May 13, 2016

Dear Government of Newfoundland and Labrador

Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act, 2015 [Our File#: AES/016/2016]

On April 18, 2016 the Department of Advanced Education and Skills received your request for access to the following records/information:

All records and information relating to the total cost for 2013, 2014, and 2014 with respect to Waypoints including, without limitation, such matters as: operating expenses, capital expenses, payroll and benefits, pension liabilities, all indirect supports to its operations including arbitrations, human resources support, external advice and consultants. This is to include: (i) the Foster Family Support Pilot Project; (ii) Waypoints Group Home; and (iii) any other Waypoints initiative of like nature.

Please note that the Department of Advanced Education and Skills does not fully fund this organization. The responsive material held by this Department and provided pertains to the six contracts with the organization during the request time period.

I am pleased to inform you that your request for access to this information has been granted in part and the responsive records are enclosed. Access to the remaining records, and/or information contained within the records, has been refused in accordance with the following exception to disclosure, as specified in the Access to Information and Protection of Privacy Act, 2015 (the act):

Section 40. (1) The head of a public body shall refuse to disclose personal information to an applicant where the disclosure would be an unreasonable invasion of a third party’s personal privacy.

Please note that pages 39, 44, 72, 82-86 and 92 have been redacted in their entirety as they are redacted in accordance with Section 40 of the act.

In accordance with your request for a copy of the records, the documents are enclosed.
As required by subsection 8.(2) of the act, we have severed information that is excepted from disclosure and have provided you with as much information as possible.

Please note that the table provided in front of the attached documents provides a summary of the expenditures for each of the six projects. Detailed information is provided in the remainder of the documents.

Section 42 of the act provides that you may ask the Information and Privacy Commissioner to review this partial refusal of access or you may appeal the refusal to the Supreme Court Trial Division. A request to the Information and Privacy Commissioner shall be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner.

The address and contact information of the Information and Privacy Commissioner is as follows:

Office of the Information and Privacy Commissioner
2 Canada Drive
P. O. Box 13004, Stn. A
St. John's, NL A1B 3V8

Telephone: (709) 729-6309
Facsimile: (709) 729-6500

In the event you wish to appeal to the Supreme Court, you must do so within 15 business days of the date of this letter. Section 52 of the act sets out the process to be followed when filing such an appeal.

Please be advised that responsive records will be published following a 72 hour period after the response is sent electronically to you or five days in the case where records are mailed to you. It is the goal to have the responsive records posted to the Office of Public Engagement’s website within one day following the applicable period of time. Please note that requests for personal information will not be posted online.

If you have any further questions, please feel free to contact the undersigned at (709) 729-4276 or SharonSeaward@gov.nl.ca.

Sincerely,

SHARON SEAWARD
ATIPP Coordinator

Enclosure
## AES/016/2016
### Waypoints Annual Expenses
#### Department of Advanced Education and Skills

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1-6</td>
<td>Canada Job Grant</td>
<td>152456</td>
<td>Advanced Leadership</td>
<td>$4,482.00</td>
</tr>
<tr>
<td>7-36</td>
<td>Service Agreement for Youth and Students</td>
<td>130952</td>
<td>Employment and Outreach Services</td>
<td>$80,000.00</td>
</tr>
<tr>
<td>37-42</td>
<td>Student Summer Employment Program</td>
<td>140878</td>
<td>Labourer Position</td>
<td>$3,300.50</td>
</tr>
<tr>
<td>43-46</td>
<td>Student Summer Employment Program</td>
<td>14SP01945</td>
<td>Student Summer Employment Program</td>
<td>$3,220.00</td>
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<tr>
<td>47-52</td>
<td>Youth/ Student Service Agreement</td>
<td>13YS024653</td>
<td>Youth are Working Program</td>
<td>$80,000.00</td>
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<tr>
<td>53-118</td>
<td>Youth/ Student Service Agreement</td>
<td>12YS03504</td>
<td>Youth are Working Program</td>
<td>$80,000.00</td>
</tr>
</tbody>
</table>
Before You Begin

Please visit the program’s home page at http://www.aes.gov.nl.ca/foremployers/canada_nl_job_grant.html and download the Program Guidelines document. Review the Financial Reporting section of the Guidelines document carefully and prepare or gather any supplemental documents required to submit along with the financial report.

