

Kids Action Program (AVH CAPC)

PO Box 893 Kentville NS, B4N 4H8

Telephone: 902-698-0269

E-mail: suannboates02@gmail.com



Dear Jo,

Thanks once again for recognizing the great work and contribution Kids Action Program (KAP) provides for the community of East Hants. Your contribution and recognition allow our staff to continue to provide programs, food and outreach support to many families.

Some of the highlights of the work we do for the community include programs such as:

Splash and Play (support from NS Active Communities Fund) happens weekly during the school year at the new Aquatic Centre. A very popular activity that monthly attracts up to 44 adults (mothers, fathers and grandparents) and 47 children (newborns-school age).

Circle of Security Parenting Program is offered virtually and in person when safe to do so.

Car Seat Safety and Installation workshops and supports. Some of our staff are trained and certified to offer this important information.

Cooking Workshops are offered several times a year both virtually and in person when safe to do so.

Play Groups are offered weekly often at Findley Park when weather permits, or we also have access to an indoor rented space.

We provide a monthly **Food Box** to approximately 15 families in East Hants. The food box is full of fresh fruits, vegetables and eggs and delivered to expectant parents till their babies are 6 months old. The Food Box is part of our **Great Beginnings Program** which provides transportation to medical appointments, outreach and support, home visits, infant supplies (formula, diapers, cribs, etc. when we are able).

We've recently partnered with Windsor Family Resource Centre to share programs with East Hants such as the **Baby Love Program**. We also deliver 4 Food Boxes to the Centre. We offer **Prenatal Programs** to the community when requested.

This past year we provided and delivered **Craft Kits and snacks** to families during Easter and March Break.

We have extensively provided and distributed COVID rapid tests and information to the community.

KAP does extensive work at Christmas time coordinating the **Christmas Angel Program** for the community. Last year we provided gifts and food to more than 100 people.

There are many more things that we do for the community but I'm hopeful that this will give you a sense of the work that we do with the help of contributions from the Municipality of East Hants.

With Respect and Gratitude,

Suann Boates

Suann Boates
Kids Action Program
Executive Director
Kings/Hants Co. NS
suannboates02@gmail.com
902-698-0269
She/her

September Report-Hants

We had a great month in Hants and are working hard to come up with some new programs and ways to promote ourselves in the area to make sure we are connecting with everyone we can!

1. **Playgroup:** In September Diane ran playgroup at Findley Park in Noel every Tuesday 10-11:30. She began each group with free play on the playground, followed by a snack and a walk through the woods. During the walk they explored nature, talked about the changes happening to the leaves and sang different songs together. On average our participation during playgroup for September was roughly 10-15 participants. Mostly ages 12months-4 years. 1 single mother, and 3 new families to the area.
2. **Car seat support:** During the month of September Ashley did 3 home visit's/ meet ups to check car seat installations and provide support to families. Ashley is working closely with the WFRC to offer a clinic in October for families in the area and another session in November in partnership with the Sipekne'katik First Nation reserve.
3. **Outreach:**
 - Diane has offered a variety of different outreach supports for clients. She has met with clients individually for walks at the park or home visits if needed. She has been working hard in connection with the food bank to assist clients with accessing food.
 - Diane and Ashley helped clients who needed support prepare for back to school. We received a cheque donation of \$150 to purchase things needed for back to school for families. This cheque was given to Kim Burns and then delivered to Melanie for KAP in Hants.
 - Ashley has been working hard to build a relationship between KAP and Public Health in the area. Just to highlight a few areas of support she has been assisting with. Breast feeding support, support with transitioning to babies eating food etc. Ashley also has been assisting 1 mom starting university with a baby at home and another single mom transitioning back to work.

4. **New Staff:** In September we conducted interviews for an 8 week position in Hants while Kim is off. We are pleased to welcome Delaney White to our staff. She brings a fresh perspective and is ready to help us with networking and promoting our programming.

5. **Food boxes:** In Hants we delivered food boxes to 15 families this month. We also put together a flyer around good dental health and included toothbrushes for all the boxes in Hants and Kings County. We also received \$85 in market money that was distributed to 4 families. This market money is only good for the farmers market in Windsor, and it was received from the WFRC.

We had a great month and are excited to see what the fall has in store for our area!

This report was written by Ashley Wadden (formerly Ashley Boyd).

