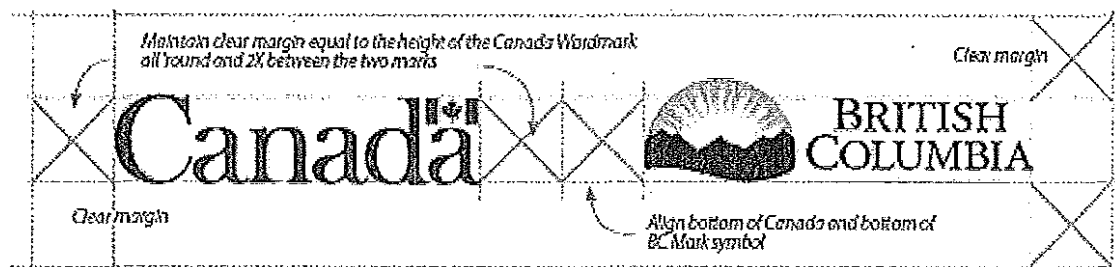




Guidelines

Canada Wordmark and B.C. Mark (horizontal version)

SAMPLE *Canada Wordmark and BC Mark to be visually similar in size.*



▶ **MISUSE** *BC Mark is proportionally too small*



▶ **MISUSE** *Canada Wordmark must be placed first in relation to the BC Mark*

WHEN TO USE

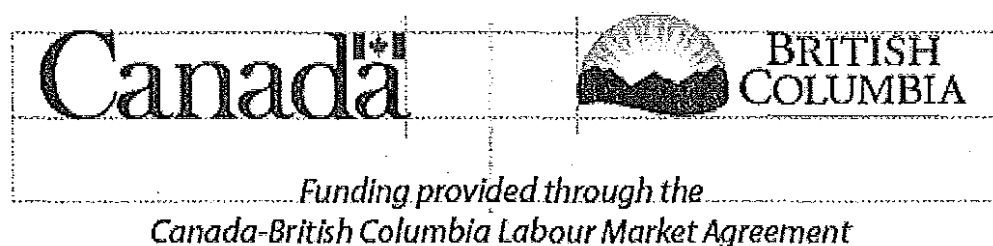
All communications materials referring to programs and services funded under the Canada-British Columbia Labour Market Agreement must clearly acknowledge the contribution made by the Government of Canada and the Province of British Columbia through the inclusion of both the Canada Wordmark and the BC Mark and/or a tagline (see Tagline, page 7). The Canada Wordmark should be placed to the left of the BC Mark. The horizontal format of the BC Mark is to be used when combined with the Canada wordmark.



Guidelines

Tagline

SAMPLE Canada Wordmark and BC Mark with Tagline.



SAMPLE Funding Acknowledgement Tagline.

*Funding provided through the
Canada-British Columbia Labour Market Agreement*

WHEN TO USE

All communications materials referring to programs and services funded under the Canada-British Columbia Labour Market Agreement must clearly acknowledge the contribution made by the Government of Canada and the Province of British Columbia through the inclusion of both the Canada Wordmark and the BC Mark and/or the above tagline. If space does not allow for the inclusion of logos, the tagline can be used alone. Whenever an organization logo appears, it is expected that federal and provincial logos will also appear.

HOW TO USE

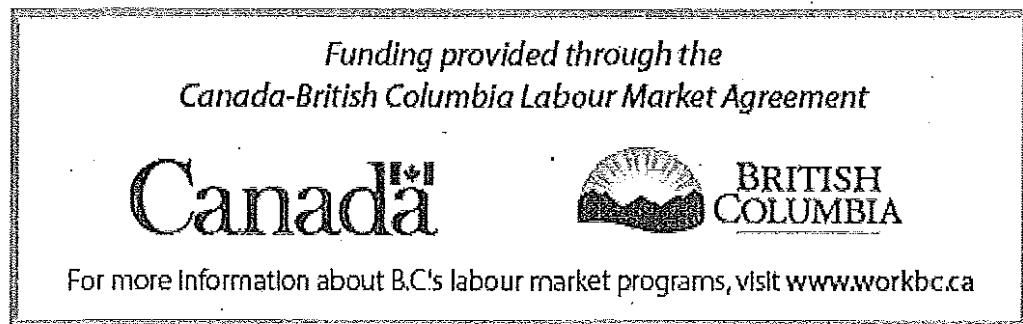
Taglines should be consistent in size and appearance with the text used elsewhere in the document or advertisement, but in no case should they be less than 8 point font size.



Guidelines

Cheque Insert

Sample Insert to accompany a cheque to a program participant. Shown approximately full-size.



Signage

Sample signage for display in the primary program locations – finished size approximately 40 X 50 cm (16 X 20 inches)





Guidelines

Sample advertising & acknowledgement

Return to Work Employability Program Opportunity for Employers

Service delivery partner name / logo here

Who is this for?

Employers who have a work-experience placement available

What will you get?

Employers may be eligible to receive:

- Work-experience participant with skills to match employer's needs
- Wage subsidy for on-the-job training
- Opportunity to train and work with a possible new employee

Local service delivery details here

Program name

Location and registration information

Contact information

Working together to help keep B.C. strong

Funding provided through the Canada-British Columbia Labour Market Agreement.

Canada





Guidelines

Sample advertising & acknowledgement

Youth Skills BC

Workplace Pilot Program
www.bowmanemployment.com/ysbc.htm



Offering BC businesses a \$2,000 hiring incentive to hire eligible youth between the ages of 15 and 29, plus up to \$1,000 for training activities.

YOUTH Criteria:	EMPLOYER Criteria:
• unemployed and between 15 and 29 • not currently receiving EI and must not have received EI within the past 36 months; or 60 months for a parental claim • not a full-time student or returning to school • resident of BC and legally entitled to work in Canada • not participating in any LMA-funded programs	• in operation for at least one year • in good standing with WorkSafe BC • must employ youth for a minimum of 3 months • must employ youth for a minimum of 30 hours per week • must be deemed suitable for public funding Download Application Form easily from www.bowmanemployment.com/ysbc.htm

For more information, call toll free:
1-877-866-3100



Funding provided through the Canada-British Columbia Labour Market Agreement



Guidelines

Sample advertising & acknowledgement

JobOptionsBC

JobOptionsBC - Port Alberni
A 10-week comprehensive employment focused training program.

Looking for Work? And are you....

- A Resident of Port Alberni, Bamfield, Tofino or Ucluelet
- 18 years of age or older
- Unemployed / not on EI (have not had an EI claim within the last 3 years or a maternity/paternal claim in the last 5 years)
- Not a student

*Starts February 21, 2011!
Monday to Friday
9:00 am - 3:30 pm*

** Priority will be given to individuals who are in greater need for support.
* Weekly Training Allowance will be provided to eligible participants.*

INEO
Employment Services

Working together to help keep BC strong

Canada **BRITISH COLUMBIA**

Funding provided through the Canada-British Columbia Labour Market Agreement.

Example of a good advertisement - leads with the correct program name, provides local information, acknowledges funding and uses the Canada & BC logos correctly.



Guidelines

Sample advertising & acknowledgement

September 2010

Issue 1

SKILLSPLUS 2010

OPPORTUNITIES CAREER SERVICES

World Host ...
... coming to a location near you

- It worked for the BC Olympics, it will work for Campbell River
- Reminds you of the importance of excellent customer service
- Asks you to communicate more effectively and efficiently with customers
- Aids in demonstrating attentiveness to customer needs

SkillsPlus 2010 — "Falling" for Training

In recent months we at Opportunities have been speaking to people about a great training opportunity. Well our summer is almost over—and it's time to start thinking about the "FALL." What a great way to approach it—thinking about "TRAINING."

Some of you have visited our office and started the process to access training. We know others have plans to get the process started. Come and see us to take advantage of free training in the months to come.

There are so many possibilities out there to keep your skills current, your mind fresh, and your opportunities for the future open. Some options are World Host, first aid, computer training, customer service, dealing with difficult customers, etc.

We will also run a series of mini workshops that are applicable to the workplace, as well as a Leadership course through North Island College.

Think about what you'd need to increase your skills in your current (or future) position.

We look forward to working with you on your training plan. Call us (250-843-8383) to book an appointment to chat with Carrie and Jane about some training options for you.

Get plugged into training that will move you forward in your personal and work life!

Call Opportunities to book an appointment with a SkillsPlus coach: 250-866-5459

Uncoverable Three Essential Skills

- gaining
- learning
- managing
- negotiating

See why/does it work/when it works best

Scary, True Facts

Love your job? Almost 50% of Canadians don't have the skills they need to get or keep a job.

Love your mind? You start losing your skills at 25 and keep losing them till your 55—unless you upgrade.

Increase skills. Using computers consistently increases your skill level.

Increase income. You can earn more money by increasing your skill level.

Team Work Pays Off Big Time

Sometimes it can feel like you're in a tug of war rather than working as a team. Strong teams are made up of people motivated to work together and to solve complex problems.

Good teams are energizing. Productivity improved.

Communication is clearer! People enjoy their work!

Opportunities offers two fun and interactive workshops that help build strong teams. Learn to identify your strengths and the best way to work with others.

Call and sign up for these workshops and learn how to work effectively with everyone.

Funding provided through the
Canada-British Columbia Labour Market Agreement

Sample of newsletter acknowledgement



Guidelines

Sample advertising & acknowledgement

The screenshot shows the ITA (Industry Training Authority) website. The header includes the ITA logo and navigation links: Home, About ITA, Services, and Acknowledgements. The main content area is titled "Training programs" and lists various institutions: BCIA, Carleton College, O-245001 College, FPA, Todorov, and UBC. A sidebar on the right features the text "CHOOSE THE CAREER THAT FITS WOMEN IN TRADES" and the WIVV logo. The footer contains logos for WIVV, Canada, British Columbia, and ITA, along with a disclaimer: "Information provided by the Industry Training Authority (ITA) through the Canada BC, WIVV Market Agreement between the Government of Canada and British Columbia."

Sample of webpage acknowledgement



Guidelines

Third Party Logo Use Approval Form

To receive approval for the use of the BC Mark and Canada logos, you must first complete and submit the Application for Third Party Use of BC ID and provide a sample of the materials with the logos already placed. Please e-mail or fax the completed form found on the next page to your ministry program contact with the sample(s) attached. You are required to complete this form for all new materials produced.

A new approval form is **not required** when:

- reprinting previously approved materials such as posters or cheque stuffers.
- an approved advertisement is reprinted with minor changes (such as date or location) and the use falls within the dates specified in the original approval.

A new approval form **is required** when:

- new or additional marketing or advertising materials, not previously identified and approved, are created.
- the term for which permission to use the BCID and Canada marks has expired.

Application for Third Party Use of BC ID

Name of organization _____

Brief description of organization _____

Contact information *Include additional contacts if acting on behalf of above organization (e.g. contractor)*

Name _____ Address _____

Title _____

Phone _____

Fax _____ e-mail _____

Intended use of identity _____

Medium *Provide Copy When Possible*

☐ Pamphlets

☐ Brochure

☐ Website

☐ Banner

☐ Poster

☐ Billboard

☐ Other *(explain)* _____

List any other Marks that will appear in conjunction with the BC Mark _____

Time and duration ID will be used _____

Additional information _____

Endorsements/Approvals

Name Ministry Communications Director Signed _____ date / /

Name Corporate Communications Director Signed _____ date / /

Name Graphic Standards Committee Signed _____ date / /

CONSENT AND RELEASE

I, _____, ON THIS _____ DAY OF _____, 20____, ACKNOWLEDGE AND AGREE WITH HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, represented by the Minister of _____, or successor representatives, (the "Province"), in consideration of the opportunity for me to participate in the Recordings described below and for other good and valuable consideration (the receipt and sufficiency of which I acknowledge), AS FOLLOWS:

1. I AM ENTITLED TO ENTER INTO THIS AGREEMENT, WHICH WILL APPLY TO ALL RECORDINGS IN WHICH MY IMAGE APPEARS, AND THESE RECORDINGS MAY OR MAY NOT BE USED BY THE PROVINCE IN WHOLE OR IN PART.

I acknowledge that the Province desires from time to time to use photographs, audio recordings, video recordings, digital images, sketches, notes, written extractions and other forms of recording (collectively, "Recordings") that capture my image, likeness, voice, performance, opinions, name or related personal information (or any or all of these) (collectively, "Image"). This Agreement shall apply to all Recordings, and my Image as it appears in all Recordings, made available to the Province, whether such Recordings have been made or taken: a) by any representative of the Province including any past, present or future employee, appointee, advisor, officer, agent, volunteer, contractor, subcontractor, successor, licensee or assignee of the Province (each, a "Representative"); or b) by me or any other person and submitted by me or any other person on my behalf, and therefore with my consent, to the Province or a Representative. I further acknowledge and agree that the Province and its Representatives may, but are under no obligation to, make any Use of the Recordings, in whole or in part. I represent and warrant that this Agreement does not in any way conflict with any existing commitment on my part with respect to the Use or capture of my Image in any Recordings.

2. MY IMAGE MAY BE USED AND DISCLOSED FOR BROAD PURPOSES AND THE RECORDINGS USED IN ANY MANNER.

Unless otherwise agreed in writing, I unconditionally consent, authorize and grant to the Province and its Representatives all necessary authority, right and license throughout the World, and in their sole discretion, to: a) Use my Image as it is captured in the Recordings; and b) Use the Recordings without limitation or restriction. For the purposes of this Agreement, "Use" or "Used" means: a) both commercial and non-commercial use and disclosure of my Image for public relations, public promotion, advertising, marketing, educational and editorial purposes; b) unlimited use or exploitation of the Recordings for any internal or external purpose, including for public relations, public promotion, advertising, marketing, educational, editorial or any and all other commercial or non-commercial purposes whatsoever, and further includes the right to print, reproduce, copy, distribute, sell, loan, exhibit, display, publish, broadcast or communicate the Recordings in all forms, media and technologies now known or hereafter developed, including via the Internet; and c) the right to alter, change or modify my Image and/or the Recordings or to combine or incorporate all or any parts of my Image and/or the Recordings into other works, create derivative works from my Image and/or the Recordings and the right to use my Image and/or the Recordings alone or in combination with other persons or images, including with the marks and branding of the Province or its Representatives.

3. I DO NOT OWN THE RECORDINGS MADE BY/FOR THE PROVINCE, OR MY IMAGE AS IT APPEARS IN ANY RECORDINGS.

I confirm that, as between myself and the Province, the Province owns and will retain all right, title and interest throughout the World in and to all Recordings made or taken by it or any of its Representatives, as well as my Image as it appears in any Recordings. I hereby irrevocably and unconditionally assign and grant to the Province all assignable right, title and interest and waive in favour of the Province all non-transferable rights and interests, including any "moral rights", that I have or may acquire (including personality and publicity rights) in Recordings made or taken by the Province or any of its Representatives, and my Image as it is captured or Used in any Recordings. The Province may license or assign its rights in the Recordings to third parties and I agree that, in such event, the preceding sentence will extend to all such parties and their assignees and licensees.

4. I AM NOT ENTITLED TO RECEIVE ANY PAYMENT FOR THE USE OF THE RECORDINGS OR THE USE OF MY IMAGE IN THE RECORDINGS, AND MY NAME MAY OR MAY NOT BE DISCLOSED IN ASSOCIATION WITH THE RECORDINGS.

Unless otherwise expressly agreed to in writing in advance, no royalties, fees or other form of payment or compensation whatsoever will be provided to me for or in connection with this Agreement or any current or future Use of my Image or the Recordings. The Province and its Representatives may, but are not obligated to, in their discretion, disclose my name in connection with their Use of the Recordings or my Image as it is captured in the Recordings.

5. I AM GIVING UP MY RIGHT TO SUE, AND I HAVE NO RIGHT TO APPROVE THE USE OF MY IMAGE OR THE RECORDINGS.

I hereby waive my rights and release and agree to hold harmless the Province and all of its Representatives from any and all claims of any nature whatsoever which I may now or in the future have against any or all of them by reason of any fact or matter in any way relating to or arising from their ownership or Use of my Image or the Recordings, or otherwise relating to the subject matter of this Agreement. I hereby waive any right that I may have to approve, at any time, the manner of Use of the Recordings or the Use or appearance of my Image as it is captured in the Recordings.

6. NO OTHER AGREEMENT IMPACTS THIS AGREEMENT; ALL CHANGES MUST BE AGREED IN WRITING; BC LAW APPLIES.

This Agreement is the entire agreement between the parties relating to the subject matter of this Agreement and any modification must be in writing and signed by the Province. This Agreement will be governed by the laws of British Columbia and the laws of Canada applicable therein and the courts of British Columbia sitting in Victoria will have exclusive jurisdiction over any dispute arising from or relating to this Agreement or its subject matter.

BY SIGNING BELOW I CONFIRM THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT AND THAT IT IS MY INTENTION TO ENTER INTO AN AGREEMENT TO WAIVE MY RIGHTS, INCLUDING MY RIGHT TO SUE, WITH RESPECT TO THE USE OF THE RECORDINGS AND MY IMAGE AS CAPTURED IN THE RECORDINGS.

In the event that the Image is that of a person under the age of 19 years, whose name is _____ (PRINT NAME)

(the "Minor"), I represent and warrant that I have the authority to, and I do hereby, agree for and on behalf of the Minor, as well as myself, to all of the terms and conditions contained in this Agreement.

SIGNED, SEALED AND DELIVERED BY ME THIS ____ DAY OF _____, 20__:

Signature

[seal]

Witness Signature

Your personal information (including your Image) is being collected under Section 26 of the *Freedom of Information and Protection of Privacy Act* for the purposes described above in section 2. If you have any questions regarding the collection of personal information under this Agreement, please contact Director, Labour Market Programs Branch, Ministry of Jobs, Tourism and Innovation, (250) 387-9614, PO Box 9190 Stn Prov Govt, Victoria BC, V8W 9E6.

Appendix 7: Public Post-Secondary Institutions

- British Columbia Institute of Technology
- Camosun College
- Capilano University
- College of New Caledonia
- College of the Rockies
- Douglas College
- Emily Carr University of Art and Design
- Justice Institute of British Columbia
- Kwantlen Polytechnic University
- Langara College
- Nicola Valley Institute of Technology
- North Island College
- Northern Lights College
- Northwest Community College
- Okanagan College
- Royal Roads University
- Selkirk College
- Simon Fraser University
- Thompson Rivers University
- University of British Columbia
- University of Northern British Columbia
- University of the Fraser Valley
- University of Victoria
- Vancouver Community College
- Vancouver Island University

Schedule "B" – Financial Contribution

A. AGREEMENT MAXIMUM

- 1.0 Notwithstanding any other provision of this Agreement, subject to this Schedule, the performance of the Recipient's obligations and the performance of the Services under this Agreement as defined in Schedule "A" to this Agreement to the Province's satisfaction, the Province will pay the Recipient a Financial Contribution up to a maximum amount of **\$3,143, 025** (the "Maximum Financial Contribution") during the Term of the Agreement.

B. ELIGIBLE COSTS

- 2.0 Payment by the Province of any part of the Financial Contribution will be made on the basis of Eligible Costs for Services performed by or on behalf of the Recipient. "Eligible Costs" consist of the following:

Service Activity Component	Based On	Maximum Amounts
FEES:		
A. Micro-Business Owner Outreach, as set out in Section 4.0 of Schedule "A" to this Agreement		
Micro-Business Owner Outreach through Local Chambers of Commerce	Average cost of \$77 per Applicant, assuming 2400 Applicants	\$92,400
Local Business Marketing and Recruitment		\$189,000
Program Website		\$8,000
Marketing Materials, Promotion and Distribution		\$40,000
Sub-total, Micro-Business Outreach		\$329,400
B. Management Services, as set out in Section 7.0 of Schedule "A" to this Agreement		
- Administration and overhead costs: - Administration and Management Overhead - Financial Accounting - Program Management - Third party audit of program expenditures		\$125,000 \$120,000 \$120,000 \$6,000
Sub- total, Administration and Overhead		\$371,000

Service Activity Component	Based On	Maximum Amounts
- Information technology expenses: - Provincial trainee registration tracking and certification - Hosting, maintenance and support		\$85,000 \$44,625
	Sub-total, information technology	\$ 129 625
	<i>Sub-total, Management Services</i>	<i>\$500,625</i>
	Sub-total, Fees	\$830,025
SERVICES FOR APPLICANTS & PARTICIPANTS:		
C. Participant Intake and Assessment Services, as set out in Sections 5.0 – 5.2 of Schedule “A” to this Agreement		
Intake and Assessment Services for 2400 Applicants	Average of \$213.75 per Applicant	\$513,000
D. Business Skills Training for Participants, as set out in Section 6.0 of Schedule “A” to this Agreement		
Business Skills Training	1200 Participants, and a maximum of \$1,500 per Participant	\$1,800,000
	<i>Sub-Total, Services For Applicants and Participants</i>	<i>\$2,313,000</i>
	Total Financial Contribution	\$3,143,025

- 3.0 The Recipient will not charge more than the “Maximum Amount” as set out in the table above for each of the “Service Activity Components” described above (each a “Service Activity Component”), and will not transfer costs or funds from one Service Activity Component to another without prior written approval from the Province.
- 4.0 Funding received by the Recipient for Business Skills Training for Participants shall be kept in a separate account and the Recipient shall provide evidence of such account at the request of the Province.
- 5.0 No costs incurred before or after the Term are Eligible Costs. For greater certainty, a cost described in this Schedule “B” incurred during the Term is eligible even though it may have been invoiced by the supplier, and paid by the Recipient after the Term has ended.
- 6.0 Further to Article 17 of this Agreement, if the Recipient receives a contribution from any other source, the Recipient will deduct from any amounts claimed against the Province for performing the Services an amount equal to the amount received from the other source (i.e. no double dipping will be permitted).