Complete this form electronically. You may save it to your local computer or even transfer it between computers. You may continue to edit this form over multiple editing sessions until you are satisfied that the information is complete and all supplemental documents are attached. Once complete, follow the instructions at the end of this form to submit this Financial Report.

Organization Information

WAYPOINTS INC
PO Box 632, Station C
St John’s, Newfoundland Labrador
A1C5KB
Canada

Project Details

<table>
<thead>
<tr>
<th>Department/Area</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>AES-ET</td>
<td>Canada-NL Job Grant</td>
</tr>
</tbody>
</table>

Project title
Advanced Leadership Program/Gardiner Centre

Agreement start date (DD/MM/YYYY)  
14/10/2015

Agreement end date (DD/MM/YYYY)  
02/02/2016
Financial Report

In the space provided below please report your eligible expenses per budget item for this reporting period. If you are reporting amounts over your remaining budget please provide details in the notes section at the end of this form.

Participant Program Delivery

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Approved Budget</th>
<th>Reported and Approved to Date</th>
<th>Reported Amt. of this Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$6,403.33</td>
<td>$0.00</td>
<td>$4,482.00</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Course Equipment</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Course Required Medical</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Registration</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Text Books</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Course Clothing</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$6,403.33</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$4,482.00</strong></td>
</tr>
</tbody>
</table>

Financial Report Totals

<table>
<thead>
<tr>
<th></th>
<th>Approved Budget</th>
<th>Reported and Approved to Date</th>
<th>Reported Amt. of this Period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>$6,403.33</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$4,482.00</strong></td>
</tr>
</tbody>
</table>
Financial Report
Period: October 14, 2015 - January 31, 2016
Program Agreement ID: 152456

Update your Project Cash Flow

Your previously submitted project cash flow is shown below for the remaining months of the project. Based on your financial report this period, provide any expected changes to project.

<table>
<thead>
<tr>
<th>Period</th>
<th>Project Cash Flow</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting balance</td>
<td>$6,403.33</td>
<td></td>
</tr>
<tr>
<td>Reported this Period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct 2015 - Jan 2016</td>
<td>$4,482.00</td>
<td>$1,921.33</td>
</tr>
<tr>
<td>Projected Cash Flow</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 2016</td>
<td>$1,921.33</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Supporting Documentation

Please include any additional documentation required. Refer to the Financial Reporting section of the Program Guidelines for more information on financial reporting requirements for this program.

To attach a document to this report, select the document topic below and click the "Attach a Document" button. Select the file to attach from the file dialog when prompted.

--- Select document topic --- Attach a Document

Attached Documentation

<table>
<thead>
<tr>
<th>Document name</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>rInvoice.pdf</td>
<td>Financial Report</td>
</tr>
</tbody>
</table>

Reporting Notes

If you are reporting amounts over your approved budget or making changes to your cash flow projections (if applicable), please provide an explanation below.

Course completed February 1, 2016. Amount of $1921.33 owing to Waypoints.

Total Cost $9605.00 HST included paid in full by Waypoints
Financial Report

Period: October 14, 2015 - January 31, 2016

Program Agreement ID: 152456

<table>
<thead>
<tr>
<th>Funding from AES received to date: $4482.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding to be received from AES: $1921.33</td>
</tr>
<tr>
<td>Waypoints cash contribution: $3201.67</td>
</tr>
</tbody>
</table>

Submit Report

Enter your LaMPSS Self-Service information below and click the Submit Report button to submit this financial report.