Executive Director's Report October 2022

As you can see from the Board reports in Hants and Kings County there's a lot's going on. September was crazy in Kings County because 2 senior staff were on vacation which left 2 brand new staff and me. Hants Co was also very busy because Kim is still off work and Ashley was busy getting married so that left Diane holding the fort for a bit. Everyone stepped up and we got it all done! So, we currently have 2 new staff in Kings and 1 in Hants Co. All new staff are fitting in well and reaching the expectations of their job descriptions.

Some of my month has been busy connecting with new and old partners, brainstorming new ideas, programs, and projects. I still chair the Board for VCLA, and Peter Gillis and I and many others meet on a regular basis to work on new programs and ways to best support staff and the new space on Oakdene. I'm also on the executive for the Association of NS Community Learning Organizations (ANSCLO). We also meet on a regular basis and are planning a retreat in November in Debert to find better ways to work together provincially.

I have been meeting with Russ Sanche, the ED of The Portal and some of his staff. We also are looking at ways that we can partner together. One project we're working on is housing and homelessness. We will both meet with DCS on October 27th to discuss this further. I'm hoping to apply for funding from them to secure a coordinator position to address the housing/homelessness crisis.

I've also been meeting with Donna Hatt, ED of Kings Co Family Resource Centre (KCFRC) at their new space in Coldbrook and introducing new staff to all of them. Debbie Reimer and I also provided 2 days of training in this space to teach people in Resource Centres in the

Western Zone of the province to be Anger Management Facilitators. 19 people attended and are now trained to deliver the program we call "AMP-ed Up". Debbie and I have also created a manual for each of them.

I also visited with the Windsor Family Resource Centre (WFRC) and met the staff there. We also chose to do the interviews for the new position in Hants Co in their space. I was honoured that they attended our AGM.

I continue to meet with Melanie Smiley, our financial manager on a regular basis. We are looking good in that department. Melanie is excellent at her job, and I am grateful for her support. It is our attention to meet with Alex at some point to talk him through his responsibilities in reporting the financials for the Board.

I have had 2 meetings on "Teams" in September with the PHAC. I will talk more about this when we meet. I have also been meeting with and in regular contact with the province as well. We are planning an in-person day long meeting in November with the western zone of the province.

As you can all imagine there was a fair amount of organization and coordination for the AGM. We had 33 people in attendance and overall, I felt it went very well. We had Michael, Spurlyn, Shawna, Alex, and Sandra White (new member) present from the Board. I was very pleased that we had quorum. Melanie, our financial manager was out of the country for the AGM, so I invited Jocelyn Dumaresq to present the financials, a partner in the accounting firm we work with, Bishop and Co. She concluded that the firm had no concerns regarding the KAP financials. I feel quite confident that Debbie felt duly honoured for the second half of the AGM. The highlight, among many, for her was

her brother and nephew traveling from Sackville and giving a heartfelt speech.

Donna Ellis and I will attend a 2-day conference in Debert in early November for the Knowledge Exchange which is a gathering of all the projects in the province that fall under the CAPC umbrella funded by PHAC.

I have also been meeting with Rewind (local radio station) staff to organize Santa's Little Helpers again this Christmas. Rewind promotes KAP and the project for a month before Christmas ending with a full day dedication on air from 6:00 a.m.-6:00 p.m. on December 15th. Local politicians, businesses, dignitaries, including Michael Coyle 😊, are interviewed on air and the community makes donations of gifts, cash, bus tickets, food cards etc. Staff and I spend the following week sorting and distributing it all to our families.

We consistently have monthly staff meetings except for July and August.

I continue to do Outreach and Support and I slowly give more responsibility to Cynthia Murphy who had taken over my previous position. She is doing excellent work despite having several personal challenges the past few months. I am daily conscious of the stress that our work brings, and I feel protective of staff and hoping to minimize this fact and reality.

Thanks,

Suann

**ANNAPOLIS VALLEY HANTS COMMUNITY ACTION PROGRAM FOR CHILDREN
ASSOCIATION**

Financial Statements

Year Ended March 31, 2022

**ANNAPOLIS VALLEY HANTS COMMUNITY ACTION PROGRAM FOR CHILDREN
ASSOCIATION**

Index to Financial Statements

Year Ended March 31, 2022

	Page
INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT	1
FINANCIAL STATEMENTS	
Statement of Financial Position	2
Statement of Revenues and Expenditures	3
Statement of Changes in Net Assets	4
Statement of Cash Flows	5
Notes to Financial Statements	6 - 10

INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT

To the Directors of Annapolis Valley Hants Community Action Program for Children Association

We have reviewed the accompanying financial statements of Annapolis Valley Hants Community Action Program for Children Association (the Association) that comprise the statement of financial position as at March 31, 2022, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for Not-for-Profit Organizations (ASNPO), and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioners' Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioners perform procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Annapolis Valley Hants Community Action Program for Children Association as at March 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with ASNPO.