- 7.0 Any Refunds received by the Recipient will be deducted from the amount of any subsequent payment. Any Refunds received by the Recipient after the end of the Term will be returned by the Recipient to the Province by cheque payable to the Minister of Finance within 30 days of receipt of such refunds by the Recipient.
- 8.0 Any interest earned on pre-payment of the Maximum Financial Contribution shall be accounted for by the Recipient. Such interest shall be deemed to be part of the payment of the Maximum Financial Contribution and shall be used or applied to offset the Province's payments for Services delivered.
- 9.0 The Recipient will not request the payment of any charge or fee from Participants for their participation in the MBT Pilot.
- 10.0 No contribution will be paid with respect to an immediate family member of an officer or board member of the Recipient, unless requested by the Recipient and authorized in writing by the Province. It is the responsibility of the Recipient to request a written authorization from the Province. "Immediate family" means father, mother, step-father, step-mother, foster parent, brother, sister spouse (including common law spouse), child (including child of common law spouse), step-child, ward, father-in-law, mother-in-law, or relative permanently residing with the Recipient's officer or director, as the case may be.

C. TERMS OF PAYMENT:

- 11.0 Payments will depend on the actual expenditures for Eligible Costs incurred by the Recipient, or its approved subcontractors as authorized by the Recipient.
- 12.0 **Payment Process and Timing:** Payments by the Province to the Recipient will be based on the cash flow forecast attached as Appendix 1 to this Schedule "B".
- (a) Within 30 days of the commencement of the Term, the Province will issue a pre-payment of \$314,302.00, which represents 10 percent of the Maximum Financial Contribution under the Agreement.
 - (b) In order to obtain any further advances or payments under this Agreement, the Recipient must submit a written statement of account, in a form satisfactory to the Province and at the times described in the cash flow forecast attached as Appendix 1 to this Schedule "B", containing:
 - o the Recipient's legal name and address;
 - o the date of the statement;
 - o the Recipient's calculation of all Eligible Costs claimed under this Agreement, including a declaration that the Services for which the Recipient claims Services have been performed;
 - o a chronological listing, in reasonable detail, of all expenditures (not commitments) incurred by the Recipient within the statement period, with receipts attached, if applicable. If the Recipient is claiming reimbursement of any HST or other applicable taxes paid or payable

by the Recipient in relation to those expenses, a description of any credits, rebates, refunds or remissions the Recipient is entitled to from the relevant taxation authorities in relation to those taxes must also be attached;

- the Recipient's calculation of all applicable taxes payable by the Province in relation to the Services;
 - a description of this Agreement to which the statement relates;
 - a statement number for identification;
 - Participant Intake Forms for Participants who have been accepted into the MBT Pilot within the statement period;
 - Participant Exit Forms for Participants who have exited the MBT Pilot within the statement period;
 - completed and signed Monthly Activity Forms for each month in the statement period in accordance with Section 8.0(b)(i)(c) of Schedule "A" to this Agreement;
 - completed and signed quarterly status reports, in accordance with Section 8.0(b) (ii) of Schedule "A" to this Agreement; and
 - any other payment information reasonably requested by the Province.
- (c) The second, and any subsequent pre-payment will be the forecasted amount for the cash flow pay period less any unused funding from the previous reconciled statement period. For example, the the 2nd pre-payment will be the forecast amount for the 2nd cash flow period, minus any unused funding from the first advance.
- (d) If the variance between the forecast cash flow period and actual expenditures for any given period exceed 15 percent, the Recipient shall provide the Province with a revised cash flow forecast.
- (e) If the actual expenditures for any given cash flow period exceed the advance issued by the Province for that period, the Province will issue a payment for the difference upon receipt and acceptance of the written statement of account for the period.

13.0 If, upon review of the written statement of account, the Province determines that any expenses are not Eligible Costs, the pre-payment for the subsequent period will be reduced and the Recipient will be notified in writing. Further, if it is determined that any costs previously reimbursed by the Province to the Recipient under this Agreement are not Eligible Costs, the Recipient will promptly repay to the Province all such amounts.

14.0 The Province will withhold payment of \$314,302.00 which represents ten per cent of the Maximum Financial Contribution. This final payment may be released to the Recipient within 30 days of the Province's receipt, and approval of:

- (a) the final written statement of account (and supporting and/or accompanying documentation as detailed in Section 13.0 of this Schedule "B");

- (b) the final report, pursuant to Section 8.0 (c)(ii) of Schedule "A" to this Agreement; and
- (c) Third-party financial audit or audits, pursuant to Sections 8.0 (b) (iii) and 8.0(c)(iii) of Schedule "A" to this Agreement.

15.0 If the actual expenditures for the final cash flow period are less than the advance issued by the Province for that period, the Recipient will issue a repayment to the Province for the difference.

Schedule "C" – Sub-Contracting

1. The Recipient will ensure that any sub-contracts will be on terms substantially similar to those contained in this Agreement and, without limiting the generality of the foregoing, that such sub-contracts include conditions which ensure that sub-contractors will comply with the *Workers' Compensation Act* and maintain documentation to this end for inspection by the Recipient and the Province.
2. In addition, sub-contracts will include schedules to ensure sub-contractor compliance with all of the conditions outlined in Schedule "E" of this Agreement.
3. Any sub-contractors approved by the Province in accordance with Section 8(a) (ii) of Schedule "A" to this Agreement will be deemed as "approved" once added to this Schedule "C".

Schedule "D" – Insurance

1. The Contractor must, without limiting the Contractor's obligations or liabilities and at the Contractor's own expense, purchase and maintain throughout the Term the following insurances with insurers licensed in Canada in forms and amounts acceptable to the Province:
 - (a) Commercial General Liability in an amount not less than \$2,000,000.00 inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under this Agreement and this insurance must
 - (i) include the Province as an additional insured,
 - (ii) be endorsed to provide the Province with 30 days advance written notice of cancellation or material change, and
 - (iii) include a cross liability clause.
2. All insurance described in section 1 of this Schedule must:
 - (a) be primary; and
 - (b) not require the sharing of any loss by any insurer of the Province.
3. The Contractor must provide the Province with evidence of all required insurance as follows:
 - (a) within 10 Business Days of commencement of the Services, the Contractor must provide to the Province evidence of all required insurance in the form of a completed Province of British Columbia Certificate of Insurance;
 - (b) if any required insurance policy expires before the end of the Term, the Contractor must provide to the Province within 10 Business Days of the policy's expiration, evidence of a new or renewal policy meeting the requirements of the expired insurance in the form of a completed Province of British Columbia Certificate of Insurance; and
 - (c) despite paragraph (a) or (b) above, if requested by the Province at any time, the Contractor must provide to the Province certified copies of the required insurance policies.
4. The Contractor must obtain, maintain and pay for any additional insurance which the Contractor is required by law to carry, or which the Contractor considers necessary to cover risks not otherwise covered by insurance specified in this Schedule in the Contractor's sole discretion.

Schedule "E" – Privacy Protection Schedule

Definitions

1. In this Schedule,
 - (a) "access" means disclosure by the provision of access;
 - (b) "Act" means the *Freedom of Information and Protection of Privacy Act* (British Columbia);
 - (c) "contact information" means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual;
 - (d) "personal information" means recorded information about an identifiable individual, other than contact information, collected or created by the Recipient as a result of the Agreement or any previous agreement between the Province and the Recipient dealing with the same subject matter as the Agreement but excluding any such information that, if this Schedule did not apply to it, would not be under the "control of a public body" within the meaning of the Act.

Purpose

2. The purpose of this Schedule is to:
 - (a) enable the Province to comply with the Province's statutory obligations under the Act with respect to personal information; and
 - (b) ensure that, as a service provider, the Recipient is aware of and complies with the Recipient's statutory obligations under the Act with respect to personal information.

Collection of personal information

3. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Recipient may only collect or create personal information that is necessary for the performance of the Recipient's obligations, or the exercise of the Recipient's rights, under the Agreement.
4. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Recipient must collect personal information directly from the individual the information is about.
5. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Recipient must tell an individual from whom the Recipient collects personal information:
 - (a) the purpose for collecting it;
 - (b) the legal authority for collecting it; and
 - (c) the title, business address and business telephone number of the person designated by the Province to answer questions about the Recipient's collection of personal information.

Accuracy of personal information

6. The Recipient must make every reasonable effort to ensure the accuracy and completeness of any personal information to be used by the Recipient or the Province to make a decision that directly affects the individual the information is about.

Requests for access to personal information

7. If the Recipient receives a request for access to personal information from a person other than the Province, the Recipient must promptly advise the person to make the request to the Province unless the Agreement expressly requires the Recipient to provide such access and, if the Province has advised the Recipient of the name or title and contact information of an official of the Province to whom such requests are to be made, the Recipient must also promptly provide that official's name or title and contact information to the person making the request.

Correction of personal information

8. Within 5 Business Days of receiving a written direction from the Province to correct or annotate any personal information, the Recipient must correct or annotate the information in accordance with the direction.
9. When issuing a written direction under section 8, the Province must advise the Recipient of the date the correction request to which the direction relates was received by the Province in order that the Recipient may comply with section 10.
10. Within 5 business days of correcting or annotating any personal information under section 8, the Recipient must provide the corrected or annotated information to any party to whom, within one year prior to the date the correction request was made to the Province, the Recipient disclosed the information being corrected or annotated.
11. If the Recipient receives a request for correction of personal information from a person other than the Province, the Recipient must promptly advise the person to make the request to the Province and, if the Province has advised the Recipient of the name or title and contact information of an official of the Province to whom such requests are to be made, the Recipient must also promptly provide that official's name or title and contact information to the person making the request.

Protection of personal information

12. The Recipient must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, including any expressly set out in the Agreement.

Storage and access to personal information

13. Unless the Province otherwise directs in writing, the Recipient must not store personal information outside Canada or permit access to personal information from outside Canada.

Retention of personal information

14. Unless the Agreement otherwise specifies, the Recipient must retain personal information until directed by the Province in writing to dispose of it or deliver it as specified in the direction.

Use of personal information

15. Unless the Province otherwise directs in writing, the Recipient may only use personal information if that use is for the performance of the Recipient's obligations, or the exercise of the Recipient's rights, under the Agreement.

Disclosure of personal information

16. Unless the Province otherwise directs in writing, the Recipient may only disclose personal information inside Canada to any person other than the Province if the disclosure is for the performance of the Recipient's obligations, or the exercise of the Recipient's rights, under the Agreement.
17. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Recipient must not disclose personal information outside Canada.

Notice of foreign demands for disclosure

18. In addition to any obligation the Recipient may have to provide the notification contemplated by section 30.2 of the Act, if in relation to personal information in the custody or under the control of the Recipient, the Recipient:
 - (a) receives a foreign demand for disclosure;
 - (b) receives a request to disclose, produce or provide access that the Recipient knows or has reason to suspect is for the purpose of responding to a foreign demand for disclosure; or
 - (c) has reason to suspect that an unauthorized disclosure of personal information has occurred in response to a foreign demand for disclosure

the Recipient must immediately notify the Province and, in so doing, provide the information described in section 30.2(3) of the Act. In this section, the phrases "foreign demand for disclosure" and "unauthorized disclosure of personal information" will bear the same meanings as in section 30.2 of the Act.

Notice of unauthorized disclosure

19. In addition to any obligation the Recipient may have to provide the notification contemplated by section 30.5 of the Act, if the Recipient knows that there has been an unauthorized disclosure of personal information in the custody or under the control of the Recipient, the Recipient must immediately notify the Province. In this section, the phrase "unauthorized disclosure of personal information" will bear the same meaning as in section 30.5 of the Act.

Inspection of personal information

20. In addition to any other rights of inspection the Province may have under the Agreement or under statute, the Province may, at any reasonable time and on reasonable notice to the Recipient, enter on the Recipient's premises to inspect any personal information in the possession of the Recipient or any of the Recipient's information management policies or practices relevant to the Recipient's management of personal information or the Recipient's compliance with this Schedule, and the Recipient must permit and provide reasonable assistance to any such inspection.

Compliance with the Act and directions

21. The Recipient must in relation to personal information comply with:
 - (a) the requirements of the Act applicable to the Recipient as a service provider, including any applicable order of the commissioner under the Act; and
 - (b) any direction given by the Province under this Schedule.

22. The Recipient acknowledges that it is familiar with the requirements of the Act governing personal information that are applicable to it as a service provider.

Notice of non-compliance

23. If for any reason the Recipient does not comply, or anticipates that it will be unable to comply, with a provision in this Schedule in any respect, the Recipient must promptly notify the Province of the particulars of the non-compliance or anticipated non-compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

Termination of Agreement

24. In addition to any other rights of termination which the Province may have under the Agreement or otherwise at law, the Province may, subject to any provisions in the Agreement establishing mandatory cure periods for defaults by the Recipient, terminate the Agreement by giving written notice of such termination to the Recipient, upon any failure of the Recipient to comply with this Schedule in a material respect.

Interpretation

25. In this Schedule, references to sections by number are to sections of this Schedule unless otherwise specified in this Schedule.
26. Any reference to the "Recipient" in this Schedule includes any subcontractor or agent retained by the Recipient to perform obligations under the Agreement and the Recipient must ensure that any such subcontractors and agents comply with this Schedule.
27. The obligations of the Recipient in this Schedule will survive the termination of the Agreement.
28. If a provision of the Agreement (including any direction given by the Province under this Schedule) conflicts with a requirement of the Act or an applicable order of the commissioner under the Act, the conflicting provision of the Agreement (or direction) will be inoperative to the extent of the conflict.
29. The Recipient must comply with the provisions of this Schedule despite any conflicting provision of this Agreement or, subject to section 30, the law of any jurisdiction outside Canada.
30. Nothing in this Schedule requires the Recipient to contravene the law of any jurisdiction outside Canada unless such contravention is required to comply with the Act.

Appendix 1 to Schedule "B", Contract No. C13921119 (British Columbia Chamber of Commerce Micro-Business

Expense/Anticipated Payment Date	May-12	Jun-12	Jul-12	Aug-12	Sep-12
Administration & Management Overhead (1)		\$5,952.40	\$5,952.38	\$5,952.38	\$5,952.38
Financial Accounting (2)		\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28
Program Management (3)		\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28
Third Party Audit					
Subtotal Administrative & Management					
Provincial trainee registration tracking and certification (5)	\$76,250.00	\$4,375.00	\$4,375.00		
Hosting, Maintenance, & Support (6)		\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00
Recruitment, Evaluation, and Follow-up with Training Participants (7)					\$15,400.00
Local Business Marketing & Recruitment Staff (8)		\$37,800.00			
Program Website (4)		\$8,000.00			
Marketing Materials, Promotion, and Distribution (10)	\$40,000.00				
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (9)		\$102,600.00			
Total Expenses/Month	\$116,250.00	\$172,280.96	\$23,880.94	\$19,505.94	\$34,905.94
Anticipated Training Funding Dispersed/Month (11)	\$0.00	\$0.00	\$45,000.00	\$90,000.00	\$90,000.00
	\$116,250.00	\$172,280.96	\$68,880.94	\$109,505.94	\$124,905.94

Notes:

- (1) Monthly payment for administrative and management overhead
- (2) Monthly accounting expense
- (3) Monthly program management expense
- (4) Reg, Tracking and Cert systems will be created in advance of program commencement
- (5) May 2012 (Licensing Fee), June 2012 (Customization Fee), July/Aug 2012 (System Training)
- (6) Monthly hosting, maintenance, and support fee
- (7) Payment for business recruitment, evaluation and follow-up by local Chambers will be made to the Chambers on a Quarterly basis. This number will fluctuate as a result of higher/lower enrollment.
- (8) Payment made on a quarterly basis. Recruitment can vary from month to month based on uptake and seasonality.
- (9) Payment made on a quarterly basis. Total support will fluctuate on a program need basis.
- (10) One time marketing payment for material creation/development.
- (11) Assumptions used to derive the anticipated program training disbursements = Slow uptake at the start until effects of calling/marketing are felt.
Slow enrollment during Christmas and Summer. High enrollment post summer/Christmas.

Appendix 1 to Schedule "B", Contract No. C13921119 (British Columbia Chamber of Commerce Micro-Business

Expense/Anticipated Payment Date	May-13	Jun-13	Jul-13	Aug-13	Sep-13
Administration & Management Overhead (1)	\$5,952.38	\$5,952.38	\$5,952.38	\$5,952.38	\$5,952.38
Financial Accounting (2)	\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28
Program Management (3)	\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28
Third Party Audit					
Subtotal Administrative & Management					
Provincial trainee registration tracking and certification (5)	\$6,000.00				
Hosting, Maintenance, & Support (6)	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00
Recruitment, Evaluation, and Follow-up with Training Participants (7)		\$15,400.00			\$15,400.00
Local Business Marketing & Recruitment Staff (8)		\$37,800.00			
Program Website (4)					
Marketing Materials, Promotion, and Distribution (10)					
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (9)		\$102,600.00			
Total Expenses/Month	\$25,505.94	\$175,305.94	\$19,505.94	\$19,505.94	\$34,905.94
Anticipated Training Funding Dispersed/Month (11)	\$105,000.00	\$90,000.00	\$90,000.00	\$150,000.00	\$150,000.00
	\$130,505.94	\$265,305.94	\$109,505.94	\$169,505.94	\$184,905.94

Notes:

- (1) Monthly payment for administrative and management overhead
- (2) Monthly accounting expense
- (3) Monthly program management expense
- (4) Reg, Tracking and Cert systems will be created in advance of program commencement
- (5) May 2012 (Licensing Fee), June 2012 (Customization Fee), July/Aug 2012 (System Training)
- (6) Monthly hosting, maintenance, and support fee
- (7) Payment for business recruitment, evaluation and follow-up by local Chambers will be made to the Chambers on a Quarterly basis. This number will fluctuate as a result of higher/lower enrollment.
- (8) Payment made on a quarterly basis. Recruitment can vary from month to month based on uptake and seasonality.
- (9) Payment made on a quarterly basis. Total support will fluctuate on a program need basis.
- (10) One time marketing payment for material creation/development.
- (11) Assumptions used to derive the anticipated program training disbursements = Slow uptake at the start until effects of calling/marketing are felt.
Slow enrollment during Christmas and Summer. High enrollment post summer/Christmas.

PROVINCE OF BRITISH COLUMBIA
MINISTRY OF JOBS, TOURISM AND INNOVATION
CONTRACT AMENDMENT
Amendment # 1

Contract Number: C13921119

This AGREEMENT dated for reference the 6th day of July, 2012.

BETWEEN: **HER MAJESTY THE QUEEN IN RIGHT OF THE
PROVINCE OF BRITISH COLUMBIA** represented by the
Ministry of Jobs, Tourism and Innovation

(herein called the "Province")

OF THE FIRST PART

AND: **THE BRITISH COLUMBIA CHAMBER OF COMMERCE**, a society
incorporated under the laws of British Columbia (Society No. S-0018607), and
having an office at #1201 - 750 West Pender Street, Vancouver, B.C. V6C 2T8

(herein called the "Recipient")

OF THE SECOND PART

WITNESS THAT WHEREAS:

- A. The parties hereto entered in an Agreement dated for reference the 10th day of May 2012, and subsequently amended on the 6th day of July 2012, a copy of which is attached hereto as "Exhibit 1" (hereinafter called the "Agreement"),
- B. **AND WHEREAS** the parties have agreed to amend the Agreement.

NOW THEREFORE in consideration of the covenants and agreements herein contained, the parties agree as follows:

- (1) That "Appendix 1" of "Schedule B" of the Agreement is deleted in its entirety and attached "Appendix 1 (Revised)" of "Schedule B" is substituted.
- (2) That in all other respects, the terms and conditions of the Agreement remain unchanged.

The parties hereto have executed this Agreement on the day and year as set out above.