Organization ID *

Username *

Password *

Submit Report
INVOICE

To: Waypoints Inc.
P.O. Box 632,
St. John's, NL
A1C 5K8

INVOICE NUMBER: GC 449-16
DATE: 09/10/2015
AMOUNT: $9,605.00

INVOICED BY MEMORIAL UNIVERSITY
Department: The Gardiner Centre
Contact Person: Kelly Brewer-Balch
Phone Number: (709) 864-7659

PAYMENT OPTIONS
1. Cheque payable to Comptroller’s Office
   Memorial University
   230 Elizabeth Ave.
   St. John’s, NL, A1C 5S7
2. VISA or MasterCard - Phone (709) 864-7659
   * Please quote Invoice number with payment
3. Electronic Payments
   Royal Bank of Canada
   Nain Branch
   226 Water Street
   St. John’s, NL, A1C 1A9
   SWIFT: ROYCCATS
   TRANSIT: 09453 BANK: 003

Quantity | Details | Price | Amount
---------|---------|-------|-------
1 | Advanced Leadership Program: October 14, 2015 - February 1, 2016 | $8,500.00 | $8,500.00

FOAPAL

<table>
<thead>
<tr>
<th>FUND</th>
<th>ORGANIZATION</th>
<th>ACCOUNT</th>
<th>PROGRAM</th>
<th>ACTIVITY</th>
<th>LOCATION</th>
<th>Sub Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000140532562605100</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>$8,500.00</td>
</tr>
</tbody>
</table>

| | | | | | | HST |
| | | | | | | $1,105.00 |

| | | | | | | Invoice Total |
| | | | | | | $9,605.00 |

Terms: Invoice payable 30 days from date of invoice

St. John's, NF, Canada, A1C 5S7
### Payment Search

**Payment Reference #:**

**Payment Amount Range:**

**Invoice Number:**

**Date Range:**

**Payment Search Results**

<table>
<thead>
<tr>
<th>Payment ID</th>
<th>Payment Type</th>
<th>Fiscal Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>WAYPOINTS INC</td>
<td>Payment 1</td>
<td>2015</td>
<td>$4,152.69</td>
</tr>
<tr>
<td>WAYPOINTS INC</td>
<td>Payment 2</td>
<td>2016</td>
<td>$1,901.33</td>
</tr>
</tbody>
</table>

Displaying payments 1 – 2 of 2
Before You Begin

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Organization Information

WAYPOINTS INC
PO Box 632, Station C
St John's, Newfoundland Labrador
A1C5K8
Canada

Project Details

<table>
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<tr>
<th>Department/Area</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>AES-ET</td>
<td>Service Agreements for Youth and Students</td>
</tr>
</tbody>
</table>

Agreement start date (DD/MM/YYYY) Agreement end date (DD/MM/YYYY)
01/04/2015 31/03/2016
**Financial Report**

In the space provided below please report your eligible expenses per budget item for this reporting period. If you are reporting amounts over your remaining budget please provide details in the notes section at the end of this form.

**Program Delivery**

<table>
<thead>
<tr>
<th>Program</th>
<th>Cost Item</th>
<th>Approved Budget</th>
<th>Reported and Approved to Date</th>
<th>Reported Amt. this Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Overall</td>
<td>$60,000.00</td>
<td>$0.00</td>
<td>$973.65</td>
</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td>$60,000.00</td>
<td>$0.00</td>
<td>$973.65</td>
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</tbody>
</table>

**Salaries and Benefits**

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Approved Budget</th>
<th>Reported and Approved to Date</th>
<th>Reported Amt. this Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$20,000.00</td>
<td>$0.00</td>
<td>$18,960.68</td>
</tr>
<tr>
<td>MERC</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td>$20,000.00</td>
<td>$0.00</td>
<td>$18,960.68</td>
</tr>
</tbody>
</table>
## Financial Report

**Period:** April 1, 2015 - June 30, 2015

### Program

**Agreement ID:** 130952

---

### Participant Program Delivery

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Approved Budget</th>
<th>Reported and Approved to Date</th>
<th>Reported Amt. this Period</th>
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</thead>
<tbody>
<tr>
<td>Wages</td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>MERC</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Stipends</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Special Events</td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>
**Financial Report**