Bishop & Company

CHARTERED PROFESSIONAL ACCOUNTANTS

Wolfville, NS
September 13, 2022

**ANNAPOLIS VALLEY HANTS COMMUNITY ACTION PROGRAM FOR CHILDREN
ASSOCIATION**

Statement of Financial Position

March 31, 2022

	2022	2021
ASSETS		
CURRENT		
Cash	\$ 94,590	\$ 56,402
Term deposit (Note 3)	56,561	56,477
Accounts receivable (Note 4)	1,023	4,906
Harmonized sales tax recoverable	4,327	5,622
Prepaid expenses	3,250	3,743
	\$ 159,751	\$ 127,150
LIABILITIES AND NET ASSETS		
CURRENT		
Demand loan (Note 6)	\$ -	\$ 13,561
Accounts payable and accrued liabilities (Note 7)	27,789	27,520
Deferred contributions (Note 8)	18,653	-
	46,442	41,081
NET ASSETS	113,309	86,069
	\$ 159,751	\$ 127,150

ON BEHALF OF THE BOARD

_____ Director

_____ Director

See accompanying notes to financial statements

**ANNAPOLIS VALLEY HANTS COMMUNITY ACTION PROGRAM FOR CHILDREN
ASSOCIATION**

Statement of Revenues and Expenditures

Year Ended March 31, 2022

	2022	2021
REVENUE		
CAPC and CPNP Grants	\$ 346,722	\$ 361,981
Grants and projects (Note 9)	147,283	79,506
Other income (Note 10)	27,302	50,895
	<u>521,307</u>	<u>492,382</u>
EXPENSES		
Bad debts	2,956	-
Capital asset purchases (Note 11)	5,276	-
Children's emergency fund	-	1,275
Dues, fees, and licenses	100	100
Food box	47,610	16,767
Fundraising and promotion	992	1,137
Insurance	6,455	6,270
Interest and bank charges	904	1,496
Office and program supplies	36,165	49,800
Professional fees	4,765	5,571
Rent and communications	29,678	23,004
Salaries and wages	324,225	311,484
Staff and board development	2,967	6,667
Travel	23,659	24,779
Vehicle fuel and maintenance	8,315	6,100
	<u>494,067</u>	<u>454,450</u>
EXCESS OF REVENUE OVER EXPENSES	<u>\$ 27,240</u>	<u>\$ 37,932</u>

See accompanying notes to financial statements

**ANNAPOLIS VALLEY HANTS COMMUNITY ACTION PROGRAM FOR CHILDREN
ASSOCIATION**

Statement of Changes in Net Assets

Year Ended March 31, 2022

	2022	2021
NET ASSETS - BEGINNING OF YEAR	\$ 86,069	\$ 48,137
Excess of revenue over expenses	<u>27,240</u>	<u>37,932</u>
NET ASSETS - END OF YEAR	<u>\$ 113,309</u>	<u>\$ 86,069</u>

See accompanying notes to financial statements

**ANNAPOLIS VALLEY HANTS COMMUNITY ACTION PROGRAM FOR CHILDREN
ASSOCIATION**

**Statement of Cash Flows
Year Ended March 31, 2022**

	<u>2022</u>	<u>2021</u>
OPERATING ACTIVITIES		
Cash receipts from operations	\$ 540,887	\$ 497,622
Cash paid to suppliers and employees	(489,443)	(450,531)
Interest paid	(907)	(1,493)
Harmonized sales tax	1,296	(570)
	<u>51,833</u>	<u>45,028</u>
Cash flow from operating activities		
INVESTING ACTIVITY		
Reinvested interest	<u>(84)</u>	<u>(672)</u>
FINANCING ACTIVITY		
Repayment of demand loan	<u>(13,561)</u>	<u>(14,124)</u>
INCREASE IN CASH FLOW	38,188	30,232
Cash - beginning of year	<u>56,402</u>	<u>26,170</u>
CASH - END OF YEAR	\$ 94,590	\$ 56,402