<u>BC Chamber of Commerce</u>	<u>Province of British Columbia</u>
SIGNED AND DELIVERED by the Contractor or by an Authorized Representative.	SIGNED AND DELIVERED on behalf of the Province by an authorized representative of the Province.
Print name: <u>Robert W. Nier</u>	Print name: <u>S. Baskerville</u>
Signature: <u>[Signature]</u>	Signature: <u>[Signature]</u>
Date: <u>July 9/12</u>	Date: <u>13.07.12</u>



BC Chamber of Commerce - MBT Pilot Project
APPENDIX I - Cash Flow (Revised)

Expense/Anticipated Payment D	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	TOTAL	
A. Micro-Business Owner Outreach																										
Micro - Business Owner				\$15,400.00			\$15,400.00			\$15,400.00			\$15,400.00			\$15,400.00			\$15,400.00						\$92,400.00	
Local Business Marketing & Program Website (3)	\$37,800.00	\$9,450.00	\$9,450.00	\$9,450.00	\$9,450.00	\$9,450.00	\$9,450.00	\$9,450.00	\$9,450.00	\$9,450.00	\$9,450.00	\$9,450.00	\$9,450.00	\$9,450.00	\$9,450.00	\$9,450.00	\$9,450.00								\$189,000.00	
Marketing Materials	\$8,000.00																									\$8,000.00
Subtotal Micro-Business	\$85,800.00	\$9,450.00	\$9,450.00	\$24,850.00	\$9,450.00	\$9,450.00	\$24,850.00	\$9,450.00	\$9,450.00	\$24,850.00	\$9,450.00	\$9,450.00	\$24,850.00	\$9,450.00	\$9,450.00	\$24,850.00	\$9,450.00	\$0.00	\$15,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$329,400.00	
B. Management Services																										
Administration & Financial Accounting (6)	\$5,952.40	\$11,507.93	\$11,507.93	\$11,507.93	\$11,507.93	\$11,507.93	\$11,507.93	\$3,571.43	\$3,571.43	\$3,571.43	\$3,571.43	\$3,571.43	\$3,571.43	\$3,571.43	\$3,571.43	\$3,571.43	\$3,571.43	\$3,571.43	\$3,571.43	\$3,571.43	\$3,571.43	\$3,571.43	\$3,571.43	\$3,571.43	\$125,000.00	
Program Management (7)	\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28	\$120,000.00	
Third Party Audit of program												\$6,000.00													\$6,000.00	
Subtotal Administrative & Provincial license registration	\$11,666.68	\$22,936.49	\$22,936.49	\$22,936.49	\$22,936.49	\$22,936.49	\$22,936.49	\$14,999.99	\$14,999.99	\$14,999.99	\$14,999.99	\$20,999.99	\$14,999.99	\$14,999.99	\$14,999.99	\$14,999.99	\$14,999.99	\$14,999.99	\$14,999.99	\$14,999.99	\$14,999.99	\$14,999.99	\$15,000.23		\$371,000.00	
Hosting, Maintenance, & Subtotal Information	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00	\$44,625.00	
Subtotal Management	\$100,130.96	\$29,436.49	\$25,061.49	\$25,061.49	\$25,061.49	\$25,061.49	\$25,061.49	\$17,124.99	\$17,124.99	\$17,124.99	\$17,124.99	\$24,124.99	\$17,124.99	\$17,124.99	\$17,124.99	\$17,124.99	\$17,124.99	\$17,124.99	\$17,124.99	\$17,124.99	\$17,124.99	\$17,124.99	\$17,125.23		\$500,625.00	
C. Participant Intake and Regional Intake, Application																										
Regional Intake, Application	\$102,600.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$0.00	\$0.00	\$0.00	\$0.00	\$313,000.00	
Subtotal Participant Intake	\$102,600.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$25,650.00	\$0.00	\$0.00	\$0.00	\$0.00	\$313,000.00	
D. Business Skills Training for Anticipated Training																										
Anticipated Training	\$0.00	\$45,000.00	\$115,000.00	\$120,000.00	\$120,000.00	\$90,000.00	\$90,000.00	\$105,000.00	\$105,000.00	\$105,000.00	\$105,000.00	\$105,000.00	\$90,000.00	\$90,000.00	\$140,000.00	\$140,000.00	\$105,000.00	\$60,000.00	\$50,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,800,000.00	
Subtotal Business Skills	\$0.00	\$45,000.00	\$115,000.00	\$120,000.00	\$120,000.00	\$90,000.00	\$90,000.00	\$105,000.00	\$105,000.00	\$105,000.00	\$105,000.00	\$105,000.00	\$90,000.00	\$90,000.00	\$140,000.00	\$140,000.00	\$105,000.00	\$60,000.00	\$50,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,800,000.00	
Subtotal Services for	\$102,600.00	\$70,650.00	\$140,650.00	\$145,650.00	\$145,650.00	\$115,650.00	\$115,650.00	\$130,650.00	\$130,650.00	\$130,650.00	\$130,650.00	\$130,650.00	\$115,650.00	\$115,650.00	\$165,650.00	\$165,650.00	\$130,650.00	\$60,650.00	\$50,650.00	\$20,650.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,113,000.00	
Total Financial Contribution	\$208,530.96	\$109,536.49	\$175,161.49	\$195,561.49	\$190,161.49	\$150,161.49	\$165,561.49	\$157,224.99	\$157,224.99	\$172,624.99	\$157,224.99	\$163,224.99	\$157,224.99	\$142,224.99	\$192,224.99	\$207,624.99	\$157,224.99	\$77,124.99	\$82,524.99	\$37,124.99	\$17,125.23	\$0.00	\$0.00	\$0.00	\$0.00	\$3,143,025.00

Signed on behalf of the BC Chamber of Commerce

Date:

Notes:

- (1) Payment for business recruitment, evaluation and follow-up by local Chambers will be made to the Chambers on a Quarterly basis. This number will fluctuate as a result of higher/lower enrollment.
- (2) Recruitment can vary from month to month based on uptake and seasonality.
- (3) Reg., Tracking and Cert systems will be created in advance of program commencement.
- (4) One time marketing payment for material creation/development.
- (5) Monthly payment for administrative and management overhead.
- (6) Monthly accounting expense.
- (7) Monthly program management expense.
- (8) June 2012 (Licensing Fee & Customization Fee), July 2012 (System Training).
- (9) Monthly hosting, maintenance, and support fee.
- (10) Total support will fluctuate on a program need basis.
- (11) Assumptions used to derive the anticipated program training disbursements = Slow uptake at the start until effects of calling/marketing are felt. Slow enrollment during Christmas and Summer. High enrollment post summer/Christmas.

CONTRACT COMMITMENT

Note: This Form must be forwarded to Financial Operations together with the signed original contract or Modification Agreement before the first payment is requested. Complete Sections A, B, D and E if this is an initial contract. Complete Sections A, C, D and E if this is an amendment. Questions about the collection or use of this information can be directed to Contracts, Policy and Review, at 250-387-4589.

☐ NEW CONTRACT or ☒ AMENDMENT - Contract has Increased / <Decreased> by: _____ (leave blank if unchanged)

A. BRANCH ACTION

Branch/Division: Labour Market Programs Branch / LMID	Contract Manager: Adrienne Beck	Telephone: (250) 387-7953

B. INITIAL CONTRACT / GENERAL SERVICE AGREEMENT ATTACHED (form found at: http://www.pc.gov.bc.ca/psb/GSA/General_Service_Agreement.doc)

Project description:
Micro-Business Training Pilot

Mandatory to Select One Procurement Process (X): (reference: *Procurement and AIT Code descriptions*)

☐ 100 = Open Competitive Process	☐ 200 = Direct Awards – Public Sector Organization	☒ 201 = Direct Awards – Sole Source
☐ 202 = Direct Awards – Emergency	☐ 203 = Direct Awards – Security, Order, etc.	☐ 204 = Direct Awards - Confidentiality
☐ 205 = Direct Awards - Notice of Intent	☐ 207 = Direct Award – Under \$25,000	
☐ 208 = Direct Award – Financial Assistance - TUA	☐ 209 = Direct Award – Cost Sharing Agreement – TUA	
☐ 300 = Direct Invitation to Selected Vendors	☐ 400 = Selected Vendor From Pre-Qualification List	
☐ 401 = Competition from Vendors on Pre-Qualification Lists	☐ 500 = Purchasing from a Corporate Supply Arrangement	
☐ 600 = Other purchase process (FSA)*		

Mandatory to Select One AIT Exclusion (X) (descriptions can be found at: *Procurement and AIT Cod descriptions*)

☒ 100 = Purchase subject to AIT	☐ 200 = Purchase below applicable AIT threshold	☐ 300 = Purchase exempt commodity/service

C. AMENDMENT / MODIFICATION AGREEMENT ATTACHED (form at: http://icw.cd.gov.bc.ca/fas/fjn_contracts/documents/modification_agreement.doc)

Reason for amendment is (X): ☐ Change in deliverables ☒ Other (specify): **Revisions to Appendix 1 to Schedule B (cashflow)**

D. COMMITMENT (Once the amount of the contract or amendment has been entered to the account(s) indicated below, it should not be changed.)

Contractor name: (verified on BC Online Corporate Registry) THE BRITISH COLUMBIA CHAMBER OF COMMERCE		Company registration #: Supplier s17 Site 004	
Doing business as:			
Address: 1201 – 750 West Pender Street, Vancouver BC		Postal code: V6C 2T8	
Phone: 604-683-0700		Fax: 604-683-0416	
Commitment # (to be quoted on all invoices): C13921119			
Term of Agreement: From: May 10, 2012		To: May 31, 2014	
Contract Price: \$	3,143,025.00	Responsibility Centre	51679
Max. Fee: \$	3,143,025.00	Service Line	20920
Max. Expenses \$		STOB	8001
		Project Number	5121247

E. AUTHORIZATION

☒ (X) Contract Policy Requirements - Documented

Spending Authority: 

Date: **13.07.12**

F. ASSISTANT DEPUTY MINISTER

Pre Approval for Direct Award – Sole Source - Service Contract (stob 60) \$25,000 or more:

Signature: _____

Date: _____

Attach contract/amendment and return to Financial Services, 3rd Floor, 800 Johnson Street



COPY

CONTRACT COMMITMENT

Note: This Form must be forwarded to Financial Operations together with the signed original contract or Modification Agreement before the first payment is requested. Complete Sections A, B, D and E if this is an initial contract. Complete Sections A, C, D and E if this is an amendment. Questions about the collection or use of this information can be directed to Contracts, Policy and Review, at (250) 387-4589.

☒ New Contract or ☐ Amendment - contract has Increased / <Decreased> by: \$ _____ (leave blank if unchanged)

A. Branch Action

Branch/Division: Labour Market Programs Branch/LMID	Contract Manager: Katherine Rowe, Manager, Strategic Projects	Telephone: (250) 387-7570

B. Initial Contract - General Service Agreement Attached (form can be found): http://www.pc.gov.bc.ca/psb/GSA/General_Service_Agreement.doc

Project description:
Micro-Business Training Pilot

Mandatory to Select One Procurement Process (X): Procurement and AIT Code descriptions

☐ 100 = Open Competitive Process	☐ 200 = Direct Awards - Public Sector Organization	☒ 201 = Direct Awards - Sole Source
☐ 202 = Direct Awards - Emergency	☐ 203 = Direct Awards - Security, Order, etc.	☐ 204 = Direct Awards - Confidentiality
☐ 205 = Direct Awards - Notice of Intent	☐ 207 = Direct Award - Under \$25,000	
☐ 208 = Direct Award - Financial Assistance - TUA	☐ 209 = Direct Award - Cost Sharing Agreement - TUA	
☐ 300 = Direct Invitation to Selected Vendors	☐ 400 = Selected Vendor From Pre-Qualification List	
☐ 401 = Competition from Vendors on Pre-Qualification Lists	☐ 500 = Purchasing from a Corporate Supply Arrangement	
☐ 600 = other purchase process (FSA)"		

Mandatory to Select One AIT Exclusion (X) (descriptions can be found at): Procurement and AIT Cod descriptions

☒ 100 = Purchase subject to AIT	☐ 200 = Purchase below applicable AIT threshold	☐ 300 = Purchase exempt commodity/service

C. Amendment - Modification Agreement Attached (form at): http://icw.cd.gov.bc.ca/fas/fin_contracts/documents/modification_agreement.doc

Reason for amendment is (X): ☐ Change in deliverables ☐ Other (specify):

D. Commitment (Once the amount of the contract or amendment has been entered to the account(s) indicated below, it should not be changed.)

Contractor name: (verified on BC Online Corporate Registry) The British Columbia Chamber of Commerce - Supplier # s17 Site 004		Company registration #:		
Doing business as:				
Address: #1201 - 750 West Pender Street, Vancouver BC				Postal code: V6C 2T8
Phone: 604-683-0700		Fax: 604-683-0416		
Commitment # (to be quoted on all invoices): C13921119				
Term of Agreement: From: May 10, 2012		To: May 31, 2014		
Contract Price: \$ 3,143,025.00	Responsibility Centre	Service Line	STOB	Project Number
Max. Fee: \$ 3,143,025.00	51679	18550	8001	5111111
Max. Expenses: \$				

E. Authorization

F. Assistant Deputy Minister

☐ (X) Contract Policy Requirements - Documented	Pre Approval for Direct Award - Sole Source Service Contract (stob 60) \$25,000 or more:
Spending Authority:	Date: MAY 22 2012

Attach contract/amendment and return to Financial Services, 3rd Floor, 800 Johnson Street

PROVINCE OF BRITISH COLUMBIA
MINISTRY OF JOBS, TOURISM AND INNOVATION
CONTRACT AMENDMENT
Amendment # 2

Contract Number: C13921119

This AGREEMENT dated for reference the 1st day of October, 2012.

BETWEEN: **HER MAJESTY THE QUEEN IN RIGHT OF THE
PROVINCE OF BRITISH COLUMBIA** represented by the
Ministry of Jobs, Tourism and Innovation

(herein called the "Province")

OF THE FIRST PART

AND: **THE BRITISH COLUMBIA CHAMBER OF COMMERCE**, a society
incorporated under the laws of British Columbia (Society No. S-0018607), and
having an office at #1201 - 750 West Pender Street, Vancouver, B.C. V6C 2T8

(herein called the "Recipient")

OF THE SECOND PART

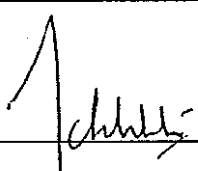
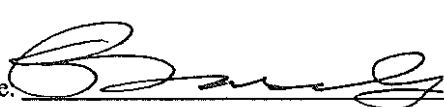
WITNESS THAT WHEREAS:

- A. The parties hereto entered in an Agreement dated for reference the 10th day of May 2012, subsequently amended on the 9th day of July 2012 and October 1st, 2012, a copy of which is attached hereto as "Exhibit 1" (hereinafter called the "Agreement"),
- B. **AND WHEREAS** the parties have agreed to amend the Agreement.

NOW THEREFORE in consideration of the covenants and agreements herein contained, the parties agree as follows:

- (1) That "Schedule B" of the Agreement is deleted in its entirety and attached "Schedule B-1" is substituted.
- (2) That "Appendix 1 – Revised" is deleted in its entirety and attached "Appendix 1 – Cashflow (Revised - 2)"
- (3) That in all other respects, the terms and conditions of the Agreement remain unchanged.

The parties hereto have executed this Agreement on the day and year as set out above.

<u>BC Chamber of Commerce</u>	<u>Province of British Columbia</u>
SIGNED AND DELIVERED by the Contractor or by an Authorized Representative.	SIGNED AND DELIVERED on behalf of the Province by an authorized representative of the Province.
Print name: <u>JOHN WINTER</u>	Print name: <u>SHANNON BASKERVILLE</u>
Signature: <u></u>	Signature: <u></u>
Date: <u>OCT 25. 2012</u>	Date: <u>07.11.12</u>

Schedule "B-1" – Financial Contribution

A. AGREEMENT MAXIMUM

- 1.0 Notwithstanding any other provision of this Agreement, subject to this Schedule, the performance of the Recipient's obligations and the performance of the Services under this Agreement as defined in Schedule "A" to this Agreement to the Province's satisfaction, the Province will pay the Recipient a Financial Contribution up to a maximum amount of **\$3,143, 025** (the "Maximum Financial Contribution") during the Term of the Agreement.

B. ELIGIBLE COSTS

- 2.0 Payment by the Province of any part of the Financial Contribution will be made on the basis of Eligible Costs for Services performed by or on behalf of the Recipient. "Eligible Costs" consist of the following:

Service Activity Component	Based On	Maximum Amounts
FEES:		
A. Micro-Business Owner Outreach , as set out in Section 4.0 of Schedule "A" to this Agreement		
Micro-Business Owner Outreach through Local Chambers of Commerce	Average cost of \$77 per Applicant, assuming 2400 Applicants	\$92,400
Local Business Marketing and Recruitment		\$189,000
Program Website		\$8,000
Marketing Materials, Promotion and Distribution		\$40,000
Sub-total, Micro-Business Outreach		\$329,400
B. Management Services , as set out in Section 7.0 of Schedule "A" to this Agreement		
- Administration and overhead costs: - Administration and Management Overhead - Financial Accounting - Program Management - Third party audit of program expenditures		\$125,000 \$120,000 \$120,000 \$6,000
Sub- total, Administration and Overhead		\$371,000

the Province for performing the Services an amount equal to the amount received from the other source (i.e. no double dipping will be permitted).

- 7.0 Any Refunds received by the Recipient will be deducted from the amount of any subsequent payment. Any Refunds received by the Recipient after the end of the Term will be returned by the Recipient to the Province by cheque payable to the Minister of Finance within 30 days of receipt of such refunds by the Recipient. For greater certainty, because, and to the extent that, Harmonized Sales Tax ("HST") is not payable by the Province as part of the Financial Contribution, HST credits received by the Recipient will not form a part of any Refund to be deducted from a subsequent payment.
- 8.0 Any interest earned on pre-payment of the Maximum Financial Contribution shall be accounted for by the Recipient. Such interest shall be deemed to be part of the payment of the Maximum Financial Contribution and shall be used or applied to offset the Province's payments for Services delivered.
- 9.0 The Recipient will not request the payment of any charge or fee from Participants for their participation in the MBT Pilot.
- 10.0 No contribution will be paid with respect to an immediate family member of an officer or board member of the Recipient, unless requested by the Recipient and authorized in writing by the Province. It is the responsibility of the Recipient to request a written authorization from the Province. "Immediate family" means father, mother, step-father, step-mother, foster parent, brother, sister spouse (including common law spouse), child (including child of common law spouse), step-child, ward, father-in-law, mother-in-law, or relative permanently residing with the Recipient's officer or director, as the case may be.

C. TERMS OF PAYMENT:

- 11.0 Payments will depend on the actual expenditures for Eligible Costs incurred by the Recipient, or its approved subcontractors as authorized by the Recipient.
- 12.0 **Payment Process and Timing:** Payments by the Province to the Recipient will be based on the cash flow forecast attached as Appendix 1_2 to this Schedule "B".
 - (a) Within 30 days of the commencement of the Term, the Province will issue a pre-payment of \$314,302.00, which represents 10 percent of the Maximum Financial Contribution under the Agreement.
 - (b) In order to obtain any further advances or payments under this Agreement, the Recipient must submit a written statement of account, in a form satisfactory to the Province and at the times described in the cash flow forecast attached as Appendix 1_2 to this Schedule "B", containing:
 - o the Recipient's legal name and address;
 - o the date of the statement;

- (d) If the variance between the forecast cash flow period and actual expenditures for any given period exceed 15 percent, the Recipient shall provide the Province with a revised cash flow forecast.
 - (e) If the actual expenditures for any given cash flow period exceed the advance issued by the Province for that period, the Province will issue a payment for the difference upon receipt and acceptance of the written statement of account for the period.
- 13.0 If, upon review of the written statement of account, the Province determines that any expenses are not Eligible Costs, the pre-payment for the subsequent period will be reduced and the Recipient will be notified in writing. Further, if it is determined that any costs previously reimbursed by the Province to the Recipient under this Agreement are not Eligible Costs, the Recipient will promptly repay to the Province all such amounts.
- 14.0 The Province will withhold payment of **\$314,302.00** which represents ten per cent of the Maximum Financial Contribution. This final payment may be released to the Recipient within 30 days of the Province's receipt, and approval of:
- (a) the final written statement of account (and supporting and/or accompanying documentation as detailed in Section 13.0 of this Schedule "B";
 - (b) the final report, pursuant to Section 8.0 (c)(ii) of Schedule "A" to this Agreement; and
 - (c) Third-party financial audit or audits, pursuant to Sections 8.0 (b) (iii) and 8.0(c)(iii) of Schedule "A" to this Agreement.
- 15.0 If the actual expenditures for the final cash flow period are less than the advance issued by the Province for that period, the Recipient will issue a repayment to the Province for the difference.