Period: April 1, 2015 - June 30, 2015

Program Agreement ID: 130952

### Operational Standard

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Approved Budget</th>
<th>Reported and Approved to Date</th>
<th>Reported Amt. this Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Training &amp; Development</td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Facility Lease\Rent</td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Advertising &amp; Promotion</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Resource Materials</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Operational Costs</td>
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<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
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</table>

### Exceptional Cost Item

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<tr>
<th>Cost Item</th>
<th>Approved Budget</th>
<th>Reported and Approved to Date</th>
<th>Reported Amt. this Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postage and Courier</td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Banking Charges</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Utilities</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>
# Financial Report

Period: April 1, 2015 - June 30, 2015

## Advanced Education and Skills

Employment and Training Division

Agreement ID: 130952

## Administrative

### Administrative Staff

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Approved Budget</th>
<th>Reported and Approved to Date</th>
<th>Reported Amt. this Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>MERC</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Financial Report Totals

<table>
<thead>
<tr>
<th></th>
<th>Approved Budget</th>
<th>Reported and Approved to Date</th>
<th>Reported Amt. this Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$80,000.00</td>
<td>$0.00</td>
<td>$19,934.33</td>
</tr>
</tbody>
</table>
Financial Report
Period: April 1, 2015 - June 30, 2015
Program Agreement ID: 130952

Update your Project Cash Flow
Your previously submitted project cash flow is shown below for the remaining months of the project. Based on your financial report this period, provide any expected changes to project

<table>
<thead>
<tr>
<th>Period</th>
<th>Project Cash Flow</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting balance</td>
<td></td>
<td>$80,000.00</td>
</tr>
<tr>
<td>Reported this Period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr 2015 - Jun 2015</td>
<td>$19,934.33</td>
<td>$60,065.67</td>
</tr>
<tr>
<td>Projected Cash Flow</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 2015</td>
<td>$25,000.00</td>
<td>$35,065.67</td>
</tr>
<tr>
<td>August 2015</td>
<td>$0.00</td>
<td>$35,065.67</td>
</tr>
<tr>
<td>September 2015</td>
<td>$0.00</td>
<td>$35,065.67</td>
</tr>
<tr>
<td>October 2015</td>
<td>$25,000.00</td>
<td>$10,065.67</td>
</tr>
<tr>
<td>November 2015</td>
<td>$0.00</td>
<td>$10,065.67</td>
</tr>
<tr>
<td>December 2015</td>
<td>$0.00</td>
<td>$10,065.67</td>
</tr>
<tr>
<td>January 2016</td>
<td>$0.00</td>
<td>$10,065.67</td>
</tr>
<tr>
<td>February 2016</td>
<td>$0.00</td>
<td>$10,065.67</td>
</tr>
<tr>
<td>March 2016</td>
<td>$10,065.67</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Supporting Documentation
Please include any additional documentation required. Refer to the Financial Reporting section of the Program Guidelines for more information on financial reporting requirements for this program.

To attach a document to this report, select the document topic below and click the "Attach a Document" button. Select the file to attach from the file dialog when prompted.
Advanced Education and Skills
Employment and Training Division

Attached Documentation

Document name | Topic
--- | ---

There are currently no supporting documents attached to this report.

Reporting Notes

If you are reporting amounts over your approved budget or making changes to your cash flow projections (if applicable), please provide an explanation below.

Submit Report

Enter your LaMPSS Self-Service information below and click the Submit Report button to submit this financial report.

Organization ID *
Username *
Password *

Submit Report
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Organization Information

WAYPOINTS INC
PO Box 632, Station C
St John's, Newfoundland Labrador
A1C5K8
Canada

Project Details

<table>
<thead>
<tr>
<th>Department/Area</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>AES-ET</td>
<td>Service Agreements for Youth and Students</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waypoints Employment and Outreach Services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agreement start date (DD/MM/YYYY)</th>
<th>Agreement end date (DD/MM/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/04/2015</td>
<td>31/03/2016</td>
</tr>
</tbody>
</table>
Financial Report

In the space provided below please report your eligible expenses per budget item for this reporting period. If you are reporting amounts over your remaining budget please provide details in the notes section at the end of this form.