See accompanying notes to financial statements

ANNAPOLIS VALLEY HANTS COMMUNITY ACTION PROGRAM FOR CHILDREN ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2022

1. PURPOSE OF THE ASSOCIATION

Annapolis Valley Hants Community Action Program for Children Association (the Association) is a registered charitable organization which develops and maintains a family resource network that provides prevention and intervention programs and services for children and families living in conditions of risk in Hants, Kings, and Annapolis counties of Nova Scotia. The primary focus is on the needs of families with children from birth to age 6, who may be disadvantaged because of one or more of the following factors: poverty, violence, abuse and neglect, poor health and nutrition, developmental delay, social or emotional problems, inadequate local support services, injury or disability, social or geographical isolation.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for Not-for-Profit Organizations (ASNPO).

Cash and cash equivalents

Cash and cash equivalents include cash on hand and balances with banks, net of bank indebtedness.

Term deposits

The Association considers debt securities purchased with a maturity of twelve months or less to be short term investments.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, investments in equity instruments that are quoted in an active market are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are subsequently reported at amortized cost, and tested for impairment when there are indicators of impairment.

Transaction costs on the acquisition, sale, or issue of financial instruments which are subsequently reported at fair value are expensed when incurred. Transaction costs on the acquisition, sale, or issue of financial instruments which are subsequently reported at amortized cost are amortized over the expected life of the instrument.

Financial assets measured at amortized cost include cash, term deposit, and accounts receivable.

Financial liabilities measured at amortized cost include bank indebtedness, demand loan, accounts payable and accrued liabilities.

Capital assets

Expenditures for capital assets are recorded as expenses in the year they are purchased. The value of donated capital assets are recorded at fair market value.

Donated goods and services

The value of donated materials and services are not recorded in these financial statements.

(continues)

ANNAPOLIS VALLEY HANTS COMMUNITY ACTION PROGRAM FOR CHILDREN ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2022

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Income taxes

The financial statements do not include income taxes as the Association is a Not-for-Profit Organization and consequently is not taxable.

Revenue recognition

The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Grant revenue and subsidies are recognized when there is reasonable assurance that all conditions necessary to obtain the funding have been complied with. Donations, bequests, and fundraising are recognized as revenue in the year they are received.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for Not-for-Profit Organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

3. TERM DEPOSIT

	<u>2022</u>	<u>2021</u>
Valley Credit Union term deposit bearing interest at 0.15% per annum, maturing on November 29, 2022.	\$ 56,561	\$ -
Valley Credit Union term deposit bearing interest at 0.15% per annum, maturing on November 29, 2021.	-	56,477
	<u>\$ 56,561</u>	<u>\$ 56,477</u>

4. ACCOUNTS RECEIVABLE

	<u>2022</u>	<u>2021</u>
Accounts receivable	\$ 3,951	\$ 4,878
Accrued interest receivable	28	28
Allowance for doubtful accounts	<u>(2,956)</u>	-
	<u>\$ 1,023</u>	<u>\$ 4,906</u>

5. BANK INDEBTEDNESS

The Valley Credit Union demand operating loan is limited to \$20,000, bears interest at prime plus 0.5% and is secured as described in *Note 6*. At year end, there were no advances on this operating loan.

**ANNAPOLIS VALLEY HANTS COMMUNITY ACTION PROGRAM FOR CHILDREN
ASSOCIATION**

Notes to Financial Statements

Year Ended March 31, 2022

6. DEMAND LOAN

Valley Credit Union demand loan bearing interest at 4.49%, repaid during the year.

All demand facilities are secured by a term deposit and a first charge on a 2019 Honda Odyssey.

7. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	<u>2022</u>	<u>2021</u>
Accounts payable	\$ 17,273	\$ 16,884
Employee deductions payable	6,544	7,295
Wages and benefits payable	3,972	3,341
	<u>\$ 27,789</u>	<u>\$ 27,520</u>

8. DEFERRED CONTRIBUTIONS

	<u>2022</u>	<u>2021</u>
Department of Community Services - core funding	\$ 6,153	\$ -
Municipality of East Hants	10,000	-
Second Harvest Food	2,500	-
	<u>\$ 18,653</u>	<u>\$ -</u>

9. GRANTS AND PROJECTS

During the year, the Association was awarded government and other grants under various programs as follows:

	<u>2022</u>	<u>2021</u>
Department of Community Services - core funding	\$ 101,347	\$ 77,029
Province of Nova Scotia - miscellaneous projects	23,718	-
Second Harvest Food Program	12,500	-
Nourish Your Roots grant funding	5,125	-
Municipality of the County of Kings	3,593	2,477
Municipality of East Hants	1,000	-
	<u>\$ 147,283</u>	<u>\$ 79,506</u>

These amounts are included in income and are not repayable provided the requirements of the programs continue to be met.

