



C O R P O R A T E   A D M I N I S T R A T I O N

**Fee for Service Grant – Statement of Accountability**

(Due: December 31<sup>st</sup> of each year)

Name of Organization: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Service Provided: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Number of People Using the Service: \_\_\_\_\_

Amount of Funds Received:

City of Mission: \$ \_\_\_\_\_ Other Sources: \$ \_\_\_\_\_

Revenue Received from All Sources: \$ \_\_\_\_\_

All Expenses: \$ \_\_\_\_\_

Net Profit or Loss: \$ \_\_\_\_\_

If Profit – How were the surplus funds disbursed? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If Loss – what steps will be taken to ensure the service will be profitable in the future? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Remember to attach the following supporting documentation:

- Proof of liability insurance (see Section 8 of the Agreement).
- The current list of board members and number of employees (full time and part time).
- The annual general meeting minutes, (including manager's report, if applicable).
- A detailed proposed budget, listing revenue/expenses and all other grants and donations.
- Financial statements for the previous fiscal year ('Notice to Reader' for grants below \$50,000 and 'Review Engagement' for grants above \$50,000).
- A copy of the organization's public ad.

Certification and Date:

I certify that the information provided above is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_