Revision # 1_2
Revision Date 2012-10-05

BC Chamber of Commerce - MBT Pilot Project
APPENDIX 1 - Cash Flow (Revised - 2)

Expense/Anticipated Payment Date	Actual Jun-12	Actual Jul-12	Actual Aug-12	Actual Sep-12	Projected Oct-12	Projected Nov-12	Projected Dec-12	Projected Jan-13	Projected Feb-13	Projected Mar-13	Projected Apr-13
A Micro-Business Owner Outreach											
Micro - Business Owner Outreach through local Chambers of Commerce (1)				\$15,400.00	\$24,920.00	\$0.00	\$15,400.00	\$0.00	\$0.00	\$12,928.00	\$0.00
Local Business Marketing & Recruitment (2)	\$37,800.00	\$9,450.00	\$9,450.00	\$9,450.00	-\$18,388.59	\$9,961.41	\$9,961.41	\$9,961.41	\$9,961.41	\$9,961.41	\$6,136.94
Program Website (3)	\$8,000.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing Materials, Promotion, and Distribution (4)	\$40,000.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Micro-Business Outreach	\$85,800.00	\$9,450.00	\$9,450.00	\$24,850.00	\$6,531.41	\$9,961.41	\$25,361.41	\$9,961.41	\$9,961.41	\$22,889.41	\$6,136.94
B. Management Services											
Administration & Management Overhead (5)	\$5,952.40	\$11,507.93	\$11,507.93	\$11,507.93	\$17,031.74	\$12,888.89	\$12,888.89	\$0.00	\$3,857.14	\$3,607.14	\$0.00
Financial Accounting (6)	\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28	\$8,457.13	\$6,399.99	\$6,399.99	\$4,342.85	\$6,399.99	\$6,399.99	\$3,942.85
Program Management (7)	\$5,714.28	\$5,714.28	\$5,714.28	\$5,714.28	\$8,457.13	\$6,399.99	\$6,399.99	\$4,342.85	\$6,399.99	\$6,399.99	\$3,942.85
Third Party Audit of program expenditures				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Administrative & Overhead	\$17,380.96	\$22,936.49	\$22,936.49	\$22,936.49	\$33,946.01	\$25,688.87	\$25,688.87	\$8,685.71	\$16,657.13	\$16,407.13	\$7,885.71
Provincial trainee registration tracking and certification (8)	\$80,625.00	\$4,375.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hosting, Maintenance, & Support (9)	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00	\$3,145.00	\$2,380.00	\$2,380.00	\$1,615.00	\$2,380.00	\$2,380.00	\$1,466.25
Subtotal Information Technology	\$82,750.00	\$6,500.00	\$2,125.00	\$2,125.00	\$3,145.00	\$2,380.00	\$2,380.00	\$1,615.00	\$2,380.00	\$2,380.00	\$1,466.25
Subtotal Management Services	\$100,130.96	\$29,436.49	\$25,061.49	\$25,061.49	\$37,091.01	\$28,068.87	\$28,068.87	\$10,300.71	\$19,037.13	\$18,787.13	\$9,351.96
C Participant Intake and Assessment Services											
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$102,600.00	\$25,650.00	\$25,650.00	\$25,650.00	-\$49,911.88	\$27,038.12	\$27,038.12	\$27,038.12	\$27,038.12	\$27,038.12	\$16,657.41
Subtotal Participant Intake and Assessment Services	\$102,600.00	\$25,650.00	\$25,650.00	\$25,650.00	-\$49,911.88	\$27,038.12	\$27,038.12	\$27,038.12	\$27,038.12	\$27,038.12	\$16,657.41
D Business Skills Training for Participants											
Anticipated Training Funding Dispersed/Month (11)	\$0.00	\$45,000.00	\$115,000.00	\$120,000.00	\$168,000.00	\$100,800.00	\$100,800.00	\$115,737.51	\$117,600.00	\$117,600.00	\$42,512.49
Subtotal Business Skills Training for Participants	\$0.00	\$45,000.00	\$115,000.00	\$120,000.00	\$168,000.00	\$100,800.00	\$100,800.00	\$115,737.51	\$117,600.00	\$117,600.00	\$42,512.49
Subtotal Services for Applicants and Participants	\$102,600.00	\$70,650.00	\$140,650.00	\$145,650.00	\$118,088.12	\$127,838.12	\$127,838.12	\$142,775.63	\$144,638.12	\$144,638.12	\$59,169.90
Contract Advance (12)	\$25,771.04				-\$25,771.04						
Total Financial Contribution	\$314,302.00	\$109,536.49	\$175,161.49	\$195,561.49	\$135,939.50	\$165,868.40	\$181,268.40	\$163,037.75	\$173,636.66	\$186,314.66	\$74,658.80

Signed on behalf of the BC Chamber of Commerce

Date:

Notes:

- (1) Payment for business recruitment, evaluation and follow-up by local Chambers will be made to the Chambers on a Quarterly basis. This number will fluctuate as a result of higher/lower enrollment.
- (2) Recruitment can vary from month to month based on uptake and seasonality.
- (3) Reg, Tracking and Cert systems will be created in advance of program commencement.
- (4) One time marketing payment for material creation/development.
- (5) Monthly payment for administrative and management overhead.
- (6) Monthly accounting expense.
- (7) Monthly program management expense.
- (8) June 2012 (Licensing Fee & Customization Fee), July 2012 (System Training).
- (9) Monthly hosting, maintenance, and support fee.
- (10) Total support will fluctuate on a program need basis.
- (11) Assumptions used to derive the anticipated program training disbursements = Slow uptake at the start until effects of calling/marketing are felt.
- (12) The contract advance received in June 2012 of \$25,771.04 arose due to the difference in the initial contribution received of \$314,302 (10% of contract value) and the forecast cash flow of \$288,530.96. The excess is applied against the December 2013 Financial Contribution amount.



BC Chamber of Commerce - MBT Pilot Project
APPENDIX 1 - Cash Flow (Revised - 2)

Expense/Anticipated Payment Date	Projected May-13	Projected Jun-13	Projected Jul-13	Projected Aug-13	Projected Sep-13	Projected Oct-13	Projected Nov-13	Projected Dec-13	Projected Jan-14	Projected Feb-14	Mar-14
A Micro-Business Owner Outreach											
Micro - Business Owner Outreach through local Chambers of Commerce (1)	\$0.00	\$14,322.00	\$0.00	\$0.00	\$9,430.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Local Business Marketing & Recruitment (2)	\$9,338.82	\$9,338.82	\$6,136.94	\$9,338.82	\$9,338.82	\$6,114.71	\$9,338.82	\$9,338.82	\$9,422.21	\$7,587.79	
Program Website (3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Marketing Materials, Promotion, and Distribution (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Subtotal Micro-Business Outreach	\$9,338.82	\$23,660.82	\$6,136.94	\$9,338.82	\$18,768.82	\$6,114.71	\$9,338.82	\$9,338.82	\$9,422.21	\$7,587.79	\$0.00
B. Management Services											
Administration & Management Overhead (5)	\$3,750.00	\$3,750.00	\$2,464.29	\$3,750.00	\$3,750.00	\$3,214.29	\$3,750.00	\$3,750.00	\$3,214.29	\$2,857.14	
Financial Accounting (6)	\$5,999.99	\$5,999.99	\$3,942.85	\$5,999.99	\$5,999.99	\$5,142.85	\$5,999.99	\$5,999.99	\$5,142.85	\$4,571.54	
Program Management (7)	\$5,999.99	\$5,999.99	\$3,942.85	\$5,999.99	\$5,999.99	\$5,142.85	\$5,999.99	\$5,999.99	\$5,142.85	\$4,571.54	
Third Party Audit of program expenditures	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Subtotal Administrative & Overhead	\$21,749.99	\$15,749.99	\$10,349.99	\$15,749.99	\$15,749.99	\$13,499.99	\$15,749.99	\$15,749.99	\$13,499.99	\$12,000.23	
Provincial trainee registration tracking and certification (8)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Hosting, Maintenance, & Support (9)	\$2,231.25	\$2,231.25	\$1,466.25	\$2,231.25	\$2,231.25	\$1,912.50	\$2,231.25	\$2,231.25	\$1,912.50	\$1,700.00	
Subtotal Information Technology	\$2,231.25	\$2,231.25	\$1,466.25	\$2,231.25	\$2,231.25	\$1,912.50	\$2,231.25	\$2,231.25	\$1,912.50	\$1,700.00	
Subtotal Management Services	\$23,981.24	\$17,981.24	\$11,816.24	\$17,981.24	\$17,981.24	\$15,412.49	\$17,981.24	\$17,981.24	\$15,412.49	\$13,700.23	
C Participant Intake and Assessment Services											
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)	\$25,348.24	\$25,348.24	\$16,657.41	\$25,348.24	\$25,348.24	\$16,597.06	\$25,348.24	\$25,348.24	\$25,574.56	\$20,595.44	
Subtotal Participant Intake and Assessment Services	\$25,348.24	\$25,348.24	\$16,657.41	\$25,348.24	\$25,348.24	\$16,597.06	\$25,348.24	\$25,348.24	\$25,574.56	\$20,595.44	\$0.00
D Business Skills Training for Participants											
Anticipated Training Funding Dispersed/Month (11)	\$110,250.00	\$94,500.00	\$56,700.00	\$147,000.00	\$147,000.00	\$95,250.00	\$63,000.00	\$43,250.00	\$0.00	\$0.00	\$0.00
Subtotal Business Skills Training for Participants	\$110,250.00	\$94,500.00	\$56,700.00	\$147,000.00	\$147,000.00	\$95,250.00	\$63,000.00	\$43,250.00	\$0.00	\$0.00	\$0.00
Subtotal Services for Applicants and Participants	\$135,598.24	\$119,848.24	\$73,357.41	\$172,348.24	\$172,348.24	\$111,847.06	\$88,348.24	\$68,598.24	\$25,574.56	\$20,595.44	
Contract Advance (12)											
Total Financial Contribution	\$168,918.30	\$161,490.30	\$91,310.60	\$199,668.30	\$209,098.30	\$133,374.25	\$115,668.30	\$95,918.30	\$50,409.25	\$41,883.47	\$0.00

Signed on behalf of the BC Chamber of Commerce

Notes:

- (1) Payment for business recruitment, evaluation and follow-up by local Chambers will b
 - (2) Recruitment can vary from month to month based on uptake and seasonality.
 - (3) Reg. Tracking and Cert systems will be created in advance of program commencement
 - (4) One time marketing payment for material creation/development.
 - (5) Monthly payment for administrative and management overhead
 - (6) Monthly accounting expense
 - (7) Monthly program management expense
 - (8) June 2012 (Licensing Fee & Customization Fee), July 2012 (System Training)
 - (9) Monthly hosting, maintenance, and support fee
 - (10) Total support will fluctuate on a program need basis.
 - (11) Assumptions used to derive the anticipated program training disbursements = Slow
 - (12) The contract advance received in June 2012 of \$25,771.04 arose due to the differen
- 2013 Financial Contribution amount.



BC Chamber of Commerce - MBT Pilot Project
APPENDIX 1 - Cash Flow (Revised - 2)

Expense/Anticipated Payment Date	Apr-14	May-14	TOTAL
A Micro-Business Owner Outreach			
Micro - Business Owner Outreach through local Chambers of Commerce (1)			\$92,400.00
Local Business Marketing & Recruitment (2)			\$189,000.00
Program Website (3)			\$8,000.00
Marketing Materials, Promotion, and Distribution (4)			\$40,000.00
<i>Subtotal Micro-Business Outreach</i>	<i>\$0.00</i>		<i>\$329,400.00</i>
B. Management Services			
Administration & Management Overhead (5)			\$125,000.00
Financial Accounting (6)			\$120,000.00
Program Management (7)			\$120,000.00
Third Party Audit of program expenditures			\$6,000.00
<i>Subtotal Administrative & Overhead</i>			<i>\$371,000.00</i>
Provincial trainee registration tracking and certification (8)			\$85,000.00
Hosting, Maintenance, & Support (9)			\$44,625.00
<i>Subtotal Information Technology</i>			<i>\$129,625.00</i>
<i>Subtotal Management Services</i>			<i>\$500,625.00</i>
C Participant Intake and Assessment Services			
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation in 3 Regions (10)			\$513,000.00
<i>Subtotal Participant Intake and Assessment Services</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$513,000.00</i>
D Business Skills Training for Participants			
Anticipated Training Funding Dispersed/Month (11)	\$0.00		\$1,800,000.00
<i>Subtotal Business Skills Training for Participants</i>			<i>\$1,800,000.00</i>
<i>Subtotal Services for Applicants and Participants</i>			<i>\$2,313,000.00</i>
Contract Advance (12)			\$0.00
Total Financial Contribution	\$0.00	\$0.00	\$3,143,025.00

Signed on behalf of the BC Chamber of Commerce

Notes:

- (1) Payment for business recruitment, evaluation and follow-up by local Chambers will be
- (2) Recruitment can vary from month to month based on uptake and seasonality.
- (3) Reg, Tracking and Cert systems will be created in advance of program commencement
- (4) One time marketing payment for material creation/development.
- (5) Monthly payment for administrative and management overhead
- (6) Monthly accounting expense
- (7) Monthly program management expense
- (8) June 2012 (Licensing Fee & Customization Fee), July 2012 (System Training)
- (9) Monthly hosting, maintenance, and support fee
- (10) Total support will fluctuate on a program need basis.
- (11) Assumptions used to derive the anticipated program training disbursements = Slow
- (12) The contract advance received in June 2012 of \$25,771.04 arose due to the difference 2013 Financial Contribution amount.

PROVINCE OF BRITISH COLUMBIA
MINISTRY OF JOBS, TOURISM AND INNOVATION
CONTRACT AMENDMENT
Amendment # 3

Contract Number: C13921119

This AGREEMENT dated for reference the 3rd day of April, 2013.

BETWEEN: **HER MAJESTY THE QUEEN IN RIGHT OF THE
PROVINCE OF BRITISH COLUMBIA** represented by the
Ministry of Jobs, Tourism and Innovation

(herein called the "Province")

OF THE FIRST PART

AND: **THE BRITISH COLUMBIA CHAMBER OF COMMERCE**, a society
incorporated under the laws of British Columbia (Society No. S-0018607), and
having an office at #1201 - 750 West Pender Street, Vancouver, B.C. V6C 2T8

(herein called the "Recipient")

OF THE SECOND PART

WITNESS THAT WHEREAS:

- A. The parties hereto entered in an Agreement dated for reference the 10th day of May 2012, subsequently amended on the 9th day of July 2012, October 1st, 2012, and April 3rd, 2013 a copy of which is attached hereto as "Exhibit 1" (hereinafter called the "Agreement"),
- B. **AND WHEREAS** the parties have agreed to amend the Agreement.

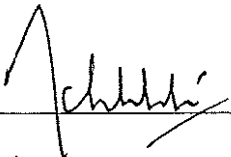
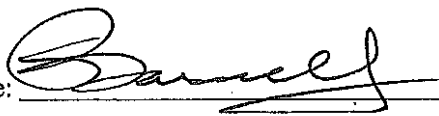
NOW THEREFORE in consideration of the covenants and agreements herein contained, the parties agree as follows:

- (1) That "Schedule B-1" of the Agreement is deleted in its entirety and attached "Schedule B-2" is substituted.
- (2) That "Section 1 – Term and Appointment" will be deleted in its entirety and replaced with the following:

1.01 The term of this Agreement will commence on the date of execution and delivery of this Agreement and will end on March 31, 2014 (the "Term") and during the Term the Recipient will perform the services for the Micro-Business Training Pilot (the "MBT Pilot"), as described in Schedule "A" to this Agreement (the "Services").

- (3) That in all other respects, the terms and conditions of the Agreement remain unchanged.

The parties hereto have executed this Agreement on the day and year as set out above.

<u>BC Chamber of Commerce</u>	<u>Province of British Columbia</u>
SIGNED AND DELIVERED by the Contractor or by an Authorized Representative.	SIGNED AND DELIVERED on behalf of the Province by an authorized representative of the Province.
Print name: <u>John Winter</u>	Print name: <u>SHANNON BASKERVILLE</u>
Signature: <u></u>	Signature: <u></u>
Date: <u>April 8 2013</u>	Date: <u>April 15, 2013</u>

Schedule "B-2" – Financial Contribution

A. AGREEMENT MAXIMUM

- 1.0 Notwithstanding any other provision of this Agreement, subject to this Schedule, the performance of the Recipient's obligations and the performance of the Services under this Agreement as defined in Schedule "A" to this Agreement to the Province's satisfaction, the Province will pay the Recipient a Financial Contribution up to a maximum amount of \$3,143, 025 (the "Maximum Financial Contribution") during the Term of the Agreement.

B. ELIGIBLE COSTS

- 2.0 Payment by the Province of any part of the Financial Contribution will be made on the basis of Eligible Costs for Services performed by or on behalf of the Recipient. "Eligible Costs" consist of the following:

Service Activity Component	Based On	Maximum Amounts
FEES:		
A. Micro-Business Owner Outreach , as set out in Section 4.0 of Schedule "A" to this Agreement		
• Micro-Business Owner Outreach through Local Chambers of Commerce	Average cost of \$77 per Applicant, assuming 2400 Applicants	\$92,400
• Local Business Marketing and Recruitment		\$189,000
• Program Website		\$8,000
• Marketing Materials, Promotion and Distribution		\$40,000
Sub-total, Micro-Business Outreach		\$329,400
B. Management Services , as set out in Section 7.0 of Schedule "A" to this Agreement		
• Administration and overhead costs: ○ Administration and Management Overhead ○ Financial Accounting ○ Program Management ○ Third party audit of program expenditures		\$125,000 \$120,000 \$120,000 \$6,000
Sub- total, Administration and Overhead		\$371,000

the Province for performing the Services an amount equal to the amount received from the other source (i.e. no double dipping will be permitted).

- 7.0 Any Refunds received by the Recipient will be deducted from the amount of any subsequent payment. Any Refunds received by the Recipient after the end of the Term will be returned by the Recipient to the Province by cheque payable to the Minister of Finance within 30 days of receipt of such refunds by the Recipient.
- 8.0 Any interest earned on pre-payment of the Maximum Financial Contribution shall be accounted for by the Recipient. Such interest shall be deemed to be part of the payment of the Maximum Financial Contribution and shall be used or applied to offset the Province's payments for Services delivered.
- 9.0 The Recipient will not request the payment of any charge or fee from Participants for their participation in the MBT Pilot.
- 10.0 No contribution will be paid with respect to an immediate family member of an officer or board member of the Recipient, unless requested by the Recipient and authorized in writing by the Province. It is the responsibility of the Recipient to request a written authorization from the Province. "Immediate family" means father, mother, step-father, step-mother, foster parent, brother, sister spouse (including common law spouse), child (including child of common law spouse), step-child, ward, father-in-law, mother-in-law, or relative permanently residing with the Recipient's officer or director, as the case may be.

C. TERMS OF PAYMENT:

- 11.0 Payments will be made according to actual expenditures for Eligible Costs incurred by the Recipient, or its approved subcontractors as authorized by the Recipient.
- 12.0 **Payment Process and Timing:**
 - (a) In order to obtain payments under this Agreement, the Recipient must submit a written statement of account, attached to the documents listed in 12.0 (e), in a form satisfactory to the Province containing:
 - o the Recipient's legal name and address;
 - o the date of the statement;
 - o the Recipient's calculation of the actual amounts spent on all Eligible Costs claimed under this Agreement, including a declaration that the Services for which the Recipient claims Services have been performed;
 - o a chronological listing, in reasonable detail, of all expenditures (not commitments) incurred by the Recipient within the statement period, with receipts attached, if applicable. If the Recipient is claiming reimbursement of any HST or other applicable taxes paid or payable by the Recipient in relation to those expenses, a

description of any credits, rebates, refunds or remissions the Recipient is entitled to from the relevant taxation authorities in relation to those taxes must also be attached;

- a description of this Agreement to which the statement relates;
- a statement number for identification;
- Participant Intake Forms for Participants who have been accepted into the MBT Pilot within the statement period;
- Participant Exit Forms for Participants who have exited the MBT Pilot within the statement period;
- completed and signed Monthly Activity Forms for each month in the statement period in accordance with Section 8.0(b)(i)(c) of Schedule "A" to this Agreement;
- completed and signed quarterly status reports, in accordance with Section 8.0(b) (ii) of Schedule "A" to this Agreement; and
- any other payment information reasonably requested by the Province.

(b) Subject to the remainder of this section, monthly payments following the execution of this Amendment will be based on actual, eligible expenditures, paid to the Recipient within 30 days of receipt and approval by the Province of the following:

- i. A completed Monthly Claim Report signed by the Recipient's signing authority;
- ii. All Participant Intake and Exit Forms (Appendix 1 and 2); and
- iii. A completed and signed Monthly Activity Report (Appendix 3).

(c) Following execution of this Amendment, the Recipient will retain an amount of \$200,000.00 ("Accountable Advance"). The Accountable Advance will be repaid to the Province by way of deductions in the amount of \$50,000 each from the November 2013, December 2013, January 2014 and February 2014 Monthly Claim Reports. For greater certainty, any portion of the Accountable Advance that has not been repaid by the end of the Term will be deemed to be an Overpayment.

(d) The Recipient will not receive any further funds from the Province until their cash balance is reduced to the amount of the Accountable Advance.

13.0 If, upon review of the written statement of account, the Province determines that any expenses are not Eligible Costs, the payment for the subsequent period will be reduced and the Recipient will be notified in writing. Further, if it is determined that any costs previously reimbursed by the Province to the Recipient under this Agreement are not Eligible Costs, the Recipient will promptly repay to the Province all such amounts.

- 14.0 The Province will issue the final payment (the sum of the final month's invoices for the Service Providers Eligible Costs) within 30 days upon receipt and approval by the Province of the following:
- (a) the final written statement of account (and supporting and/or accompanying documentation as detailed in Section 12.0 of this Schedule "B";
 - (b) the final report, pursuant to Section 8.0 (c)(ii) of Schedule "A" to this Agreement; and
 - (c) third-party financial audit or audits, pursuant to Sections 8.0 (b) (iii) and 8.0(c)(iii) of Schedule "A" and Section 14.0 of Schedule "B" to this Agreement.
- 15.0 If it is determined that there is an Overpayment by the end of the Term, it will be deemed an amount owing to the Province and returned by the Recipient to the Province (by cheque payable to the Minister of Finance) within 30 days of the end of the Term.

