



# STATEMENT OF ACCOUNTS

## NEW PAYMENT PROCESS

The Fish and Wildlife Compensation Program has adopted a new format for payment to proponents. We will no longer be accepting invoices, but will instead be making lump sum payments to proponents upon receipt of progress reports and statements of accounts. Progress Reports and Statement of Accounts need to be submitted at the same time, however, the interval is determined by the proponent. The proponent must be able to demonstrate that the previous payment has been fully spent before the next lump sum payment is processed.

## PAYMENT PROCEDURE

The payment procedure is as follows:

- A payment of 30% will be made within 30 days of the signing of the Contribution Agreement and receiving evidence of WCB coverage and insurance as described in the Contribution Agreement;
- A second payment of 30% will be made within 30 days after the proponent has submitted an acceptable Progress Report and Statement of Accounts demonstrating that the previous advance has been fully spent;
- A third payment of 20% will be made within 30 days after the proponent has submitted an acceptable Progress Report and Statement of Accounts demonstrating that the previous advance has been fully spent;
- The remaining 20% will be made within 30 days after submission of an acceptable Final Report and the final Statement of Accounts. The proponent must demonstrate that the previous advance has been fully spent and must complete the Project before submitting a Final Report and requesting final payment.

## INFORMATION REQUIRED

When submitting a Statement of Accounts for payment, the following information must be included with the statement:

- The successful Applicants legal name and address as shown on the Grant Application and Contribution Agreement.
- Statement Number. Up to three separate statements will be submitted during the duration of the project. We suggest using the format FWCP2011-1, FWCP2011-2, etc.
- Project Number (if applicable). (e.g. 12.ASH.01) and Project Title
- The period for which the statement is issued. This must correspond to the same time period (dates) as the Progress Report. Submit one statement only for each pay period.
- Number each original receipt and list each receipt on the statement as a separate line item.
- Attach the original receipts to the statement.
- All expenses including administration costs, incurred during the period must be included.
- Applicant signature of approval.

For more information visit [fwcp.ca](http://fwcp.ca).

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# FISH AND WILDLIFE COMPENSATION PROGRAM

## TEMPLATE

Note that a 'Statement of Accounts' template is provided in the Contribution Agreement and on page 3 of this document.

## SEND TO

Submit Progress Reports and Statements of Accounts via email to the contact(s) in your region. Also include a scan of all the supporting documentation. When submitting the Final Report, enclose a copy of it with the Statement of Accounts and a scan the supporting documents and mail it to the Program Office.

### Coastal Region:

Program Manager:	Allister McLean	Al.McLean@bchydro.com
Program Administrator:	Lorraine Ens	Lorraine.Ens@bchydro.com

### Columbia Region:

Program Manager:	Trevor Oussoren	Trevor.Oussoren@bchydro.com
Program Administrator:	Lorraine Ens	Lorraine.Ens@bchydro.com

### Peace Region:

Program Manager:	Dan Bouillon	Dan.Bouillon@bchydro.com
Program Administrator:	Lorraine Ens	Lorraine.Ens@bchydro.com

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# STATEMENT OF ACCOUNTS TEMPLATE

RECIPIENT NAME: \_\_\_\_\_

RECIPIENT ADDRESS: \_\_\_\_\_

PROJECT NO: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

FOR THE REPORTING PERIOD FROM: \_\_\_\_\_ TO \_\_\_\_\_

Receipt #	Description	Total
1	e.g. ABC Co.	\$1070.00
2	e.g. BC Ferries, July 21, 2004	\$37.45
<b>Total Amount Spent:</b>		

Attached:

- Original Receipts
- Progress Report
- Final Report

Authorized by: \_\_\_\_\_ (Signature of Recipient Project Supervisor)

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