Program Delivery

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Approved Budget</th>
<th>Reported and Approved to Date</th>
<th>Reported Amt. this Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>$60,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$60,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Salaries and Benefits

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Approved Budget</th>
<th>Reported and Approved to Date</th>
<th>Reported Amt. this Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$20,000.00</td>
<td>$0.00</td>
<td>$20,717.89</td>
</tr>
<tr>
<td>MERC</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$20,000.00</td>
<td>$0.00</td>
<td>$20,717.89</td>
</tr>
</tbody>
</table>
## Participant Program Delivery

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Approved Budget</th>
<th>Reported and Approved to Date</th>
<th>Reported Amt. this Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>MERC</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Travel</td>
<td>$0.00</td>
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<td>$0.00</td>
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<tr>
<td>Stipends</td>
<td>$0.00</td>
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<tr>
<td>Special Events</td>
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</tr>
<tr>
<td>Subtotal</td>
<td>$0.00</td>
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## Operational

### Standard

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<th>Approved Budget</th>
<th>Reported and Approved to Date</th>
<th>Reported Amt. this Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Training &amp; Development</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Facility Lease\Rent</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Advertising &amp; Promotion</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>$0.00</td>
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<td>$0.00</td>
</tr>
<tr>
<td>Resource Materials</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$0.00</td>
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</tr>
<tr>
<td>Other Operational Costs</td>
<td>$0.00</td>
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<td>$0.00</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$0.00</strong></td>
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</tbody>
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### Exceptional

<table>
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<tr>
<th>Cost Item</th>
<th>Approved Budget</th>
<th>Reported and Approved to Date</th>
<th>Reported Amt. this Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postage and Courier</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Banking Charges</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Utilities</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>
## Financial Report

**Period:** July 1, 2015 - September 30, 2015

**Program Agreement ID:** 130952

### Administrative

#### Administrative Staff

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Approved Budget</th>
<th>Reported and Approved to Date</th>
<th>Reported Amt. this Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>MERC</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Financial Report Totals

<table>
<thead>
<tr>
<th></th>
<th>Approved Budget</th>
<th>Reported and Approved to Date</th>
<th>Reported Amt. this Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$80,000.00</td>
<td>$0.00</td>
<td>$20,717.89</td>
</tr>
</tbody>
</table>
## Update your Project Cash Flow

Your previously submitted project cash flow is shown below for the remaining months of the project. Based on your financial report this period, provide any expected changes to project...

<table>
<thead>
<tr>
<th>Period</th>
<th>Project Cash Flow</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting balance</td>
<td>$80,000.00</td>
<td></td>
</tr>
<tr>
<td>Previous Periods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr 2015 - Jun 2015</td>
<td>$0.00</td>
<td>$80,000.00</td>
</tr>
<tr>
<td>Reported this Period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul 2015 - Sep 2015</td>
<td>$20,717.89</td>
<td>$59,282.11</td>
</tr>
<tr>
<td>Projected Cash Flow</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 2015</td>
<td>$26,492.11</td>
<td>$32,790.00</td>
</tr>
<tr>
<td>November 2015</td>
<td>$6,558.00</td>
<td>$26,232.00</td>
</tr>
<tr>
<td>December 2015</td>
<td>$6,558.00</td>
<td>$19,674.00</td>
</tr>
<tr>
<td>January 2016</td>
<td>$6,558.00</td>
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<tr>
<td>February 2016</td>
<td>$6,558.00</td>
<td>$6,558.00</td>
</tr>
<tr>
<td>March 2016</td>
<td>$6,558.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Supporting Documentation

Please include any additional documentation required. Refer to the Financial Reporting section of the Program Guidelines for more information on financial reporting requirements for this program.

To attach a document to this report, select the document topic below and click the "Attach a Document" button. Select the file to attach from the file dialog when prompted.