PROVINCE OF BRITISH COLUMBIA
MINISTRY OF JOBS, TOURISM AND INNOVATION

CONTRACT AMENDMENT

Amendment # 4

Contract Number: C13921119

This AGREEMENT dated for reference the 17th day of October, 2013.

BETWEEN: **HER MAJESTY THE QUEEN IN RIGHT OF THE
PROVINCE OF BRITISH COLUMBIA** represented by the
Ministry of Jobs, Tourism and Innovation

(herein called the "Province")

OF THE FIRST PART

AND:

THE BRITISH COLUMBIA CHAMBER OF COMMERCE, a society
incorporated under the laws of British Columbia (Society No. S-0018607), and
having an office at #1201 - 750 West Pender Street, Vancouver, B.C. V6C 2T8

(herein called the "Recipient")

OF THE SECOND PART

WITNESS THAT WHEREAS:

- A. The parties hereto entered in an Agreement dated for reference the 10th day of May 2012, subsequently amended on the 9th day of July 2012, October 1st, 2012, April 3rd, 2013, and October 17th, 2013 a copy of which is attached hereto as "Exhibit 1" (hereinafter called the "Agreement"),
- B. **AND WHEREAS** the parties have agreed to amend the Agreement.

NOW THEREFORE in consideration of the covenants and agreements herein contained, the parties agree as follows:

- (1) That "Schedule A, Section D.4.d) is amended so that the target number of Participants is changed to a target of 1,345 Participants.
- (2) That "Schedule A, Section G.7.g.iii) is amended so that the total cost for Business Skills Training does not exceed the amount in "Schedule B-3".
- (3) That "Schedule B-2" of the Agreement is deleted in its entirety and attached "Schedule B-3" is substituted. For greater certainty, the costs related Micro-Business Owner Outreach, Participant Intake and Assessment, Business Skills Training for Participants and Financial

Accounting and the overall Agreement Maximum is adjusted accordingly to the increase in total participants.

- (4) That in all other respects, the terms and conditions of the Agreement remain unchanged.

The parties hereto have executed this Agreement on the day and year as set out above.

<u>BC Chamber of Commerce</u>	<u>Province of British Columbia</u>
SIGNED AND DELIVERED by the Contractor or by an Authorized Representative.	SIGNED AND DELIVERED on behalf of the Province by an authorized representative of the Province.
Print name: <u>JOHN WINTER</u>	Print name: <u>P. SCOTT MAIDMENT</u>
Signature: <u>[Signature]</u>	Signature: <u>[Signature]</u>
Date: <u>OCT 18 2013</u>	Date: <u>OCT 25, 2013</u>

Schedule "B-3" – Financial Contribution

A. AGREEMENT MAXIMUM

- 1.0 Notwithstanding any other provision of this Agreement, subject to this Schedule, the performance of the Recipient's obligations and the performance of the Services under this Agreement as defined in Schedule "A" to this Agreement to the Province's satisfaction, the Province will pay the Recipient a Financial Contribution up to a maximum amount of \$3,410,183 (the "Maximum Financial Contribution") during the Term of the Agreement.

B. ELIGIBLE COSTS

- 2.0 Payment by the Province of any part of the Financial Contribution will be made on the basis of Eligible Costs for Services performed by or on behalf of the Recipient. "Eligible Costs" consist of the following:

Service Activity Component	Based On	Maximum Amounts
FEES:		
A. Micro-Business Owner Outreach , as set out in Section 4.0 of Schedule "A" to this Agreement		
• Micro-Business Owner Outreach through Local Chambers of Commerce(Note: this includes October 2013 participant increase of approximately 145 additional applicants/participants	Average cost of \$77 per Applicant	\$103,565
• Local Business Marketing and Recruitment		\$189,000
• Program Website		\$8,000
• Marketing Materials, Promotion and Distribution		\$40,000
<i>Revised Sub-total, Micro-Business Outreach</i>		<i>\$340,565</i>
B. Management Services , as set out in Section 7.0 of Schedule "A" to this Agreement		
• Administration and overhead costs: ○ Administration and Management Overhead		\$125,000
○ Financial Accounting (Note: this includes increase of \$7,500 for October 2013 participant increase)		\$127,500
○ Program Management		\$120,000

Service Activity Component	Based On	Maximum Amounts
○ Third party audit of program expenditures		\$6,000
<i>Sub- total, Administration and Overhead</i>		<i>\$378,500</i>
• Information technology expenses:		\$85,000
○ Provincial trainee registration tracking and certification		\$44,625
○ Hosting, maintenance and support		
<i>Sub-total, Information Technology</i>		<i>\$ 129,625</i>
<i>Sub-total, Management Services</i>		<i>\$508,125</i>
Revised Sub-total, Fees		\$848,690
SERVICES FOR APPLICANTS & PARTICIPANTS:		
C. Participant Intake and Assessment Services, as set out in Sections 5.0 – 5.2 of Schedule “A” to this Agreement		
• Intake and Assessment Services for 2400 Applicants (Note: this includes October 2013 participant increase of approximately 145 additional Applicants)	Average of \$213.75 per Applicant	\$543,993
D. Business Skills Training for Participants, as set out in Section 6.0 of Schedule “A” to this Agreement		
• Business Skills Training (Note: this includes October 2013 participant increase of 145 Participants)	maximum of \$1,500 per Participant	\$2,017,500
<i>Revised Sub-Total, Services For Applicants and Participants</i>		<i>\$2,561,493</i>
Total Financial Contribution		\$3,410,183

- 3.0 The Recipient will not charge more than the “Maximum Amount” as set out in the table above for each of the “Service Activity Components” described above (each a “Service Activity Component”), and will not transfer costs or funds from one Service Activity Component to another without prior written approval from the Province.
- 4.0 Funding received by the Recipient for Business Skills Training for Participants shall be kept in a separate account and the Recipient shall provide evidence of such account at the request of the Province.
- 5.0 No costs incurred before or after the Term are Eligible Costs. For greater certainty, a cost described in this Schedule “B” incurred during the Term is eligible even

though it may have been invoiced by the supplier, and paid by the Recipient after the Term has ended.

- 6.0 Further to Article 16 of this Agreement, if the Recipient receives a contribution from any other source, the Recipient will deduct from any amounts claimed against the Province for performing the Services an amount equal to the amount received from the other source (i.e. no double dipping will be permitted).
- 7.0 Any Refunds received by the Recipient will be deducted from the amount of any subsequent payment. Any Refunds received by the Recipient after the end of the Term will be returned by the Recipient to the Province by cheque payable to the Minister of Finance within 30 days of receipt of such refunds by the Recipient.
- 8.0 Any interest earned on pre-payment of the Maximum Financial Contribution shall be accounted for by the Recipient. Such interest shall be deemed to be part of the payment of the Maximum Financial Contribution and shall be used or applied to offset the Province's payments for Services delivered.
- 9.0 The Recipient will not request the payment of any charge or fee from Participants for their participation in the MBT Pilot.
- 10.0 No contribution will be paid with respect to an immediate family member of an officer or board member of the Recipient, unless requested by the Recipient and authorized in writing by the Province. It is the responsibility of the Recipient to request a written authorization from the Province. "Immediate family" means father, mother, step-father, step-mother, foster parent, brother, sister spouse (including common law spouse), child (including child of common law spouse), step-child, ward, father-in-law, mother-in-law, or relative permanently residing with the Recipient's officer or director, as the case may be.

C. TERMS OF PAYMENT:

- 11.0 Payments will be made according to actual expenditures for Eligible Costs incurred by the Recipient, or its approved subcontractors as authorized by the Recipient.
- 12.0 **Payment Process and Timing:**
 - (a) In order to obtain payments under this Agreement, the Recipient must submit a written statement of account, attached to the documents listed in 12.0 (e), in a form satisfactory to the Province containing:
 - o the Recipient's legal name and address;
 - o the date of the statement;
 - o the Recipient's calculation of the actual amounts spent on all Eligible Costs claimed under this Agreement, including a declaration that the Services for which the Recipient claims Services have been performed;

- a chronological listing, in reasonable detail, of all expenditures (not commitments) incurred by the Recipient within the statement period, with receipts attached, if applicable. If the Recipient is claiming reimbursement of any HST or other applicable taxes paid or payable by the Recipient in relation to those expenses, a description of any credits, rebates, refunds or remissions the Recipient is entitled to from the relevant taxation authorities in relation to those taxes must also be attached;
 - a description of this Agreement to which the statement relates;
 - a statement number for identification;
 - Participant Intake Forms for Participants who have been accepted into the MBT Pilot within the statement period;
 - Participant Exit Forms for Participants who have exited the MBT Pilot within the statement period;
 - completed and signed Monthly Activity Forms for each month in the statement period in accordance with Section 8.0(b)(i)(c) of Schedule "A" to this Agreement;
 - completed and signed quarterly status reports, in accordance with Section 8.0(b) (ii) of Schedule "A" to this Agreement; and
 - any other payment information reasonably requested by the Province.
- (b) Subject to the remainder of this section, monthly payments following the execution of this Amendment will be based on actual, eligible expenditures, paid to the Recipient within 30 days of receipt and approval by the Province of the following:
- i. A completed Monthly Claim Report signed by the Recipient's signing authority;
 - ii. All Participant Intake and Exit Forms (Appendix 1 and 2); and
 - iii. A completed and signed Monthly Activity Report (Appendix 3).
- (c) Following execution of this Amendment, the Recipient will retain an amount of **\$200,000.00** ("Accountable Advance"). The Accountable Advance will be repaid to the Province by way of deductions in the amount of \$50,000 each from the November 2013, December 2013, January 2014 and February 2014 Monthly Claim Reports. For greater certainty, any portion of the Accountable Advance that has not been repaid by the end of the Term will be deemed to be an Overpayment.
- (d) The Recipient will not receive any further funds from the Province until their cash balance is reduced to the amount of the Accountable Advance.
- 13.0 If, upon review of the written statement of account, the Province determines that any expenses are not Eligible Costs, the payment for the subsequent period will be

reduced and the Recipient will be notified in writing. Further, if it is determined that any costs previously reimbursed by the Province to the Recipient under this Agreement are not Eligible Costs, the Recipient will promptly repay to the Province all such amounts.

- 14.0 The Province will issue the final payment (the sum of the final month's invoices for the Service Providers Eligible Costs) within 30 days upon receipt and approval by the Province of the following:
- (a) the final written statement of account (and supporting and/or accompanying documentation as detailed in Section 12.0 of this Schedule "B";
 - (b) the final report, pursuant to Section 8.0 (c)(ii) of Schedule "A" to this Agreement; and
 - (c) third-party financial audit or audits, pursuant to Sections 8.0 (b) (iii) and 8.0(c)(iii) of Schedule "A" and Section 14.0 of Schedule "B" to this Agreement.
- 15.0 If it is determined that there is an Overpayment by the end of the Term, it will be deemed an amount owing to the Province and returned by the Recipient to the Province (by cheque payable to the Minister of Finance) within 30 days of the end of the Term.

CONTRACT COMMITMENT

Note: This Form must be forwarded to Financial Operations together with the signed original contract or Modification Agreement before the first payment is requested. Complete Sections A, B, D and E if this is an initial contract. Complete Sections A, C, D and E if this is an amendment. Questions about the collection or use of this information can be directed to Contracts, Policy and Review, at 250-387-4589.

☐ NEW CONTRACT or ☒ AMENDMENT - Contract has Increased / <Decreased> by: \$267,158.00 (leave blank if unchanged)

A. BRANCH ACTION

Branch/Division: Labour Market Programs Branch / LMID	Contract Manager: Adrienne Beck	Telephone: (250) 387-7953

B. INITIAL CONTRACT / GENERAL SERVICE AGREEMENT ATTACHED (form found at: http://www.pc.gov.bc.ca/psb/GSA/General_Service_Agreement.doc)

Project description:
Micro Business Training Pilot

Mandatory to Select One Procurement Process (X): (reference: [Procurement and AIT Code descriptions](#))

☐ 100 = Open Competitive Process	☐ 200 = Direct Awards – Public Sector Organization	☒ 201 = Direct Awards – Sole Source
☐ 202 = Direct Awards – Emergency	☐ 203 = Direct Awards – Security, Order, etc.	☐ 204 = Direct Awards – Confidentiality
☐ 205 = Direct Awards – Notice of Intent	☐ 207 = Direct Award – Under \$25,000	
☐ 208 = Direct Award – Financial Assistance – TUA	☐ 209 = Direct Award – Cost Sharing Agreement – TUA	
☐ 300 = Direct Invitation to Selected Vendors	☐ 400 = Selected Vendor From Pre-Qualification List	
☐ 401 = Competition from Vendors on Pre-Qualification Lists	☐ 500 = Purchasing from a Corporate Supply Arrangement	
☐ 600 = Other purchase process (FSA)*		

Mandatory to Select One AIT Exclusion (X) (descriptions can be found at: [Procurement and AIT Code descriptions](#))

☒ 100 = Purchase subject to AIT	☐ 200 = Purchase below applicable AIT threshold	☐ 300 = Purchase exempt commodity/service

C. AMENDMENT / MODIFICATION AGREEMENT ATTACHED (form at: http://cw.cd.gov.bc.ca/fas/fin_contracts/documents/modification_agreement.doc)

Reason for amendment is (X): ☐ Change in deliverables ☒ Other (specify): Increase in contract maximum of \$267,158 for fiscal 13/14 in order to increase participant targets by 145 individuals.

D. COMMITMENT (Once the amount of the contract or amendment has been entered to the account(s) indicated below, it should not be changed.)

Contractor name: (verified on BC Online Corporate Registry) THE BRITISH COLUMBIA CHAMBER OF COMMERCE		Company registration #: Supplier s17 Site 004	
Doing business as:			
Address: 1201 – 750 West Pender Street, Vancouver BC		Postal code: V6C 2T8	
Phone: 604-683-0700		Fax: 604-683-0416	
Commitment # (to be quoted on all invoices):		C13921119	
Term of Agreement: From: May 10, 2012		To: March 31, 2014	
Contract Pricing Structure:	12/13 \$1,440,677	13/14 \$1,969,506	14/15 \$0
		Total Contract Price \$3,410,183.00	
Responsibility Centre		Service Line	STOB
Max. Fee: \$ 3,410,183.00	51679	20920	8001
		Project Number 5121247	

E. AUTHORIZATION

☐ (X) Contract Policy Requirements - Documented

Spending Authority:

Date:

F. ASSISTANT DEPUTY MINISTER

Pre Approval for Direct Award – Sole Source - Service Contract (stob 60) \$25,000 or more:

Signature:

Date:

Attach contract/amendment and return to Financial Services, 3rd Floor, 800 Johnson Street

CONTRACT AMENDMENT
Amendment # 5

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT IF THE PROVINCE OF BRITISH COLUMBIA, represented by the Minister of Jobs, Tourism and Skills Training and the Minister Responsible for Labour
(the "Province", "we", "us", or "our", as applicable)

AND

THE BRITISH COLUMBIA CHAMBER OF COMMERCE, a society incorporated under the laws of British Columbia (Society No. S-0018607), and having an office at #1201 - 750 West Pender Street, Vancouver, B.C. V6C 2T8
(the "Service Provider" "you" or "your" as applicable)

BACKGROUND

- A. The parties entered into an agreement identified as contact number C133921119 and dated the 10th day of May, 2012 (the "Agreement").
- B. The parties subsequently entered into Contract Amendment #1, on the 6th day of July 2012.
- C. The parties subsequently entered into Contract Amendment #2, on the 1st day of October 2012.
- D. The parties subsequently entered into Contract Amendment #3, on the 3rd day of April 2013.
- E. The parties subsequently entered into Contract Amendment #4, on the 17th day of October 2013.
- F. The Parties have agreed to amend the Agreement as subsequently amended on the terms and conditions set out herein.

AGREEMENT

The parties agree as follows:

- (1) That the attached Schedule A-1 is added to the Agreement for the period April 1, 2014 to December 31, 2014. The revised Term of the Agreement is: May 10, 2012 to December 31, 2014.
- (2) That the attached Schedule B-4 is added to the Agreement for the period April 1, 2014 to December 31, 2014. The contract value is increased by \$ 956,993.00 for a total revised aggregate contract value of \$4,367,176.

(3) In all other respects, the Agreement is confirmed.

Regardless of the date of execution or delivery of this Contract Amendment #5, this Contract Amendment #5 is effective as of March 31, 2014.

SIGNED AND DELIVERED on the ____ day
of _____, _____ on behalf of
the Province by its authorized representative:

Signature: _____

Print name: _____

SIGNED AND DELIVERED on the 4 day
of APRIL, 2014 by or on the
behalf of the Service Provider (or by its authorized
signatory or signatories if the Contractor is a
corporation)

Signature: _____

Print name: _____

Schedule "A - 1" – Services

DEFINITIONS

1.0 In this Agreement, unless the context otherwise requires:

- a) **"Applicant"** means an individual who is referred to an Intake and Assessment Agency for a Eligibility Review;
- b) **"Business Skills Training"** means training in the generic skills required to manage a small business, such as basic bookkeeping and accounting, business management, marketing, human resource management, and computer/IT skills, but does not include skills training in areas specific to a particular type of business (e.g. cooking skills for a restaurant owner; washing machine repair for a Laundromat owner);
- c) **"Canada-BC Labour Market Agreement" or "LMA"** means the agreement signed February 20, 2008 between the Government of Canada and the Province to provide funding for labour market development initiatives for unemployed individuals who do not qualify for Employment Insurance benefits, programs or services and employed, low skilled individuals with no recognized labour market credentials;
- d) **"Chamber Learning Network"** a partnership arrangement trademarked owned by the BC Chamber of Commerce that includes the BC Chamber, Local Chambers of Commerce, industry groups, and other Training Providers;
- e) **"Eligibility Criteria"** means the criteria set out in Section 5.2 (a) of this Schedule "A" that must be met in order for an Applicant to participate in the MBT Pilot;
- f) **"Eligibility Review"** means a basic review conducted by a Intake and Assessment Agent on all Applicants to determine if each Applicant meets the Eligibility Criteria;
- g) **"Intake and Assessment Agency"** means an approved sub-contractor under this Agreement that the Recipient will use for the delivery of Participant Intake and Assessment Services as described in Section 5.0 of this Schedule "A";
- h) **"Intake and Assessment Services"** means those Services to be provided by the Recipient as described in Section 5.0 of this Schedule "A";
- i) **"Local Chambers of Commerce"** means the 120 Chambers of Commerce and Boards of Trade operating in British Columbia.
- j) **"Management Services"** means those services described in Section 7.0 of this Schedule "A";
- k) **"Micro-Business Owner"** means a Self-Employed Individual with fewer than five employees, and includes a Self-Employed Individual with no employees;

- l) **“Micro-Business Owner Outreach Services”** means those Services to be provided by the Recipient as described in Section 4.0 of this Schedule A;
- m) **“Participant”** means a Micro-Business Owner who is determined by a Intake and Assessment Agency to meet the Eligibility Criteria, and who has been formally accepted into the MBT Pilot;
- n) **“Participant Training Plan”** means the document prepared by an Intake and Assessment Agency that identifies the Business Skills Training that a Participant will undertake as part of their participation in the MBT Pilot;
- o) **“PCTIA –Accredited Institutions”** mean private career training institutions in BC that have received accreditation through the Private Career Training Institutions Agency;
- p) **“Private Career Training Institutions Agency” or “PCTIA”** is the British Columbia crown agency created to establish basic education standards for registered institutions, provide consumer protection to the students and prospective students of registered institutions, and establish the standards of quality that must be met by PCTIA-Accredited Institutions;
- q) **“Private Trainer”** means a person or legal entity that provides Business Skills Training and is not:
- A school, as defined under the *School Act*,
 - A francophone education authority, as defined under the *School Act*,
 - An independent school, as defined under the *Independent School Act*,
 - An institution established under the *University Act*, the *Royal Roads University Act*, the *College and Institutes Act*, the *Institute of Technology Act*, or the *Open Learning Agency Act*, or
 - A post-secondary institution established in Canada that is funded in whole or in part by the Government of Canada or by a province;
- r) **“Public Post-Secondary Institution”** means any one of the 11 universities, 11 colleges or 3 institutes that are publicly funded in British Columbia, and are listed in Appendix 7 to Schedule A of this Agreement;
- s) **“Self-Employed Individual”** means a working owner of an incorporated or unincorporated business, farm or professional practice;
- t) **“Service Period”** means the period in which the Services are delivered by the Recipient, beginning on April 1, 2014 and ending December 31, 2014.
- u) **“Training Provider”** means an organization that (i) will be providing Business Skills Training to a Participant and (ii) that is a PCTIA -Accredited Institution, or a Public Post-secondary Institution. A Training Provider may or may not be a member of the Chamber Learning Network.