**ANNAPOLIS VALLEY HANTS COMMUNITY ACTION PROGRAM FOR CHILDREN
ASSOCIATION**

Notes to Financial Statements

Year Ended March 31, 2022

10. OTHER INCOME

	<u>2022</u>		<u>2021</u>
Donations	\$ 20,337	\$	47,436
Supervised Access and Exchange	6,780		2,460
Miscellaneous income	100		525
Interest income	85		474
	<u>\$ 27,302</u>	\$	<u>50,895</u>

11. CAPITAL ASSETS CHARGED TO THE STATEMENT OF OPERATIONS

The cost of the capital assets held by the Association is as follows:

	<u>2022</u>		<u>2021</u>
Vehicles	\$ 42,841	\$	42,841
Computer equipment	7,011		7,443
Office furniture and equipment	3,908		5,388
	<u>\$ 53,760</u>	\$	<u>55,672</u>

12. FINANCIAL INSTRUMENTS

The Association is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Association's risk exposure and concentration as of March 31, 2022.

Credit risk

The Association is exposed to credit risk in connection with the collection of its accounts receivable. The Association mitigates this risk by performing credit checks and therefore does not anticipate significant loss for non-collection. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Association has a comprehensive plan in place to meet its obligations as they come due - primarily from cash flow from operations.

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The Association is mainly exposed to interest rate risk.

(continues)

**ANNAPOLIS VALLEY HANTS COMMUNITY ACTION PROGRAM FOR CHILDREN
ASSOCIATION**

Notes to Financial Statements

Year Ended March 31, 2022

12. FINANCIAL INSTRUMENTS *(continued)*

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. The Association is exposed to interest rate risk on its fixed and floating rate interest bearing financial instruments which includes an operating loan, a demand loan, and a term deposit. Changes in the bank lending rates can cause fluctuations in cash flows and interest expense. The Association does not use any derivatives to manage this risk.

13. ECONOMIC DEPENDENCE

The Association relies on funding from Health Canada. A reduction in this funding could materially affect the future operations of the Association.

14. IMPACT OF COVID-19

The outbreak of the novel strain of coronavirus, specifically identified as “COVID-19”, has resulted in governments worldwide enacting emergency measures to combat the spread of the virus. These measures, which include the implementation of social and physical distancing, travel bans, and self-imposed quarantine periods, have caused material disruption to businesses globally resulting in an economic slowdown. Global equity markets have experienced significant volatility and weakness. Governments and central banks have reacted with significant monetary and fiscal interventions designed to stabilize economic conditions.

The duration and impact of the COVID-19 outbreak is unknown at this time, as is the efficacy of the government and central bank interventions. It is not possible to reliably estimate the length and severity of these developments and the impact on the financial results and condition of the Association in future periods.

A. TOTAL OPERATING BUDGET FOR THIS FISCAL YEAR

A.1 PHAC Approved Unspent Funds from Previous Fiscal Year	CAPC	
	CPNP	
	Select Program	
A.1.1 Approved Unspent Funds for Set Funding		0
A.1.2 Approved Unspent Funds for Flex Funding		
A.2 PHAC Approved Previous Year Income / Interest / Revenue	CAPC	
	CPNP	
	Select Program	
A.3 Commitment this Fiscal Year	CAPC	272722
	CPNP	74000
	Select Program	
Total operating budget this Fiscal Year		346722

APPENDIX D - CASHFLOW FORECAST AND RECORD OF EXPENDITURES - ADVANCE PAYMENTS

NOTE: PLEASE DO NOT USE DECIMALS WHEN REPORTING EXPENDITURES

B. PROJECT INFORMATION

Arrangement Number	Fiscal Year	Program Names
1718-HQ-000317	2021-2022	Community Action Program for Children (CAPC)
Recipient Organization		Canada Prenatal Nutrition Program (CPNP)
Annapolis Valley-Hants Community		Select Program