--- Select document topic ---        [Attach a Document]

### Attached Documentation

[http://www.aes.gov.nl.ca/students/says.html](http://www.aes.gov.nl.ca/students/says.html)
Financial Report
Period: July 1, 2015 - September 30, 2015
Program Agreement ID: 130952

There are currently no supporting documents attached to this report.

Reporting Notes
If you are reporting amounts over your approved budget or making changes to your cash flow projections (if applicable), please provide an explanation below.

80000 budget covers salary only and category should be adjusted to reflect this.

Submit Report
Enter your LaMPSS Self-Service information below and click the Submit Report button to submit this financial report.

Organization ID *
Username *
Password *

Submit Report
Financial Report
Period: October 1, 2015 - December 31, 2015
Program Agreement ID: 130952

Before You Begin

Please visit the program's home page at [http://www.aes.gov.nl.ca/students/says.html](http://www.aes.gov.nl.ca/students/says.html) and download the Program Guidelines document. Review the Financial Reporting section of the Guidelines document carefully and prepare or gather any supplemental documents required to submit along with the financial report.

Complete this form electronically. You may save it to your local computer or even transfer it between computers. You may continue to edit this form over multiple editing sessions until you are satisfied that the information is complete and all supplemental documents are attached. Once complete, follow the instructions at the end of this form to submit this Financial Report.

Organization Information
WAYPOINTS INC
PO Box 632, Station C
St John's, Newfoundland Labrador
A1C5K8
Canada

Project Details

<table>
<thead>
<tr>
<th>Department/Area</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>AES-ET</td>
<td>Service Agreements for Youth and Students</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project title</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Waypoints Employment and Outreach Services</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agreement start date (DD/MM/YYYY)</th>
<th>Agreement end date (DD/MM/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/04/2015</td>
<td>31/03/2016</td>
</tr>
</tbody>
</table>
### Financial Report

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#### Program Delivery

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Approved Budget</th>
<th>Reported and Approved to Date</th>
<th>Reported Amt. this Period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overall</strong></td>
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<td>$0.00</td>
<td>$40,651.33</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$60,000.00</td>
<td>$0.00</td>
<td>$40,651.33</td>
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</tbody>
</table>

#### Salaries and Benefits

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Approved Budget</th>
<th>Reported and Approved to Date</th>
<th>Reported Amt. this Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
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<td>$17,807.22</td>
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<tr>
<td>MERC</td>
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</table>
Financial Report
Period: October 1, 2015 - December 31, 2015

Advanced Education and Skills
Employment and Training Division

Participant Program Delivery

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Approved Budget</th>
<th>Reported and Approved to Date</th>
<th>Reported Amt. this Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages</td>
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<td>$0.00</td>
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<tr>
<td>MERC</td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Materials and Supplies</td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Stipends</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Special Events</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Subtotal</td>
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<td>$0.00</td>
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</tbody>
</table>
## Financial Report

**Period:** October 1, 2015 - December 31, 2015

### Operational

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Approved Budget</th>
<th>Reported and Approved to Date</th>
<th>Reported Amt. this Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Training &amp; Development</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Facility Lease/Rent</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Advertising &amp; Promotion</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Resource Materials</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Operational Costs</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

### Exceptional

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Approved Budget</th>
<th>Reported and Approved to Date</th>
<th>Reported Amt. this Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postage and Courier</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Banking Charges</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Utilities</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

http://www.aes.gov.nl.ca/students/says.html
### Administrative

#### Administrative Staff

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Approved Budget</th>
<th>Reported and Approved to Date</th>
<th>Reported Amt. this Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>MERC</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Financial Report Totals

<table>
<thead>
<tr>
<th>Total</th>
<th>Approved Budget</th>
<th>Reported and Approved to Date</th>
<th>Reported Amt. this Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$80,000.00</td>
<td>$0.00</td>
<td>$61,608.92</td>
</tr>
</tbody>
</table>
Financial Report
Period: October 1, 2015 - December 31, 2015
Program Agreement ID: 130952

Update your Project Cash Flow
Your previously submitted project cash flow is shown below for the remaining months of the project. Based on your financial report this period, provide any expected changes to project costs.

