

**THE BRITISH COLUMBIA
CHAMBER OF COMMERCE**

**SCHEDULE OF ELIGIBLE EXPENSES
MICRO BUSINESS TRAINING PROGRAM**

**FOR THE PERIOD ENDED
30 JUNE 2013**



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INDEPENDENT AUDITORS' REPORT

To the Management of British Columbia Chamber of Commerce and the Province of British Columbia,
Ministry of Jobs, Tourism and Innovation,

Report on the Schedule of Eligible Expenses

We have audited the schedule of eligible expenses pertaining to the Micro Business Training Program as detailed in the Agreement dated 10 May 2012 between the Province of British Columbia, Ministry of Jobs, Tourism and Innovation and the British Columbia Chamber of Commerce for the period ended 30 June 2013.

Management's Responsibility

Management is responsible for the preparation and fair presentation of the financial information in accordance with the Agreement, and for such internal control as management determines is necessary to enable the preparation of this financial information that is free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on the schedule of eligible expenses based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the schedule of eligible expenses is consistent with and allowable under the terms and conditions of the Agreement.

An audit involves performing procedures to obtain audit evidence about the amounts in the schedule of eligible expenses. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the information, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the schedule of eligible expenses in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.





INDEPENDENT AUDITORS' REPORT - Continued

Opinion

In our opinion, the eligible expenses as detailed in the schedule of eligible expenses are consistent with, and allowable under, the terms and conditions of the Agreement between the Province of British Columbia, Ministry of Jobs, Tourism and Innovation and the British Columbia Chamber of Commerce dated 10 May 2012, and referred to as the Micro Business Training Pilot, and as described in Schedule A of the agreement.

Other Matters

Our report is intended solely for the Chamber's management and the Province of British Columbia and should not be distributed to other parties.

Rolfe Benson LLP

CHARTERED ACCOUNTANTS

Vancouver, Canada
10 September 2013

BRITISH COLUMBIA CHAMBER OF COMMERCE
Schedule of Eligible Expenses -
Micro Business Training Program
For the period ended 30 June 2013

Training courses	\$ 794,178
Intake and assessment services	319,871
Local business marketing and recruitment	122,347
Administrative and management overhead	96,429
Registration tracking and certificate	85,000
Program management	74,286
Financial accounting	74,286
Micro-business owner outreach	48,150
Marketing materials, promotions and distributions	35,500
Hosting, maintenance and support	27,625
Website	8,000
Books and educational materials	1,138
Registration fee	774
Other training materials	444
Bank charges	54
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	\$ 1,688,082