C. BUDGET BREAKDOWN BY CATEGORY		D. FISCAL YEAR MONTHLY FORECAST												F. YEAR-TO-DATE EXPENDITURES as at: (DD/MM/YYYY)	G. VARIANCE	
BUDGET CATEGORY	OPERATING BUDGET	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			31/03/2022	Variance From Total Budget (\$)	Expenditure of Total Budget (%)
		April	May	June	July	August	September	October	November	December	January	February	March			
Personnel																
CAPC	214,971	15,640	15,640	15,640	15,640	23,868	17,541	15,640	23,868	15,640	15,640	15,640	24,574	202,917	12,054	94.4%
CPNP	49,523	4,126	4,126	4,127	4,126	4,126	4,126	4,126	4,126	4,126	4,126	4,126	4,136	50,795	- 1,272	102.6%
Select Program	-														-	0.0%
Travel																
CAPC	12,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	18,191	- 6,191	151.6%
CPNP	6,000	500	500	500	500	500	500	500	500	500	500	500	500	9,663	- 3,663	161.1%
Select Program	-														-	0.0%
Materials																
CAPC	18,900	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	25,477	- 6,577	134.8%
CPNP	12,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	11,072	928	92.3%
Select Program	-														-	0.0%

BUDGET CATEGORY	OPERATING BUDGET	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			31/03/2022	Variance From Total Budget (\$)	Expenditure of Total Budget (%)
		April	May	June	July	August	September	October	November	December	January	February	March			
Equipment																
CAPC	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
CPNP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Select Program	-														-	0.0%
Rent																
CAPC	11,500	959	958	958	959	958	958	959	958	958	959	958	958	11,216	284	97.5%
CPNP	2,000	166	166	166	166	167	167	167	167	167	167	167	167	-	2,000	0.0%
Select Program	-														-	0.0%
Utilities																
CAPC	3,111	260	259	260	259	259	260	259	260	259	258	259	259	11,917	- 8,806	383.1%
CPNP	2,000	166	166	166	166	167	167	167	167	167	167	167	167	1,514	486	75.7%
Select Program	-	\													-	0.0%
Performance Measurement																
CAPC	10,000	400	400	400	400	400	400	3,000	3,000	400	400	400	400	-	10,000	0.0%
CPNP	2,000							1,000	1,000					-	2,000	0.0%
Select Program	-														-	0.0%
Other (describe in Section E)																
CAPC	2,240			2,240										3,004	- 764	134.1%
CPNP	447			447										956	- 509	213.9%
Select Program	-														-	0.0%
SUBTOTAL	346,691	25,791	25,790	28,479	25,791	34,020	27,694	29,393	37,621	25,792	25,792	25,792	34,736	346,722	- 31	100.0%
FLEX FUNDING	-														-	0.0%
TOTAL	346,691	25,791	25,790	28,479	25,791	34,020	27,694	29,393	37,621	25,792	25,792	25,792	34,736	346,722	- 31	100.0%

BUDGET CATEGORY	OPERATING BUDGET	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			31/03/2022	Variance From Total Budget (\$)	Expenditure of Total Budget (%)
		April	May	June	July	August	September	October	November	December	January	February	March			

E. BUDGET CATEGORY "OTHER" (SPECIFY)

DESCRIPTION	E.1 AMOUNT (\$)	E.2 YEAR-TO-DATE (\$)
CAPC - Accountant (bank charges)	2,240	3,004
CPNP - Accountant	447	956
Bank Charges		
Total	2,687	3,960

H. ADVANCE PAYMENTS
H.1 INTERNAL TO THE PUBLIC HEALTH AGENCY OF CANADA

Program Name	# of Months	Amount (\$)
Community Action Program for Children (CAPC)		
Canada Prenatal Nutrition Program (CPNP)		
Select Program		

H.2 RECIPIENT NEEDS

An advance payment in the amount of is requested for the next reporting period, based on estimated cash flow requirements.

I.1 ROLLOVER FOR SET AND FLEX FUNDING		I.2 ROLLOVER BREAKDOWN FOR SET AND FLEX FUNDING - MONTHLY FORECAST												J. YEAR-TO-DATE EXPENDITURES as of: (DD/MM/YYYY)
	TOTAL	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			31/03/2022
		April	May	June	July	August	September	October	November	December	January	February	March	
SET FUNDING	-													
FLEX FUNDING	-													
TOTAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-

K. RECIPIENT AUTHORIZED SIGNATURE

Signature	Suann Boates Executive Director	Date
-----------	---------------------------------	------

PUBLIC HEALTH AGENCY OF CANADA CGC OPERATIONS RESPONSIBLE OFFICER

Signature	Print Name	Date
-----------	------------	------