B. MBT PILOT OBJECTIVES

2.0 The objectives of the MBT Pilot are as follows:

- a) Pilot the delivery of a Business Skills Training initiative aimed at low-skilled Micro-Business Owners who have fewer than five employees (82% of BC's small businesses, or approximately 322,000 businesses, are micro- businesses);
- b) Create awareness and understanding of why Business Skills Training is important and facilitate the referral and access to the Business Skills Training required by Micro-Business Owners;
- c) Test the delivery of Business Skills Training to support business growth, job creation and increased productivity. BC's productivity has recently slipped from 6th to 7th place in Canada. Productivity can be increased by improving human capital through strategic investments in human resources such as skills training, adding to physical capital through investment and innovating business processes. It is estimated that approximately 74,000 of the self-employed individuals in BC (a group which includes Micro- Business Owners) have been identified as having low skills. To address this challenge, the MBT Pilot will test the delivery of Business Skills Training to such individuals.

C. OVERVIEW OF MBT PILOT SERVICES AND ACTIVITIES

- 3.0 The Recipient must deliver the MBT Pilot in all regions of British Columbia and must ensure that Micro-Business Owners from throughout British Columbia will have the opportunity to access the Services.
- 3.1 For the purposes of the MBT Pilot, the Recipient must provide the Services for MicroBusiness Owners only.
- 3.2 The Recipient must ensure that participation in the MBT Pilot will be open to all eligible Micro-Business Owners and will not be restricted to the Recipient's members, and/or to members of Local Chambers of Commerce.
- 3.3 The MBT Pilot will consist of four key areas of service activity as follows: a) Micro-Business Owner Outreach Services; b) Participant Intake and Assessment Services; c) Business Skills Training; and d) Management Services.

D. MICRO-BUSINESS OWNER OUTREACH SERVICES

- 4.0 The Recipient must deliver Micro-Business Owner Outreach Services through Local Chambers of Commerce and organizations acceptable to the Province. The Micro-Business Owner Outreach Services will include but not be limited to:
 - a) Coordinating and delivering information and awareness sessions regarding the MBT Pilot to business owners and employers;
 - b) Building awareness regarding the general importance of business management skills, and the training opportunities available under the MBT Pilot, through ongoing engagement and communication activities such as in-person visits, telephone and conference calls, information materials, and a website;

- c) Encouraging Micro-Business Owners to access the Participant Intake and Assessment Services available through the MBT Pilot, including using telephone solicitation to inform Micro-Business Owners of the opportunity;
- d) Providing potentially eligible Micro-Business Owners with referrals to Intake and Assessment Agencies for an Eligibility Review to determine eligibility and acceptance into the MBT Pilot. Regardless of the number of referrals, the Recipient will monitor and control the total number of Participants to ensure that target of 549 Participants is not exceeded; and
- e) Delivering the overall Micro-Business Owner Outreach Services within the maximum cost as identified in Section 2.0 (A) of Schedule "B-4" to this Agreement.

E. PARTICIPANT INTAKE AND ASSESSMENT SERVICES

- 5.0 The Recipient must sub-contract with Intake and Assessment Agencies to deliver Intake and Assessment Services. Intake and Assessment Agencies will be selected by the Recipient in consultation with Local Chambers of Commerce, and must be service providers with demonstrated experience conducting skills assessments and developing training plans. Before any subcontracted services may begin, the Recipient must ensure:
- (a) that all sub-contractors have been approved, in writing by the Province, pursuant to Section 8.0 of this Schedule "A"; and
 - (b) that the Recipient enters into a legally binding agreement with each approved sub-contractor as described in Schedule "C" to this Agreement.
- 5.1 To the greatest extent possible, the Recipient must ensure that Participant Intake and Assessment Services are available within each regional district of British Columbia. For further clarity, the Participant Intake and Assessment Services may be delivered by electronic or virtual means, and nothing under this Agreement obligates the Recipient to fund in-person delivery in all regional districts.
- 5.2 The Recipient must ensure that Participant Intake and Assessment Services include the following:
- a) **Eligibility Review**
 - i. The Intake and Assessment Agency must complete an Eligibility Review on all Applicants to determine whether each Applicant meets the Eligibility Criteria prior to acceptance of the Applicant into the MBT Pilot. **A minimum of 50% of Participants enrolled must be Participants who would have been eligible under the LMA (refer to Definitions), specifically employed and low-skilled.**
 - ii. To be eligible, an Applicant must be determined by the Intake and Assessment Agency to be *either* a Micro-Business Owner *or* a Micro-Business Owner *and* "low skilled".
 - o For the purposes of the MBT Pilot a "low skilled" individual is defined as an individual who does not have any post-secondary education towards a university degree and
 - o does not have a high-school diploma (or equivalent), or

- has a high-school diploma (or equivalent) but does not have any recognized certification.

For the purposes of the MBT Pilot, recognized certification is a credential that is recognized by industry (or within specific occupational sectors) to provide required job-specific skills. For example, a Class 1 driver's license would be considered to be recognized certification. Credentials such as FoodSafe, WHMIS, and Serving it Right are excluded from this definition of recognized certification. An individual is considered to have recognized certification even if they are not currently using that skill in the workforce or if they are pursuing another career path. For instance, a certified insurance agent who is working in an industry other than the insurance industry would not be eligible to participate in the MBT Pilot.

- iii. In addition to ensuring the Applicant is either a Micro-Business Owner or a Micro-Business Owner who is low-skilled, the Intake and Assessment Agency must determine if the Applicant is:
 - legally entitled to work in Canada;
 - 19 years of age or older;
 - a resident of British Columbia;
 - not a full-time post-secondary student;
 - not a high school student;
 - not eligible for Employment Insurance payments and benefits; and
 - at the time the training is to take place, not participating in another Canada-British Columbia Job Fund program.
- iv. All Applicants referred by the Recipient to the Intake and Assessment Agency must be accepted as a Participant prior to receiving a business skills assessment and a Participant Training Plan.
- v. The Intake and Assessment Agency must ensure all Participants complete the Participant Intake Form set out in Appendix 1 to this Schedule "A".
- vi. If an Applicant does not meet the Eligibility Criteria, the Intake and Assessment Agency may provide a condensed business skills assessment and referrals to appropriate Training Providers. The Intake and Assessment Agency will advise the ineligible Applicant that s/he is not eligible for the MBT Pilot and is solely responsible for any and all training costs the Applicant may incur.

b) Business Skills Assessment

- i. The Intake and Assessment Agency will provide all Participants with a business skills assessment to determine their training needs, taking into account the Participant's educational and business experience and unique business needs.

c) Development of a Participant Training Plan

- i. The Intake and Assessment Agency will prepare a Participant Training Plan for each Participant to document the Business Skills Training options they are eligible to receive under the MBT Pilot.
- ii. The Intake and Assessment Agency must ensure that the Business Skills Training identified in the Participant Training Plan must support the deficiencies and gaps identified in the business skills assessment.
- iii. Each Participant Training Plan must include a minimum of two options for suitable training and will include the type of training, duration, name of trainer(s), training location(s), cost, and the rationale for the training and how it will benefit the Participant.
- iv. Training options must include at least one Training Provider who is not a member of the Chamber Learning Network.
- v. The Intake and Assessment Agency will inform the Participant that the maximum total training cost covered by the MBT Pilot per Participant is \$1,000, and that costs in excess of \$1,000 will be the sole responsibility of the Participant.
- vi. The Participant will make the final determination of which training option they would like to pursue under the MBT Pilot.

d) Monitoring and support

- i. Following the development of the Participant Training Plan, the Intake and Assessment Agency will provide support to the Participant as needed for the duration of their participation in the MBT Pilot. This will include monitoring the Participant to ensure they follow through with choosing and attending appropriate training.
- ii. Upon Participant completion of Participant Training Plan activities, the Intake and Assessment Agency will administer to each Participant the Participant Exit Form set out in Appendix 2 to this Schedule "A".

F. BUSINESS SKILLS TRAINING FOR PARTICIPANTS

6.0 The Recipient must ensure that the Intake and Assessment Agency will work with the Participant to enroll in the training program of the Participant's choice. The Recipient will collect the Participant Intake Form and the Participant Training Plans from the Intake and Assessment Agency. The Recipient is responsible for the payment of all training invoices. Prior to payment of any invoice, the Recipient must ensure that the Intake and Assessment Agency has demonstrated that the approved Business Skills Training:

- (a) meets the requirements set out in this Agreement;
- (b) is supported in the Participant Training Plan; and

- (c) was approved by the Intake and Assessment Agency and the Recipient before the Business Skills Training activity commenced.

The Recipient must ensure that Business Skills Training activities are limited to:

- a) **Structured training purchased from a Training Provider** on behalf of the Participant. Structured training programs must directly address the deficiencies and gaps identified in the business skills assessment and are documented in the Participant Training Plan. Purchases from a Training Provider must be supported by an invoice, to be included on the Participant's file. Structured training that is already fully funded through another source and otherwise free to the Participant (e.g. adult basic education) cannot be invoiced as a training cost to the MBT Pilot by the Recipient. Training may be provided online or in-person.
- b) **Training materials**, including textbooks, course workbooks and other resources which are required for the Participant to successfully complete their Participant Training Plan. All purchased training materials must be documented in the Participant Training Plan, including the reason each the training material is required, and the associated cost.
- c) **Travel costs** for out of town training. Travel costs must only be approved in cases where the structured training is not available within 32 kilometers of the Participant's business premises, and cannot be accessed through electronic means. Further limitations on travel costs, including the types of expenses that can be covered, and maximum amounts for each type of expense, are outlined in Appendix 4 to this Schedule "A". All travel costs for out of town training must be documented in the Participant Training Plan, including the reason the travel cost support is required, and associated cost, where not otherwise specified in Appendix 4 to this Schedule "A".

G. MANAGEMENT SERVICES

7.0 Management Services are the administration and overhead costs associated with the management of the MBT Pilot. The Recipient is responsible for Management Services, including the following activities:

- a) Managing agreements and relationships with sub-contractors, to ensure their compliance with the terms of this Agreement, and to optimize their performance in meeting the objectives of the MBT Pilot;
- b) Collecting and maintaining data and reporting on delivered Services and results;
- c) Managing finance and administration of the MBT Pilot (including office supplies and equipment, banking costs etc);
- d) Managing facilities and staff (wages and mandatory employment-related costs, rent and utilities);
- e) Ensuring that personal information is collected, used, and disclosed in accordance with the Schedule E of this Agreement;
- f) Ensuring that a third party financial audit of the agreement is carried out, if requested by the Province, before the end of the Term, to ensure financial

accountability against Eligible Expenses as set out in Schedule "B-4" to this Agreement;

- g) Managing the contract budget as follows:
 - i. Ensure that the total costs for Micro-Business Owner Outreach and Management Services do not exceed the Maximum Amounts for each of these Service Activity Components as set out in the table to Schedule "B-4" to this Agreement, regardless of the number of Participants recruited to participate in the Pilot.
 - ii. Ensure that cost for Participant Intake and Assessment Services are managed within the average cost of \$385.47 per Applicant, based on 549 potential Applicants. The Recipient is also required to manage the total cost does not exceed the Maximum Amounts for this Service Activity Component as set out in the table to Schedule "B-4" to this Agreement regardless of the level of service required per Participant, based on the expectation for Services as required in Section 5.0 of Schedule A to this Agreement.
 - iii. Ensure that expenditures for Business Skills Training do not exceed \$1,000 per Participant (including any costs incurred for structured training, support costs and travel costs). The Recipient is also required to manage the total cost does not exceed the \$548,000 Maximum Amounts for this Service Activity Component as set out in the table to Schedule "B-4" to this Agreement . The final amount payable to the Recipient will be based, in part, on the actual invoices submitted to support Business Skills Training activities as per Section 6.0 of this Schedule, and Section 12.0 of Schedule "B-4" to this Agreement; and
- h) Any other requirements necessary to fulfill the obligations of the Recipient as set out in this Agreement.

H. PILOT DELIVERY

8.0 The Recipient must deliver the MBT Pilot within the following requirements.

a) MBT PILOT SERVICE DELIVERY

- i. The Recipient must provide to the Province for approval, a list of all sub-contractors the Recipient intends to use for the delivery of the Intake and Assessment Services. All sub-contractors must be legal entities and must be qualified to deliver the Intake and Assessment Services as set out in Section 5 of the Schedule "A" to this Agreement. The Recipient must: confirm that (i) the identified sub-contractors are legal entities by attaching a copy of the corporate registration for each sub-contractor, (ii) demonstrate that each sub-contractor is qualified to deliver the Intake and Assessment Services, including the business skills assessment , and (iii) include the name and business location of the sub-contractor, the geographic area(s) in which the sub-contractor will deliver Intake and Assessment Services, and the approaches the sub-contractor will use to deliver Intake and Assessment Services in communities where in-person services will not be offered.

- ii. Upon commencement of delivery of the MBT Pilot, and throughout the Term, the Recipient must provide to the Province the following forms and reports, in accordance with this Schedule "A" and Schedule "B-4" to the Agreement.
 - a) **A Participant Intake Form**, attached as Appendix 1 to this Schedule "A", completed by each Participant accepted into the MBT Pilot,
 - b) **A Participant Exit Form** attached as Appendix 2 to this Schedule "A", completed by each Participant upon completion of his or her Participant Training Plan activities,
 - c) **A Monthly Activity Report** must be completed by the Recipient on a monthly basis to document Participant eligibility and intake and exit dates. The format for this report is attached as Appendix 3 to this Schedule "A".
- iii. The Recipient must provide the Province with a quarterly status report that documents:
 - a) the number of information and awareness sessions delivered to business owners and employers; and
 - b) the number of potentially eligible Micro-Business Owners referred to Intake and Assessment Agencies; and
 - c) the number of potentially eligible Micro-Business Owners completing eligibility interviews conducted by Intake and Assessment Agencies; and
 - d) the number of participants completing Participant Training Plans, and
 - e) the types of structured training programs, training materials, and travel costs funded
 - f) during the quarter, and cumulatively for the program to date. The quarterly status report must also break this information out by geographic region.
- iv. Any other reports as required under this Schedule "A" and/or Schedule "B-4" to this Agreement.

b) PILOT CONCLUSION AND WIND DOWN

- i. The Recipient must not accept new Participants into the MBT Pilot after October 31, 2014 in order to ensure all Services are completed prior to the end of the Service Period.
- ii. The Recipient must provide to the Province a final report at the conclusion of the MBT Pilot, and this report must include the following information:
 - a) Overall summary of the MBT Pilot model, delivery structure, the types and levels of services delivered, results achieved, outcomes and lessons learned while highlighting the successes of the MBT Pilot and opportunities for future programming of a similar nature;
 - b) Total number of Applicants assessed against the Eligibility Criteria;
 - c) Total number of Participants that received a business skills assessment and completed a "Participant Intake Form";
 - d) Total number of Participants accepted into the MBT Pilot;

- e) Total number of Participants that received a Participant Training Plan;
 - f) A breakdown on the types of training provided to Participants under the MBT Pilot, including a list of training taken with each Training Provider, subject matter of training, and length of training; and
 - g) Total number of Participants completing a "Participant Exit Form" upon completion of their Participant Training Plan.
- iii. If requested by the Province, the Recipient will provide to the Province a second third party financial audit of the expenditures incurred and claimed from the Province under the Agreement between July 1, 2013 and the end of the Service Period, to confirm that all of these expenditures are consistent with, and allowable under, the terms and conditions of this Agreement, including Schedule "B-4".

I. GOVERNANCE

- 9.0 The Province has identified the governance model set out in Article 13.01 for the MBT Pilot with the goal to resolve all contract management and performance issues as early as possible.
- 9.1 On a monthly basis, or as otherwise required, representatives of the Province will meet via teleconference with representatives of the Recipient to identify and resolve issues as they arise and at the lowest levels, using a collaborative approach.
- 9.2 Where issues occur and cannot be resolved pursuant to Section 9.1 above, such issues will be escalated to senior management representatives for the Province and the Recipient for further discussion and resolution.
- 9.3 In the event a dispute cannot be resolved in accordance with Sections 9.0 to 9.2 inclusive, such dispute will be resolved in accordance with Article 13 of this Agreement.

Schedule "B-4" – Financial Contribution

A. AGREEMENT MAXIMUM

- 1.0 Notwithstanding any other provision of this Agreement, subject to this Schedule, the performance of the Recipient's obligations and the performance of the Services under this Agreement as defined in Schedule "A-1" to this Agreement to the Province's satisfaction, the Province will pay the Recipient a Financial Contribution up to a maximum amount of \$956,993 (the "Maximum Financial Contribution") during the Term of the Agreement.

B. ELIGIBLE COSTS

- 2.0 Payment by the Province of any part of the Financial Contribution will be made on the basis of Eligible Costs for Services performed by or on behalf of the Recipient. "Eligible Costs" for the Service Period of April 1, 2014 through December 31, 2014 consist of the following:

Service Activity Component	Maximum Amounts
FEES:	
A. Micro-Business Owner Outreach as set out in Section 4.0 of Schedule "A-1" to this Agreement	
• Micro-Business Owner Outreach through Local Chambers of Commerce	\$4,500
• Local Business Marketing and Recruitment	\$68,760
• Program Website	\$0
• Marketing Materials, Promotion and Distribution	\$0
<i>Sub-total Micro-Business Outreach</i>	<i>\$73,260</i>
B. Management Services as set out in Section 7.0 of Schedule "A-1" to this Agreement	
• Administration and Management Overhead	\$25,650
• Financial Accounting	\$43,650
• Program Management	\$38,574
• Third party audit of program expenditures	\$0
• Hosting, maintenance and support	\$16,236
<i>Sub- total Management Services</i>	<i>\$124,110</i>
Sub-total Fees	\$197,370

Service Activity Component	Maximum Amounts
SERVICES FOR APPLICANTS & PARTICIPANTS:	
C. Participant Intake and Assessment Services as set out in Sections 5.0 – 5.2 of Schedule “A-1” to this Agreement	
Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation	\$211,623
D. Business Skills Training for Participants as set out in Section 6.0 of Schedule “A-1” to this Agreement	
Business Skills Training	\$548,000
<i>Sub-total Services for Applicants and Participants</i>	<i>\$759,623</i>
Total Financial Contribution for Service Period	\$956,993

- 3.0 The Recipient will not charge more than the “Maximum Amount” as set out in the table above for each of the “Service Activity Components” described above (each a “Service Activity Component”) and will not transfer costs or funds from one Service Activity Component to another without prior written approval from the Province.
- 4.0 Funding received by the Recipient for Business Skills Training for Participants shall be kept in a separate account and the Recipient shall provide evidence of such account at the request of the Province.
- 5.0 No costs incurred before or after the Term are Eligible Costs. For greater certainty, a cost described in this Schedule “B” incurred during the Term is eligible even though it may have been invoiced by the supplier, and paid by the Recipient after the Term has ended.
- 6.0 Further to Article 16 of this Agreement, if the Recipient receives a contribution from any other source, the Recipient will deduct from any amounts claimed against the Province for performing the Services an amount equal to the amount received from the other source (i.e. no double dipping will be permitted).
- 7.0 Any Refunds received by the Recipient will be deducted from the amount of any subsequent payment. Any Refunds received by the Recipient after the end of the Term will be returned by the Recipient to the Province by cheque payable to the Minister of Finance within 30 days of receipt of such refunds by the Recipient.
- 8.0 Any interest earned on pre-payment of the Maximum Financial Contribution shall be accounted for by the Recipient. Such interest shall be deemed to be part of the

payment of the Maximum Financial Contribution and shall be used or applied to offset the Province's payments for Services delivered.

- 9.0 The Recipient will not request the payment of any charge or fee from Participants for their participation in the MBT Pilot.
- 10.0 No contribution will be paid with respect to an immediate family member of an officer or board member of the Recipient, unless requested by the Recipient and authorized in writing by the Province. It is the responsibility of the Recipient to request a written authorization from the Province. "Immediate family" means father, mother, step-father, step-mother, foster parent, brother, sister spouse (including common law spouse), child (including child of common law spouse), step-child, ward, father-in-law, mother-in-law, or relative permanently residing with the Recipient's officer or director, as the case may be.

C. TERMS OF PAYMENT:

- 11.0 Payments will be made according to actual expenditures for Eligible Costs incurred by the Recipient, or its approved subcontractors as authorized by the Recipient.