<table>
<thead>
<tr>
<th>Period</th>
<th>Project Cash Flow</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting balance</td>
<td></td>
<td>$80,000.00</td>
</tr>
<tr>
<td><strong>Previous Periods</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul 2015 - Sep 2015</td>
<td>$0.00</td>
<td>$80,000.00</td>
</tr>
<tr>
<td>Apr 2015 - Jun 2015</td>
<td>$0.00</td>
<td>$80,000.00</td>
</tr>
<tr>
<td><strong>Reported this Period</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct 2015 - Dec 2015</td>
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</tr>
<tr>
<td><strong>Projected Cash Flow</strong></td>
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<td></td>
</tr>
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</tr>
<tr>
<td>February 2016</td>
<td>$3,391.08</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>March 2016</td>
<td>$10,000.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Supporting Documentation
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--- Select document topic ---

Attached Documentation

<table>
<thead>
<tr>
<th>Document name</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are currently no supporting documents attached to this report.
Financial Report
Period: October 1, 2015 - December 31, 2015
Program Agreement ID: 130952

Reporting Notes
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80000.00 total budget covers salary only and not program related expenses. Category should be adjusted to reflect 80000.00 in salary section.

Submit Report
Enter your LaMPSS Self-Service information below and click the Submit Report button to submit this financial report.

Organization ID *
Username *
Password *

Submit Report
Financial Report

Period: January 1, 2016 - March 31, 2016

Before You Begin

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WAYPOINTS INC
PO Box 632, Station C
St John's, Newfoundland Labrador
A1C5K8
Canada

Project Details

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<th>Department/Area</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>AES-ET</td>
<td>Service Agreements for Youth and Students</td>
</tr>
</tbody>
</table>

Project title

Waypoints Employment and Outreach Services

<table>
<thead>
<tr>
<th>Agreement start date (DD/MM/YYYY)</th>
<th>Agreement end date (DD/MM/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/04/2015</td>
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</table>
## Financial Report

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<tr>
<td>Subtotal</td>
<td>$60,000.00</td>
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<td>$20,091.57</td>
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</tbody>
</table>

### Salaries and Benefits

<table>
<thead>
<tr>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
### Participant Program Delivery

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Approved Budget</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Wages</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>MERC</td>
<td>$0.00</td>
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<td>$0.00</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Stipends</td>
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<td>$0.00</td>
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<tr>
<td>Special Events</td>
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<tr>
<td><strong>Subtotal</strong></td>
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<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
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## Financial Report
**Period:** January 1, 2016 - March 31, 2016

**Program Agreement ID:** 130952

### Operational

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Approved Budget</th>
<th>Reported and Approved to Date</th>
<th>Reported Amt. this Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Training &amp; Development</td>
<td>$0.00</td>
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</tr>
<tr>
<td>Facility Lease/Rent</td>
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<td>Advertising &amp; Promotion</td>
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<td>Office Supplies</td>
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<td>Resource Materials</td>
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<tr>
<td>Materials and Supplies</td>
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<tr>
<td>Travel</td>
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<tr>
<td>Other Operational Costs</td>
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<td><strong>Subtotal</strong></td>
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### Exceptional

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</tr>
</thead>
<tbody>
<tr>
<td>Postage and Courier</td>
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<tr>
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<td>Utilities</td>
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<td>$0.00</td>
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<td><strong>Subtotal</strong></td>
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<td><strong>$0.00</strong></td>
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</tbody>
</table>
## Financial Report

**Period:** January 1, 2016 - March 31, 2016

**Program Agreement ID:** 130952

### Administrative

#### Administrative Staff

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Approved Budget</th>
<th>Reported Approved to Date</th>
<th>Reported Amt. this Period</th>
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</thead>
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<tr>
<td>Salaries</td>
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<td>MERC</td>
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<td>Subtotal</td>
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#### Financial Report Totals

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<tr>
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<th>Approved Budget</th>
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<th>Reported Amt. this Period</th>
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<tr>
<td>Total</td>
<td>$80,000.00</td>
<td>$0.00</td>
<td>$20,091.57</td>
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Update your Project Cash Flow

Your previously submitted project cash flow is shown below for the remaining months of the project. Based on your financial report this period, provide any expected changes to project cash flow.

