

## COMMUNITY ENHANCEMENT FUNDING YEAR END REPORT

This year-end report will assist the County of Vermilion River (CVR) in ensuring that grant funds are expended in accordance with the approved application and that all funds distributed are accounted for accordingly. CVR requires that this Accounting Report be submitted each year. It is not necessary to provide copies of invoices/receipts unless further information is deemed necessary by CVR.

1. Please review all sections of this form and check everything is included.
  - ☐ Expenses listed
  - ☐ Most recent financial statement
  - ☐ Current cash position statement
  - ☐ Photo or copies of recognition
2. Ensure appropriate expenses are listed clearly in your Financial Statements. It is not necessary to provide copies of invoices/receipts unless further information is deemed necessary by CVR.
3. The most recent Financial Statement and a current Cash Position Statement must accompany the report.

### NEW THIS YEAR – FACILITY USAGE

A summary of the facility usage numbers will now be reported on the year-end report, not the application, as done in previous years. The Facility Usage numbers are to be broken down into County and Other Users. Other Users include the Village of Kitscoty, Marwayne and Paradise Valley, Town of Vermilion or any other community not in the County. For the 2024 reporting year, please use an estimated breakdown if actual numbers are not available. For future reporting please use numbers that are as close to actual as possible.

Community Development Coordinator  
County of Vermilion River  
Box 69, 505040 HWY 897  
Kitscoty, AB T0B 2P0

Email: [community@county24.com](mailto:community@county24.com)  
Phone: 780-846-2244

**SUBMIT THE 2024 YEAR END REPORT BY SEPTEMBER 16, 2025**

***Note: The Community Enhancement Funding Year End Report must be received by CVR prior to the next grant funding cycle. Failure to submit a report, or delinquency in submission, may affect future grant application consideration.***

|                                                                                                                        |                                                          |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>ORGANIZATION NAME:</b>                                                                                              |                                                          |
| <input type="checkbox"/> <b>Rec. Facility</b><br><input type="checkbox"/> <b>Hall</b>                                  | <b>FACILITY NAME:</b>                                    |
| <b>CONTACT PERSON:</b>                                                                                                 |                                                          |
| <b>BOARD POSITION:</b>                                                                                                 |                                                          |
| <b>TELEPHONE:</b>                                                                                                      |                                                          |
| <b>EMAIL:</b>                                                                                                          |                                                          |
| <b>FUNDING RECOGNITION:</b> Please describe the public recognition done for funds received by CVR. Photos are welcome! |                                                          |
| <b>GRANT FUNDS RECEIVED</b><br>(in reporting year)                                                                     | <b>\$</b>                                                |
| <b>GRANT EXPENDITURES</b> (please attach financial statements that clearly state the expenses for the grant received)  |                                                          |
| <b>INSURANCE</b>                                                                                                       | <b>\$</b>                                                |
| <b>UTILITIES</b>                                                                                                       | <b>\$</b>                                                |
| <b>MAINTENANCE</b>                                                                                                     | <b>\$</b>                                                |
| <b>JANITORIAL</b>                                                                                                      | <b>\$</b>                                                |
| <b>OTHER</b>                                                                                                           | <b>\$</b>                                                |
|                                                                                                                        | <b>\$</b>                                                |
|                                                                                                                        | <b>\$</b>                                                |
| <b>Are there any unexpended grant funds at this time?</b>                                                              |                                                          |
| <input type="checkbox"/> Yes (if yes, what is the amount and provide reason funds were not spent)                      | <input type="checkbox"/> No                              |
| <b>The following documents must be attached to the report:</b>                                                         |                                                          |
| <input type="checkbox"/> Most Recent Financial Statement                                                               | <input type="checkbox"/> Current Cash Position Statement |

**FACILITY USAGE – IN REPORTING YEAR**

Understanding how County funded facilities are occupied, it assists with future planning and funding scenarios. By accurately filling out the information below you will help us understand the impact your facility has on your community. Please distinguish between County applicant participants/community group participants/private rentals and non-county applicant participants/other community group participants/private rentals.

**Please do not include spectators in your user numbers– a spectator is someone who is viewing an event and is not a user or participant. Ex. Grandparent watching hockey.**

|                  | Applicant Participants |       | Other Community Group Participants |       | Private Rentals |       |
|------------------|------------------------|-------|------------------------------------|-------|-----------------|-------|
|                  | County                 | Other | County                             | Other | County          | Other |
| # Days Occupied* |                        |       |                                    |       |                 |       |
| # Users          |                        |       |                                    |       |                 |       |

**\*DAYS OCCUPIED MEANS OCCUPIED BY APPLICANT PARTICIPANTS, OTHER COMMUNITY GROUP PARTICIPANTS, OR PRIVATE RENTALS. THIS DOES NOT MEAN BOOKED AND UNOCCUPIED.**

**DECLARATION STATEMENT**

**I, the undersigned, hereby certify that this report contains a full and accurate account of all matters stated within.**

|                      |        |
|----------------------|--------|
| Name: (please print) | Title: |
| Signature:           | Date:  |

*The personal information on this form is being collected for the purpose of determining the eligibility of an applicant to receive recreation funding. This information is collected under the authority of the Access to Information Act and the Protection of Privacy Act and may become public information once it is submitted to the municipal Council and may be published in a Council meeting agenda. Questions regarding the collection of this information can be directed to the CVR office.*