12.0 Payment Process and Timing:

- (a) In order to obtain payments under this Agreement, the Recipient must submit a written statement of account, attached to the documents listed in 12.0 (e), in a form satisfactory to the Province containing:
- the Recipient's legal name and address;
 - the date of the statement;
 - the Recipient's calculation of the actual amounts spent on all Eligible Costs claimed under this Agreement, including a declaration that the Services for which the Recipient claims Services have been performed;
 - a chronological listing, in reasonable detail, of all expenditures (not commitments) incurred by the Recipient within the statement period, with receipts attached, if applicable. If the Recipient is claiming reimbursement of any applicable taxes paid or payable by the Recipient in relation to those expenses, a description of any credits, rebates, refunds or remissions the Recipient is entitled to from the relevant taxation authorities in relation to those taxes must also be attached;
 - a description of this Agreement to which the statement relates;
 - a statement number for identification;
 - Participant Intake Forms for Participants who have been accepted into the MBT Pilot within the statement period;
 - Participant Exit Forms for Participants who have exited the MBT Pilot within the statement period;

- completed and signed Monthly Activity Forms for each month in the statement period in accordance with Section 8.0 of Schedule "A-1" to this Agreement;
 - completed and signed quarterly status reports, in accordance with Section 8.0(a)(ii) of Schedule "A-1" to this Agreement; and
 - any other payment information reasonably requested by the Province.
- (b) Subject to the remainder of this section, monthly payments following the execution of this Amendment will be based on actual, eligible expenditures, paid to the Recipient within 30 days of receipt and approval by the Province of the following:
- i. A completed Monthly Claim Report signed by the Recipient's signing authority;
 - ii. All Participant Intake and Exit Forms (Appendix 1 and 2); and
 - iii. A completed and signed Monthly Activity Report (Appendix 3).
- (c) Following execution of this Amendment, the Recipient will retain an amount of \$200,000.00 ("Accountable Advance"). The Accountable Advance will be repaid to the Province by way of deductions in the amount of \$50,000 each from the April 2014, May 2014, June 2014, and July 2014 Monthly Claim Reports. For greater certainty, any portion of the Accountable Advance that has not been repaid by the end of the Term will be deemed to be an Overpayment.
- (d) The Recipient will not receive any further funds from the Province until their cash balance is reduced to the amount of the Accountable Advance.
- 13.0 If, upon review of the written statement of account, the Province determines that any expenses are not Eligible Costs, the payment for the subsequent period will be reduced and the Recipient will be notified in writing. Further, if it is determined that any costs previously reimbursed by the Province to the Recipient under this Agreement are not Eligible Costs, the Recipient will promptly repay to the Province all such amounts.
- 14.0 The Province will issue the final payment (the sum of the final month's invoices for the Service Providers Eligible Costs) within 30 days upon receipt and approval by the Province of the following:
- (a) the final written statement of account (and supporting and/or accompanying documentation as detailed in Section 12.0 of this Schedule "B");
 - (b) the final report, pursuant to Section 8.0 of Schedule "A-1" to this Agreement; and

- (c) third-party financial audit or audits, pursuant to Section 8.0 of Schedule "A-1" and Section 14.0 of Schedule "B" to this Agreement.

15.0 If it is determined that there is an Overpayment by the end of the Term, it will be deemed an amount owing to the Province and returned by the Recipient to the Province (by cheque payable to the Minister of Finance) within 30 days of the end of the Term.

CONTRACT COMMITMENT

Note: This Form must be forwarded to Financial Operations together with the signed original contract or Modification Agreement before the first payment is requested. Complete Sections A, B, D and E if this is an initial contract. Complete Sections A, C, D and E if this is an amendment. Questions about the collection or use of this information can be directed to Contracts, Policy and Review, at 250-387-4589.

☐ NEW CONTRACT or ☒ AMENDMENT - Contract has Increased / <Decreased> by: **\$956,993.00** (leave blank if unchanged)

A. BRANCH ACTION

Branch/Division: Labour Market Programs Branch / Sector Unit	Contract Manager: Val Dickson	Telephone: (250) 387-7539

B. INITIAL CONTRACT / GENERAL SERVICE AGREEMENT ATTACHED (form found at: http://www.pc.gov.bc.ca/psb/GSA/General_Service_Agreement.doc)

Project description: Micro Business Training Pilot		
Mandatory to Select One Procurement Process (X): (reference: <i>Procurement and AIT Code descriptions</i>)		
☐ 100 = Open Competitive Process	☐ 200 = Direct Awards – Public Sector Organization	☒ 201 = Direct Awards – Sole Source
☐ 202 = Direct Awards – Emergency	☐ 203 = Direct Awards – Security, Order, etc.	☐ 204 = Direct Awards - Confidentiality
☐ 205 = Direct Awards - Notice of Intent	☐ 207 = Direct Award – Under \$25,000	
☐ 208 = Direct Award – Financial Assistance - TUA	☐ 209 = Direct Award – Cost Sharing Agreement – TUA	
☐ 300 = Direct Invitation to Selected Vendors	☐ 400 = Selected Vendor From Pre-Qualification List	
☐ 401 = Competition from Vendors on Pre-Qualification Lists	☐ 500 = Purchasing from a Corporate Supply Arrangement	
☐ 600 = Other purchase process (FSA)*		
Mandatory to Select One AIT Exclusion (X) (descriptions can be found at: <i>Procurement and AIT Cod descriptions</i>)		
☒ 100 = Purchase subject to AIT	☐ 200 = Purchase below applicable AIT threshold	☐ 300 = Purchase exempt commodity/service

C. AMENDMENT / MODIFICATION AGREEMENT ATTACHED (form at: http://icw.cd.gov.bc.ca/fas/fin_contracts/documents/modification_agreement.doc)

Reason for amendment is (X): ☐ Change in deliverables	☒ Other (specify): Revised Schedule A – extended funding period; revised Schedule B – Increase aggregate

D. COMMITMENT (Once the amount of the contract or amendment has been entered to the account(s) indicated below, it should not be changed.)

Contractor name: (verified on BC Online Corporate Registry) THE BRITISH COLUMBIA CHAMBER OF COMMERCE		Company registration #: Supplier s17 Site 004	
Doing business as:			
Address: 1201 – 750 West Pender Street, Vancouver BC			Postal code: V6C 2T8
Phone: 604-683-0700		Fax: 604-683-0416	
Commitment # (to be quoted on all invoices): C13921119			
Term of Agreement: From: May 10, 2012		To: December 31, 2014 <i>Pls create new line in PO</i>	
Contract Pricing Structure:	12/13 \$1,440,677.00	13/14 \$1,969,506.00	14/15 \$956,993.00
			Total Contract Price \$4,367,176.00
Responsibility Centre		Service Line	STOB
Max. Fee: \$ 4,367,176.00	51973	20921	8001
			Project Number 5121247

E. AUTHORIZATION

☒ (X) Contract Policy Requirements - Documented
Spending Authority: 
Date: _____

F. ASSISTANT DEPUTY MINISTER

Pre Approval for Direct Award – Sole Source - Service Contract (stob 60) \$25,000 or more:
Signature: _____
Date: _____

Attach contract/amendment and return to Financial Services, 3rd Floor, 800 Johnson Street

CONTRACT AMENDMENT
Amendment # 6

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT IF THE PROVINCE OF BRITISH COLUMBIA, represented by the Minister of Jobs, Tourism and Skills Training and the Minister Responsible for Labour
(the "Province", "we", "us", or "our", as applicable)

AND

THE BRITISH COLUMBIA CHAMBER OF COMMERCE, a society incorporated under the laws of British Columbia (Society No. S-0018607), and having an office at #1201 - 750 West Pender Street, Vancouver, B.C. V6C 2T8
(the "Service Provider" "you" or "your" as applicable)

BACKGROUND

- A. The parties entered into an agreement identified as contact number C133921119 and dated the 10th day of May, 2012 (the "Agreement").
- B. The parties subsequently entered into Contract Amendment #1, on the 6th day of July 2012.
- C. The parties subsequently entered into Contract Amendment #2, on the 1st day of October 2012.
- D. The parties subsequently entered into Contract Amendment #3, on the 3rd day of April 2013.
- E. The parties subsequently entered into Contract Amendment #4, on the 17th day of October 2013.
- F. The parties subsequently entered into Contract Amendment #5, on the 1st day of April 2014.
- G. The Parties have agreed to amend the Agreement as subsequently amended on the terms and conditions set out herein.

AGREEMENT

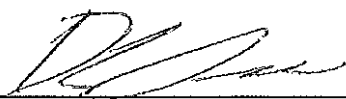
The parties agree as follows:

- (1) Schedule A-1 is deleted and replaced by Schedule "A-2".
- (2) Schedule B-4 is deleted and replaced by Schedule "B-5".

(3) In all other respects, the Agreement is confirmed.

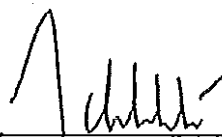
Regardless of the date of execution or delivery of this Contract Amendment #6, this Contract Amendment #6 is effective as of June 16, 2014.

SIGNED AND DELIVERED on the ____ day
of _____, _____ on behalf of
the Province by its authorized representative:

Signature: 

Print name: D. Scott McArthur

SIGNED AND DELIVERED on the 9 day
of June, 2014 by or on the
behalf of the Service Provider (or by its authorized
signatory or signatories if the Contractor is a
corporation)

Signature: 

Print name: Todd Winter

Schedule "A - 2" – Services

DEFINITIONS

1.0 In this Agreement, unless the context otherwise requires:

- a) **"Applicant"** means an individual who is referred to an Intake and Assessment Agency for a Eligibility Review;
- b) **"Business Skills Training"** means training in the generic skills required to manage a small business, such as basic bookkeeping and accounting, business management, marketing, human resource management, and computer/IT skills, but does not include skills training in areas specific to a particular type of business (e.g. cooking skills for a restaurant owner; washing machine repair for a Laundromat owner);
- c) **"Canada-BC Labour Market Agreement" or "LMA"** means the agreement signed February 20, 2008 between the Government of Canada and the Province to provide funding for labour market development initiatives for unemployed individuals who do not qualify for Employment Insurance benefits, programs or services and employed, low skilled individuals with no recognized labour market credentials;
- d) **"Chamber Learning Network"** a partnership arrangement trademarked owned by the BC Chamber of Commerce that includes the BC Chamber, Local Chambers of Commerce, industry groups, and other Training Providers;
- e) **"Eligibility Criteria"** means the criteria set out in Section 5.2 of this Schedule "A-2" that must be met in order for an Applicant to participate in the MBT Pilot;
- f) **"Eligibility Review"** means a basic review conducted by a Intake and Assessment Agent on all Applicants to determine if each Applicant meets the Eligibility Criteria;
- g) **"Intake and Assessment Agency"** means an approved sub-contractor under this Agreement that the Recipient will use for the delivery of Participant Intake and Assessment Services as described in Section 5.0 of this Schedule "A-2";
- h) **"Intake and Assessment Services"** means those Services to be provided by the Recipient as described in Section 5.0 of this Schedule "A-2";
- i) **"Local Chambers of Commerce"** means the 120 Chambers of Commerce and Boards of Trade operating in British Columbia.
- j) **"Management Services"** means those services described in Section 7.0 of this Schedule "A-2";
- k) **"Micro-Business Owner"** means a Self-Employed Individual with fewer than five employees, and includes a Self-Employed Individual with no employees;
- l) **"Micro-Business Owner Outreach Services"** means those Services to be provided by the Recipient as described in Section 4.0 of this Schedule "A-2";
- m) **"Participant"** means a Micro-Business Owner who is determined by a Intake and Assessment Agency to meet the Eligibility Criteria, and who has been formally accepted into the MBT Pilot;
- n) **"Participant Training Plan"** means the document prepared by an Intake and Assessment Agency that identifies the Business Skills Training that a Participant will undertake as part of their participation in the MBT Pilot;
- o) **"PCTIA –Accredited Institutions"** mean private career training institutions in BC that have received accreditation through the Private Career Training Institutions Agency;
- p) **"Private Career Training Institutions Agency" or "PCTIA"** is the British Columbia crown agency created to establish basic education standards for registered institutions, provide consumer protection to the students and prospective students of registered institutions, and establish the standards of quality that must be met by PCTIA-Accredited Institutions;

- q) **"Private Trainer"** means a person or legal entity that provides Business Skills Training and is not:
 - A school, as defined under the *School Act*,
 - A francophone education authority, as defined under the *School Act*,
 - An independent school, as defined under the *Independent School Act*,
 - An institution established under the *University Act*, the *Royal Roads University Act*, the *College and Institutes Act*, the *Institute of Technology Act*, or the *Open Learning Agency Act*, or
 - A post-secondary institution established in Canada that is funded in whole or in part by the Government of Canada or by a province;
- r) **"Public Post-Secondary Institution"** means any one of the 11 universities, 11 colleges or 3 institutes that are publicly funded in British Columbia, and are listed in Appendix 7 to Schedule A of this Agreement;
- s) **"Schedule A"** means the original Schedule A that, unless otherwise amended, forms part of the Agreement.
- t) **"Self-Employed Individual"** means a working owner of an incorporated or unincorporated business, farm or professional practice;
- u) **"Service Period"** means the period in which the Services are delivered by the Recipient, beginning on April 1, 2014 and ending December 31, 2014.
- v) **"Training Provider"** means an organization that (i) will be providing Business Skills Training to a Participant and (ii) that is a PCTIA -Accredited Institution, or a Public Post-secondary Institution. A Training Provider may or may not be a member of the Chamber Learning Network.

B. MBT PILOT OBJECTIVES

2.0 The objectives of the MBT Pilot are as follows:

- a) Pilot the delivery of a Business Skills Training initiative aimed at low-skilled Micro-Business Owners who have fewer than five employees (82% of BC's small businesses, or approximately 322,000 businesses, are micro-businesses);
- b) Create awareness and understanding of why Business Skills Training is important and facilitate the referral and access to the Business Skills Training required by Micro-Business Owners;
- c) Test the delivery of Business Skills Training to support business growth, job creation and increased productivity. BC's productivity has recently slipped from 6th to 7th place in Canada. Productivity can be increased by improving human capital through strategic investments in human resources such as skills training, adding to physical capital through investment and innovating business processes. It is estimated that approximately 74,000 of the self-employed individuals in BC (a group which includes Micro-Business Owners) have been identified as having low skills. To address this challenge, the MBT Pilot will test the delivery of Business Skills Training to such individuals.

C. OVERVIEW OF MBT PILOT SERVICES AND ACTIVITIES

- 3.0 The Recipient must deliver the MBT Pilot in all regions of British Columbia and must ensure that Micro-Business Owners from throughout British Columbia will have the opportunity to access the Services.
- 3.1 For the purposes of the MBT Pilot, the Recipient must provide the Services for Micro Business Owners only.
- 3.2 The Recipient must ensure that participation in the MBT Pilot will be open to all eligible Micro-Business Owners and will not be restricted to the Recipient's members, and/or to members of Local Chambers of Commerce.
- 3.3 The MBT Pilot will consist of four key areas of service activity as follows: a) Micro-Business Owner Outreach Services; b) Participant Intake and Assessment Services; c) Business Skills Training; and d) Management Services.

D. MICRO-BUSINESS OWNER OUTREACH SERVICES

- 4.0 The Recipient must deliver Micro-Business Owner Outreach Services through Local Chambers of Commerce and organizations acceptable to the Province. The Micro-Business Owner Outreach Services will include but not be limited to:
- a) Coordinating and delivering information and awareness sessions regarding the MBT Pilot to business owners and employers;
 - b) Building awareness regarding the general importance of business management skills, and the training opportunities available under the MBT Pilot, through ongoing engagement and communication activities such as in-person visits, telephone and conference calls, information materials, and a website;
 - c) Encouraging Micro-Business Owners to access the Participant Intake and Assessment Services available through the MBT Pilot, including using telephone solicitation to inform Micro-Business Owners of the opportunity;
 - d) Providing potentially eligible Micro-Business Owners with referrals to Intake and Assessment Agencies for an Eligibility Review to determine eligibility and acceptance into the MBT Pilot. Regardless of the number of referrals, the Recipient will monitor and control the total number of Participants to ensure that target of 549 Participants is not exceeded; and
 - e) Delivering the overall Micro-Business Owner Outreach Services within the maximum cost as identified in Section 2.0 (A) of Schedule "B-5" to this Agreement.

E. PARTICIPANT INTAKE AND ASSESSMENT SERVICES

- 5.0 The Recipient must sub-contract with Intake and Assessment Agencies to deliver Intake and Assessment Services. Intake and Assessment Agencies will be selected by the Recipient in consultation with Local Chambers of Commerce, and must be service providers with demonstrated experience conducting skills assessments and developing training plans. Before any subcontracted services may begin, the Recipient must ensure:
- (a) that all sub-contractors have been approved, in writing by the Province, and
 - (b) that the Recipient enters into a legally binding agreement with each approved sub-contractor as described in Schedule "C" to this Agreement.
- 5.1 To the greatest extent possible, the Recipient must ensure that Participant Intake and Assessment Services are available within each regional district of British Columbia. For further clarity, the Participant Intake and Assessment Services may be delivered by electronic or virtual means, and nothing under this Agreement obligates the Recipient to fund in-person delivery in all regional districts.
- 5.2 The Recipient must ensure that Participant Intake and Assessment Services include the following:
- a) **Eligibility Review**
 - i. The Intake and Assessment Agency must complete an Eligibility Review on all Applicants to determine whether each Applicant meets the Eligibility Criteria prior to acceptance of the Applicant into the MBT Pilot. **A minimum of 50% of Participants enrolled must be Participants who would have been eligible under the LMA (refer to Definitions), specifically employed and low-skilled.**
 - ii. To be eligible, an Applicant must be determined by the Intake and Assessment Agency to be *either* a Micro-Business Owner *or* a Micro-Business Owner *and* "low skilled".
 - o For the purposes of the MBT Pilot a "low skilled" individual is defined as an individual who does not have any post-secondary education towards a university degree and
 - o does not have a high-school diploma (or equivalent), or
 - o has a high-school diploma (or equivalent) but does not have any recognized certification.
- For the purposes of the MBT Pilot, recognized certification is a credential that is recognized by industry (or within specific occupational sectors) to provide required job-specific skills. For example, a Class 1 driver's license would be considered to be recognized certification. Credentials such as FoodSafe, WHMIS, and Serving it Right are excluded from this definition of recognized certification. An individual is considered to

have recognized certification even if they are not currently using that skill in the workforce or if they are pursuing another career path. For instance, a certified insurance agent who is working in an industry other than the insurance industry would not be eligible to participate in the MBT Pilot.

- iii. In addition to ensuring the Applicant is either a Micro-Business Owner or a Micro-Business Owner who is low-skilled, the Intake and Assessment Agency must determine if the Applicant is:
 - legally entitled to work in Canada;
 - 19 years of age or older;
 - a resident of British Columbia;
 - not a full-time post-secondary student;
 - not a high school student;
 - not eligible for Employment Insurance payments and benefits; and
 - at the time the training is to take place, not participating in another Canada-British Columbia Job Fund program.
- iv. All Applicants referred by the Recipient to the Intake and Assessment Agency must be accepted as a Participant prior to receiving a business skills assessment and a Participant Training Plan.
- v. The Intake and Assessment Agency must ensure all Participants complete the Participant Intake Form set out in Appendix 1 to Schedule "A" of this Agreement.
- vi. If an Applicant does not meet the Eligibility Criteria, the Intake and Assessment Agency may provide a condensed business skills assessment and referrals to appropriate Training Providers. The Intake and Assessment Agency will advise the ineligible Applicant that s/he is not eligible for the MBT Pilot and is solely responsible for any and all training costs the Applicant may incur.

b) Business Skills Assessment

- i. The Intake and Assessment Agency will provide all Participants with a business skills assessment to determine their training needs, taking into account the Participant's educational and business experience and unique business needs.

c) Development of a Participant Training Plan

- i. The Intake and Assessment Agency will prepare a Participant Training Plan for each Participant to document the Business Skills Training options they are eligible to receive under the MBT Pilot.
- ii. The Intake and Assessment Agency must ensure that the Business Skills Training identified in the Participant Training Plan must support the deficiencies and gaps identified in the business skills assessment.
- iii. Each Participant Training Plan must include a minimum of two options for suitable training and will include the type of training, duration, name of trainer(s), training location(s), cost, and the rationale for the training and how it will benefit the Participant.
- iv. Training options must include at least one Training Provider who is not a member of the Chamber Learning Network.
- v. The Intake and Assessment Agency will inform the Participant that the maximum total training cost covered by the MBT Pilot per Participant is \$1,000, and that costs in excess of \$1,000 will be the sole responsibility of the Participant.

- vi. The Participant will make the final determination of which training option they would like to pursue under the MBT Pilot.
- c) **Monitoring and support**
 - i. Following the development of the Participant Training Plan, the Intake and Assessment Agency will provide support to the Participant as needed for the duration of their participation in the MBT Pilot. This will include monitoring the Participant to ensure they follow through with choosing and attending appropriate training.
 - ii. Upon Participant completion of Participant Training Plan activities, the Intake and Assessment Agency will administer to each Participant the Participant Exit Form set out in Appendix 2 to Schedule "A" of this Agreement.

F. BUSINESS SKILLS TRAINING FOR PARTICIPANTS

- 6.0 The Recipient must ensure that the Intake and Assessment Agency will work with the Participant to enroll in the training program of the Participant's choice. The Recipient will collect the Participant Intake Form and the Participant Training Plans from the Intake and Assessment Agency. The Recipient is responsible for the payment of all training invoices. Prior to payment of any invoice, the Recipient must ensure that the Intake and Assessment Agency has demonstrated that the approved Business Skills Training:
- (a) meets the requirements set out in this Agreement;
 - (b) is supported in the Participant Training Plan; and
 - (c) was approved by the Intake and Assessment Agency and the Recipient before the Business Skills Training activity commenced.

