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(Judy MacLeod Campbell)
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(Brandy Smart)
Fax: (306) 922-2021

Date: November 1, 2011

To: **Community & School Recreation Coordinator Program Employers:**

CC: CSRC Supervisors
CSRC Steering Committee
CSRC

From: Brandy Smart
NC&SRC Program Manager
Northern Sport, Culture, and Recreation District

Re: ANNUAL FINANCIAL REPORT

This is a reminder that the deadline for submitting financial details for the Northern Community & School Recreation Coordinator Program is soon approaching (November 30, 2011). All **employer organizations** are responsible to provide a **Financial Report** that summarizes the financial expenditures that occurred from September 1st to August 31st 2011. Additional detail, such as the general ledger/expense listings and/or receipts may be requested to support the financial report. Please note that any unspent funds at the end of the program year must be returned to the NSCRD.

Following the financial closure of the previous year and the completion of the annual recommitment process; the NSCRD will be prepared to enter into the **Annual Agreement** with the respective community and school (division). This contractual agreement clearly outlines and provides assurance by all partners to undertake the roles and responsibilities required to meet the objectives of this program.

Please note the eligible expenditure details below. In summary, the grant is designed to support:

- a) The wages and benefits of the CSRCs, based upon the Northern Sport, Culture and Recreation District salary grid (exception: NLSD #113 sites);
- b) Education and training expenditures for CSRCs, minimum \$2000 at full time sites and minimum \$1,000 at half time sites and;
- c) Consumable program supplies and leadership opportunities associated with NC&SRCP programs.

If you have any questions or concerns, please don't hesitate to call 922-2004.

Sincerely,

Brandy Smart
Program Manager, NC&SRCP

ELIGIBLE EXPENSE OF FUNDING

Salary & Benefits

1. Funds should be used to cover the cost of wages for a full-time CSRC as per the NSCRD Personnel Salary Grid (exception: NLSO #113 sites) and benefits as per the employer human resource policies.

CSRC Training and Professional Development

1. Staff training funds should be used to increase the skills and ability of the CSRC to provide effective programming.
2. It is recommended that a minimum of \$2000.00 be set aside from the grant to cover costs associated with training and participation in training sessions. A minimum of \$1000.00 should be set aside in the case of half time sites.
3. Use of funds from the grant for training is primarily intended to cover expenses for short term training events and workshops such as the training sessions administered by the NSCRD for the CSRCs, as well as, leadership courses such as coaching certification clinics and participation in conferences related to sport, culture and recreation where no other funding exists.
4. Eligible expenses for attendance at such training could include travel accommodations, meals and registration costs. The purchase of materials such as manuals and books to assist the CSRC in providing programming are also valid expenses.
5. Training funds from the grant cannot be used for out of province travel and activities.
6. The cost use of distance education to enhance training can be considered as an eligible expense.
7. Formal certification opportunities should be sought out and based on the results of a formally conducted training needs assessment.

Programming Funds

1. Programming funds should be used to maximize the benefits of participation in the activities planned and coordinated by the CSRC.
2. Fixed equipment purchases are discouraged. Funds should be used to cover the cost of consumable materials and supplies that are consumed in the conduct of the program or event. Such materials include arts and craft supplies, food and other consumables for group activities such as canoe trips and cultural camps. Equipment, which is not fixed can be considered in the context that it will be consumed during the normal conduct of the activity (i.e. floor hockey sticks).
3. Programming funds can be used to support leadership training and education opportunities (i.e. registration, travel, accommodation expenses) that will develop local leaders and result in increased capacity within the community to offer “community based” sport, culture and recreation programming.
4. Programming funds cannot be used to purchase uniforms, personal items such as sweatbands and hats, membership fees, nor prizes such as trophies, plaques, gifts, and cash awards.
5. Programming funds can be used to support travel **within** the community or in the near vicinity of the community to maximize participation for the greatest number of targeted participants. They cannot be used for out of province travel or activities, nor accommodations or meals while travelling to an activity or out of province.