



# CIP FINANCIAL ACCOUNTING CALCULATION SHEET

This sheet can be used as an attachment to the financial accounting statement, or as a format guide if your project is large.

## DONATED LABOUR/SERVICES

Date (YY/Mth/Day)	Description of Work Done	No. of Volunteers	Total Hours Worked	Rate/hr.	Value of Work
		x		x \$	= \$
		x		x \$	= \$
		x		x \$	= \$
		x		x \$	= \$
		x		x \$	= \$
<b>TOTAL DONATED LABOUR/SERVICES</b>					<b>A \$</b>

## DONATED MATERIAL/EQUIPMENT

Date (YY/Mth/Day)	Description of Material/Equipment	Donated By	Value of Material/Equipment
			\$
			\$
			\$
			\$
			\$
<b>TOTAL DONATED MATERIAL/EQUIPMENT</b>			<b>B \$</b>

## PAID EXPENDITURES

Date (YY/Mth/Day)	Description of Expenditure	Cheque No.	Total Paid
			\$
			\$
			\$
			\$
			\$
<b>TOTAL PAID EXPENDITURES</b>			<b>C \$</b>

**THE SUM OF A + B + C = TOTAL PROJECT COST:**

TOTAL DONATED LABOUR/SERVICES	<b>A</b>	\$	
TOTAL DONATED MATERIAL/EQUIPMENT	<b>B</b>	\$	
TOTAL PAID EXPENDITURES	<b>C</b>	\$	
<b>TOTAL PROJECT COST</b>		<b>\$</b>	

# FINANCIAL ACCOUNTING STATEMENT COMPLETION CHECKLIST

The following checklist is provided to ensure that your CIP financial accounting statement is fully completed and any supporting documentation required is included.

## ADDITIONAL FUNDING SPENT ON THIS PROJECT

- Other Alberta Government Grants:** A listing (detailing type of grant, department or agency that provided grant, and amount of grant) of all Alberta government funding used for this project is included.

NOTE:

- Total Alberta government grants, including Alberta Lottery Fund grants, must not exceed 50 percent of the total project funding.
- This would include but not be limited to grants obtained from Alberta Recreation, Parks and Wildlife Foundation, Alberta Foundation for the Arts, Alberta Historical Resources Foundation, Human Rights, Citizenship and Multiculturalism Education Fund, Community Facility Enhancement Program, the Agricultural Initiatives Program, and the unconditional lottery grant to Agricultural Societies.

- Interest:** Interest or other income earned must be spent on your project, but need not be matched.

## PROJECT COMPONENT

- Donated Labour/Services/Material/Equipment:** A complete breakdown of all donated labour/services, donated materials/equipment is summarized on the attached calculation sheet.

NOTE:

- Donated labour/services/material/equipment **MUST** be directly related to the approved project. This excludes time spent in planning meetings or on fund raising activities for the project.
- Valuation of volunteerism and donations is based on:
  - up to a maximum of \$15/hour for unskilled labour;
  - up to a maximum of \$30/hour for skilled labour, qualified trades or professionals;
  - donated materials at fair market value; and,
  - donated heavy equipment (including operator costs) up to \$60/hour.

- Total Paid Expenditures:** A complete breakdown of all paid expenditures is summarized on the attached calculation sheet. For example:

Date (YY/Mth/Day)	Description of Expenditure	Cheque No.	Total Paid
02/Apr/02	Playground Equipment	1234	\$10,000.00
02/Apr/15	Sand	1235	\$1,000.00
02/May/02	Two Park Benches	1236	\$300.00
02May/05	Four Trees	1237	\$200.00
<b>TOTAL PAID EXPENDITURES</b>			<b>\$11,500.00</b>

- Total Project Cost:** The total project cost must be equal to or greater than the total of the CIP grant, plus a matching amount equal to or greater than these grants, plus interest/other income earned on the CIP grant. A detailed summary of your total project cost is included on the attached calculation sheet.
- Unexpended grant funds not used for the purpose for which the grant was approved might be requested returned to the Community Initiatives Program.**