The Recipient must ensure that Business Skills Training activities are limited to:

- a) **Structured training purchased from a Training Provider** on behalf of the Participant. Structured training programs must directly address the deficiencies and gaps identified in the business skills assessment and are documented in the Participant Training Plan. Purchases from a Training Provider must be supported by an invoice, to be included on the Participant's file. Structured training that is already fully funded through another source and otherwise free to the Participant (e.g. adult basic education) cannot be invoiced as a training cost to the MBT Pilot by the Recipient. Training may be provided online or in-person.
- b) **Training materials**, including textbooks, course workbooks and other resources which are required for the Participant to successfully complete their Participant Training Plan. All purchased training materials must be documented in the Participant Training Plan, including the reason each the training material is required, and the associated cost.
- c) **Travel costs** for out of town training. Travel costs must only be approved in cases where the structured training is not available within 32 kilometers of the Participant's business premises, and cannot be accessed through electronic means. Further limitations on travel costs, including the types of expenses that can be covered, and maximum amounts for each type of expense, are outlined in Appendix 4 to Schedule "A" to this Agreement. All travel costs for out of town training must be documented in the Participant Training Plan, including the reason the travel cost support is required, and associated cost, where not otherwise specified in Appendix 4 to Schedule "A" of the Agreement.

G. MANAGEMENT SERVICES

- 7.0 Management Services are the administration and overhead costs associated with the management of the MBT Pilot. The Recipient is responsible for Management Services, including the following activities:
- a) Managing agreements and relationships with sub-contractors, to ensure their compliance with the terms of this Agreement, and to optimize their performance in meeting the objectives of the MBT Pilot;
 - b) Collecting and maintaining data and reporting on delivered Services and results;

- c) Managing finance and administration of the MBT Pilot (including office supplies and equipment, banking costs etc);
- d) Managing facilities and staff (wages and mandatory employment-related costs, rent and utilities);
- e) Ensuring that personal information is collected, used, and disclosed in accordance with the Schedule E of this Agreement;
- g) Managing the contract budget as follows:
 - i. Ensure that the total costs for Micro-Business Owner Outreach and Management Services do not exceed the Maximum Amounts for each of these Service Activity Components as set out in the table to Schedule "B-5" to this Agreement, regardless of the number of Participants recruited to participate in the Pilot.
 - ii. Ensure that cost for Participant Intake and Assessment Services are managed within the average cost of \$385.47 per Applicant, based on 549 potential Applicants. The Recipient is also required to manage the total cost does not exceed the Maximum Amounts for this Service Activity Component as set out in the table to Schedule "B-5" to this Agreement regardless of the level of service required per Participant, based on the expectation for Services as required in Section 5.0 of Schedule "A-2" to this Agreement.
 - iii. Ensure that expenditures for Business Skills Training do not exceed \$1,000 per Participant (including any costs incurred for structured training, support costs and travel costs). The Recipient is also required to manage the total cost does not exceed the \$548,000 Maximum Amounts for this Service Activity Component as set out in the table to Schedule "B-5" to this Agreement. The final amount payable to the Recipient will be based, in part, on the actual invoices submitted to support Business Skills Training activities as per Section 6.0 of this Schedule, and Section 12.0 of Schedule "B-5" to this Agreement; and
- h) Any other requirements necessary to fulfill the obligations of the Recipient as set out in this Agreement.

H. PILOT DELIVERY

8.0 The Recipient must deliver the MBT Pilot within the following requirements.

a) MBT PILOT SERVICE DELIVERY

- i. The Recipient must provide to the Province for approval, a list of all sub-contractors the Recipient intends to use for the delivery of the Intake and Assessment Services. All sub-contractors must be legal entities and must be qualified to deliver the Intake and Assessment Services as set out in Section 5 of Schedule "A-2" to this Agreement. The Recipient must: confirm that (i) the identified sub-contractors are legal entities by attaching a copy of the corporate registration for each sub-contractor, (ii) demonstrate that each sub-contractor is qualified to deliver the Intake and Assessment Services, including the business skills assessment, and (iii) include the name and business location of the sub-contractor, the geographic area(s) in which the sub-contractor will deliver Intake and Assessment Services, and the approaches the sub-contractor will use to deliver Intake and Assessment Services in communities where in-person services will not be offered.
- ii. Upon commencement of delivery of the MBT Pilot, and throughout the Term, the Recipient must provide to the Province the following forms and reports, in accordance with Schedule "A", Schedule "A-2" and Schedule "B-5" to the Agreement.
 - a) A Participant Intake Form, attached as Appendix 1 to Schedule "A" of this Agreement, completed by each Participant accepted into the MBT Pilot,
 - b) A Participant Exit Form attached as Appendix 2 to Schedule "A" of this Agreement, completed by each Participant upon completion of his or her Participant Training Plan activities,
 - c) A Monthly Activity Report must be completed by the Recipient on a monthly basis to document Participant eligibility and intake and exit dates. The format for this report is attached as Appendix 3 to Schedule "A" of this Agreement.
- iii. The Recipient must provide the Province with a quarterly status report that documents:

- a) the number of information and awareness sessions delivered to business owners and employers; and
 - b) the number of potentially eligible Micro-Business Owners referred to Intake and Assessment Agencies; and
 - c) the number of potentially eligible Micro-Business Owners completing eligibility interviews conducted by Intake and Assessment Agencies; and
 - d) the number of participants completing Participant Training Plans, and
 - e) the types of structured training programs, training materials, and travel costs funded
 - f) during the quarter, and cumulatively for the program to date. The quarterly status report must also break this information out by geographic region.
- iv. Any other reports as required under Schedule "A", this Schedule "A-2" and/or Schedule "B-5" to this Agreement.

b) PILOT CONCLUSION AND WIND DOWN

- i. The Recipient must not accept new Participants into the MBT Pilot after October 31, 2014 in order to ensure all Services are completed prior to the end of the Service Period.
- ii. The Recipient must provide to the Province a final report at the conclusion of the MBT Pilot, and this report must include the following information:
 - a) Overall summary of the MBT Pilot model, delivery structure, the types and levels of services delivered, results achieved, outcomes and lessons learned while highlighting the successes of the MBT Pilot and opportunities for future programming of a similar nature;
 - b) Total number of Applicants assessed against the Eligibility Criteria;
 - c) Total number of Participants that received a business skills assessment and completed a "Participant Intake Form";
 - d) Total number of Participants accepted into the MBT Pilot;
 - e) Total number of Participants that received a Participant Training Plan;
 - f) A breakdown on the types of training provided to Participants under the MBT Pilot, including a list of training taken with each Training Provider, subject matter of training, and length of training; and
 - g) Total number of Participants completing a "Participant Exit Form" upon completion of their Participant Training Plan.

I. GOVERNANCE

- 9.0 The Province has identified the governance model set out in Article 13.01 for the MBT Pilot with the goal to resolve all contract management and performance issues as early as possible.
- 9.1 On a monthly basis, or as otherwise required, representatives of the Province will meet via teleconference with representatives of the Recipient to identify and resolve issues as they arise and at the lowest levels, using a collaborative approach.
- 9.2 Where issues occur and cannot be resolved pursuant to Section 9.1 above, such issues will be escalated to senior management representatives for the Province and the Recipient for further discussion and resolution.
- 9.3 In the event a dispute cannot be resolved in accordance with Sections 9.0 to 9.2 inclusive, such dispute will be resolved in accordance with Article 13 of this Agreement.

Schedule "B-5" – Financial Contribution

A. AGREEMENT MAXIMUM

- 1.0 Notwithstanding any other provision of this Agreement, subject to this Schedule, the performance of the Recipient's obligations and the performance of the Services under this Agreement as defined in Schedule "A-2" to this Agreement to the Province's satisfaction, the Province will pay the Recipient a Financial Contribution up to a maximum amount of \$956,993 (the "Maximum Financial Contribution") during the Term of the Agreement.

B. ELIGIBLE COSTS

- 2.0 Payment by the Province of any part of the Financial Contribution will be made on the basis of Eligible Costs for Services performed by or on behalf of the Recipient. "Eligible Costs" for the Service Period of April 1, 2014 through December 31, 2014 consist of the following:

Service Activity Component	Maximum Amounts
FEES:	
A. Micro-Business Owner Outreach as set out in Section 4.0 of Schedule "A-2" to this Agreement	
• Micro-Business Owner Outreach through Local Chambers of Commerce	\$4,500
• Local Business Marketing and Recruitment	\$68,760
• Program Website	\$0
• Marketing Materials, Promotion and Distribution	\$0
<i>Sub-total Micro-Business Outreach</i>	<i>\$73,260</i>
B. Management Services as set out in Section 7.0 of Schedule "A-2" to this Agreement	
• Administration and Management Overhead	\$25,650
• Financial Accounting	\$43,650
• Program Management	\$38,574
• Third party audit of program expenditures	\$0
• Hosting, maintenance and support	\$16,236
<i>Sub- total Management Services</i>	<i>\$124,110</i>
<i>Sub-total Fees</i>	<i>\$197,370</i>
SERVICES FOR APPLICANTS & PARTICIPANTS:	
C. Participant Intake and Assessment Services as set out in Sections 5.0 – 5.2 of Schedule "A-2" to this Agreement	
• Regional Intake, Application Vetting, Approval, Learner Support, and Evaluation	\$211,623

Service Activity Component	Maximum Amounts
D. Business Skills Training for Participants as set out in Section 6.0 of Schedule "A-2" to this Agreement	
• Business Skills Training	\$548,000
<i>Sub-total Services for Applicants and Participants</i>	<i>\$759,623</i>
Total Financial Contribution for Service Period	\$956,993

- 3.0 The Recipient will not charge more than the "Maximum Amount" as set out in the table above for each of the "Service Activity Components" described above (each a "Service Activity Component") and will not transfer costs or funds from one Service Activity Component to another without prior written approval from the Province.
- 4.0 Funding received by the Recipient for Business Skills Training for Participants shall be kept in a separate account and the Recipient shall provide evidence of such account at the request of the Province.
- 5.0 No costs incurred before or after the Term are Eligible Costs. For greater certainty, a cost described in this Schedule "B-5" incurred during the Term is eligible even though it may have been invoiced by the supplier, and paid by the Recipient after the Term has ended.
- 6.0 Further to Article 16 of this Agreement, if the Recipient receives a contribution from any other source, the Recipient will deduct from any amounts claimed against the Province for performing the Services an amount equal to the amount received from the other source (i.e. no double dipping will be permitted).
- 7.0 Any Refunds received by the Recipient will be deducted from the amount of any subsequent payment. Any Refunds received by the Recipient after the end of the Term will be returned by the Recipient to the Province by cheque payable to the Minister of Finance within 30 days of receipt of such refunds by the Recipient.
- 8.0 Any interest earned on pre-payment of the Maximum Financial Contribution shall be accounted for by the Recipient. Such interest shall be deemed to be part of the payment of the Maximum Financial Contribution and shall be used or applied to offset the Province's payments for Services delivered.
- 9.0 The Recipient will not request the payment of any charge or fee from Participants for their participation in the MBT Pilot.
- 10.0 No contribution will be paid with respect to an immediate family member of an officer or board member of the Recipient, unless requested by the Recipient and authorized in writing by the Province. It is the responsibility of the Recipient to request a written authorization from the Province. "Immediate family" means father, mother, step-father, step-mother, foster parent, brother, sister spouse (including common law spouse), child (including child of common law spouse), step-child, ward, father-in-law, mother-in-law, or relative permanently residing with the Recipient's officer or director, as the case may be.

C. TERMS OF PAYMENT:

- 11.0 Payments will be made according to actual expenditures for Eligible Costs incurred by the Recipient, or its approved subcontractors as authorized by the Recipient.
- 12.0 **Payment Process and Timing:**
 - (a) In order to obtain payments under this Agreement, the Recipient must submit a written statement of

account, attached to the documents listed in 12.0 (b), in a form satisfactory to the Province containing:

- the Recipient's legal name and address;
- the date of the statement;
- the Recipient's calculation of the actual amounts spent on all Eligible Costs claimed under this Agreement, including a declaration that the Services for which the Recipient claims Services have been performed;
- a chronological listing, in reasonable detail, of all expenditures (not commitments) incurred by the Recipient within the statement period, with receipts attached, if applicable. If the Recipient is claiming reimbursement of any applicable taxes paid or payable by the Recipient in relation to those expenses, a description of any credits, rebates, refunds or remissions the Recipient is entitled to from the relevant taxation authorities in relation to those taxes must also be attached;
- a description of this Agreement to which the statement relates;
- a statement number for identification;
- Participant Intake Forms for Participants who have been accepted into the MBT Pilot within the statement period;
- Participant Exit Forms for Participants who have exited the MBT Pilot within the statement period;
- completed and signed Monthly Activity Forms for each month in the statement period in accordance with Section 8.0 of Schedule "A-2" to this Agreement;
- completed and signed quarterly status reports, in accordance with Section 8.0(a)(iii) of Schedule "A-2" to this Agreement; and
- any other payment information reasonably requested by the Province.

(b) Subject to the remainder of this section, monthly payments following the execution of this Amendment will be based on actual, eligible expenditures, paid to the Recipient within 30 days of receipt and approval by the Province of the following:

- i. A completed Monthly Claim Report signed by the Recipient's signing authority;
- ii. All Participant Intake and Exit Forms (Appendix 1 and 2 to Schedule "A" of the Agreement); and
- iii. A completed and signed Monthly Activity Report (Appendix 3 to Schedule "A" of the Agreement).

(c) Following execution of this Amendment, the Recipient will retain an amount of \$200,000.00 ("Accountable Advance"). The Accountable Advance will be repaid to the Province by way of deductions in the amount of \$50,000 each from the August 2014, September 2014, October 2014, and November 2014 Monthly Claim Reports. For greater certainty, any portion of the Accountable Advance that has not been repaid by the end of the Term will be deemed to be an Overpayment.

(d) The Recipient will not receive any further funds from the Province until their cash balance is reduced to the amount of the Accountable Advance.

13.0 If, upon review of the written statement of account, the Province determines that any expenses are not Eligible Costs, the payment for the subsequent period will be reduced and the Recipient will be notified in writing. Further, if it is determined that any costs previously reimbursed by the Province to the Recipient under this Agreement are not Eligible Costs, the Recipient will promptly repay to the Province all such amounts.

14.0 The Province will issue the final payment (the sum of the final month's invoices for the Service Providers Eligible Costs) within 30 days upon receipt and approval by the Province of the following:

- (a) the final written statement of account (and supporting and/or accompanying documentation as detailed in Section 12.0 of this Schedule "B-5");
- (b) the final report, pursuant to Section 8.0 (b) of Schedule "A-2" to this Agreement; and

15.0 If it is determined that there is an Overpayment by the end of the Term, it will be deemed an amount owing to the Province and returned by the Recipient to the Province (by cheque payable to the Minister of Finance) within 30 days of the end of the Term.

CONTRACT COMMITMENT

Note: This Form must be forwarded to Financial Operations together with the signed original contract or Modification Agreement before the first payment is requested. Complete Sections A, B, D and E if this is an initial contract. Complete Sections A, C, D and E if this is an amendment. Questions about the collection or use of this information can be directed to Contracts, Policy and Review, at 250-387-4589.

☐ NEW CONTRACT or ☒ AMENDMENT - Contract has Increased / <Decreased> by: (leave blank if unchanged)

A. BRANCH ACTION

Branch/Division: Labour Market Programs Branch / Sector Unit	Contract Manager: Val Dickson	Telephone: (250) 387-7539

B. INITIAL CONTRACT / GENERAL SERVICE AGREEMENT ATTACHED (form found at: http://www.pc.gov.bc.ca/psb/GSA/General_Service_Agreement.doc)

Project description:
Micro Business Training Pilot

Mandatory to Select One Procurement Process (X): (reference: *Procurement and AIT Code descriptions*)

☐ 100 = Open Competitive Process	☐ 200 = Direct Awards – Public Sector Organization	☒ 201 = Direct Awards – Sole Source
☐ 202 = Direct Awards – Emergency	☐ 203 = Direct Awards – Security, Order, etc.	☐ 204 = Direct Awards - Confidentiality
☐ 205 = Direct Awards - Notice of Intent	☐ 207 = Direct Award – Under \$25,000	
☐ 208 = Direct Award – Financial Assistance - TUA	☐ 209 = Direct Award – Cost Sharing Agreement – TUA	
☐ 300 = Direct Invitation to Selected Vendors	☐ 400 = Selected Vendor From Pre-Qualification List	
☐ 401 = Competition from Vendors on Pre-Qualification Lists	☐ 500 = Purchasing from a Corporate Supply Arrangement	
☐ 600 = Other purchase process (FSA)*		

Mandatory to Select One AIT Exclusion (X) (descriptions can be found at: *Procurement and AIT Cod descriptions*)

☒ 100 = Purchase subject to AIT	☐ 200 = Purchase below applicable AIT threshold	☐ 300 = Purchase exempt commodity/service

C. AMENDMENT / MODIFICATION AGREEMENT ATTACHED (form at: http://icw.cd.gov.bc.ca/fas/fin_contracts/documents/modification_agreement.doc)

Reason for amendment is (X): ☐ Change in deliverables ☒ Other (specify): **Revised Schedule A and Schedule B**

D. COMMITMENT (Once the amount of the contract or amendment has been entered to the account(s) indicated below, it should not be changed.)

Contractor name: (verified on BC Online Corporate Registry) THE BRITISH COLUMBIA CHAMBER OF COMMERCE		Company registration #: Supplier s17 Site 004	
Doing business as:			
Address: 1201 – 750 West Pender Street, Vancouver BC			Postal code: V6C 2T8
Phone: 604-683-0700		Fax: 604-683-0416	
Commitment # (to be quoted on all invoices):		C13921119	
Term of Agreement: From: May 10, 2012		To: December 31, 2014	
Contract Pricing Structure:	12/13 \$1,440,677.00	13/14 \$1,969,506.00	14/15 \$956,993.00
Total Contract Price \$4,367,176.00			
Responsibility Centre		Service Line	STOB
Max. Fee: \$ 4,367,176.00		51973	20921
		8001	5121247

E. AUTHORIZATION

☒ (X) Contract Policy Requirements - Documented	Pre Approval for Direct Award – Sole Source - Service Contract (stob 60) \$25,000 or more:
Spending Authority:	Signature:
Date:	Date:

F. ASSISTANT DEPUTY MINISTER

Attach contract/amendment and return to Financial Services, 3rd Floor, 800 Johnson Street

Ministry of Jobs, Tourism and Skills Training
Payments to BC Chamber of Commerce
from May 1, 2012 to October 21, 2014

Payment Number	Invoice Number	Payment Date	Invoice Paid Amount	Branch
13382479	2012INITIAL	05-Jun-12	314,302.00	Industry Training Authority
13495540	C139211192012/07	03-Aug-12	109,536.46	Skills Training Branch
06394102	C13921119201207	30-Aug-12	175,161.49	Skills Training Branch
06453527	C13921119201209	17-Oct-12	195,561.49	Skills Training Branch
06473829	C13921119201210	07-Nov-12	135,939.49	Skills Training Branch
06517140	C13921119201211	12-Dec-12	165,868.40	Skills Training Branch
06532298	C13921119201212	20-Dec-12	181,268.40	Skills Training Branch
06560419	C13921119201212A	17-Jan-13	163,037.74	Skills Training Branch
06653006	20130328	04-Apr-13	200,000.00	Small Business Branch
06723281	C13921119201305	07-Jun-13	32,672.88	Skills Training Branch
06748623	C13921119201306	27-Jun-13	63,871.48	Skills Training Branch
06763341	C13921119201306A	11-Jul-13	148,857.91	Skills Training Branch
06781246	C1392111920107A	25-Jul-13	96,833.18	Skills Training Branch
06818618	C13921119201307B	30-Aug-13	45,785.81	Skills Training Branch
06823536	C13921119201308	09-Sep-13	81,862.35	Skills Training Branch
06846871	C13921119201309	26-Sep-13	60,679.26	Skills Training Branch
06861290	C13921119201310	10-Oct-13	83,844.16	Skills Training Branch
06879688	C13921119201311	24-Oct-13	48,418.65	Skills Training Branch
06884577	C13921119201312	30-Oct-13	118,011.55	Skills Training Branch
06915701	C13921119201313	25-Nov-13	37,437.15	Skills Training Branch
06921308	C1392119201314	29-Nov-13	90,122.98	Skills Training Branch
06947236	C13921119201315	18-Dec-13	40,273.10	Skills Training Branch
06952336	C13921119201316	24-Dec-13	29,637.05	Skills Training Branch
06968717	C13921119201401	14-Jan-14	85,100.51	Skills Training Branch
06998367	C13921119201402	12-Feb-14	102,794.08	Skills Training Branch
07005159	C13921119201403	14-Feb-14	75,793.78	Skills Training Branch
07019110	C13921119201404	27-Feb-14	198,775.48	Skills Training Branch
07054320	C1392119201404	27-Mar-14	341,252.39	Skills Training Branch
07059504	104087	01-Apr-14	67,600.00	Cross Sector Initiatives Branch
07063261	101814	02-Apr-14	150,000.00	Small Business Branch
07083633	C13921119201404A	17-Apr-14	87,180.62	Skills Training Branch
07097238	C1392111901	02-May-14	200,000.00	Skills Training Branch
07147833	C1392111902	17-Jun-14	44,936.25	Skills Training Branch
07159961	C1392111903	27-Jun-14	71,339.15	Skills Training Branch
07187413	C1392111904	23-Jul-14	94,486.09	Skills Training Branch
07227536	C1392111905	02-Sep-14	88,339.78	Skills Training Branch
07255629	C1392111906	25-Sep-14	39,903.19	Skills Training Branch
Total Payments to BC Chamber of Commerce			4,266,484.30	