<table>
<thead>
<tr>
<th>Period</th>
<th>Project Cash Flow</th>
<th>Balance</th>
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<tr>
<td>Starting balance</td>
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<td>$80,000.00</td>
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<tr>
<td>Previous Periods</td>
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<tr>
<td>Oct 2015 - Dec 2015</td>
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<td>Jul 2015 - Sep 2015</td>
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<td>$80,000.00</td>
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<td>Apr 2015 - Jun 2015</td>
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<td>$80,000.00</td>
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<td>Reported this Period</td>
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<tr>
<td>Jan 2016 - Mar 2016</td>
<td>$20,091.57</td>
<td>$59,908.43</td>
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Supporting Documentation

Please include any additional documentation required. Refer to the Financial Reporting section of the Program Guidelines for more information on financial reporting requirements for this program.

To attach a document to this report, select the document topic below and click the 'Attach a Document' button. Select the file to attach from the file dialog when prompted.

--- Select document topic ---

Attended Documentation

<table>
<thead>
<tr>
<th>Document name</th>
<th>Topic</th>
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Reporting Notes

http://www.aes.gov.nl.ca/students/says.html
Financial Report
Period: January 1, 2016 - March 31, 2016
Program Agreement ID: 130952

If you are reporting amounts over your approved budget or making changes to your cash flow projections (if applicable), please provide an explanation below.

including attached year end ledger report showing total expenses for the fiscal year April 1, 2015 to March 31st, 2016. There is no balance remaining. The report is not updating the previous financials.

Submit Report
Enter your LaMPSS Self-Service information below and click the Submit Report button to submit this financial report.

Organization ID *

Username *

Password *

Submit Report
## WAYPOINTS

Departmental Income Statement 04/01/2015 to 03/31/2016

<table>
<thead>
<tr>
<th>REVENUE</th>
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<tr>
<td>HRFLE Funding AES (Provincial)</td>
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<tr>
<td>TOTAL REVENUE</td>
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</table>

| TOTAL REVENUE                                | 80,000.00|

<table>
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<th>Expense</th>
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<td>WCB Expense</td>
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<td>EI &amp; CPP - Employer portion</td>
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<td>Pension Plan</td>
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<td><strong>Subtotal Salaries &amp; Employee Ben.</strong></td>
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<td>Staff Training &amp; Mentoring</td>
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<td>Snow Clearing Services</td>
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<tr>
<td>Board Development</td>
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<td>Insurance</td>
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<td>Purchased Services</td>
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<td>Purchase Discounts</td>
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<td>LRF Photo Copy Lease / Usage</td>
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<td>Banking Fees (Int &amp; Service charge)</td>
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<td>Professional Fees</td>
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<td>Rent</td>
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<td>Replacement to Minor Equipment</td>
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<td>Program Activity Equipment/Supplies</td>
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<td>IT Support Contracted Services</td>
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<td>Administration/Office Supply/Misc.</td>
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<tr>
<td>Staff Travel</td>
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<tr>
<td>Food / Household</td>
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<td>HR Consultant Contracted Services</td>
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<td><strong>Expense Subtotal</strong></td>
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<td>TOTAL OTHER ACCOUNTS</td>
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<td>TOTAL EXPENSE</td>
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<td>NET INCOME</td>
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Generated On: 03/11/2016
Agrmnt ID: 130662

Program: SAYABBS-FT
Agreement Manager: Fred Ashton (1862)
Office: Employment and Training Division

Payment Reference #:
Payment Amount Range:
Invoice Number:

Date Range: 06/01/2015 to 06/30/2015

Payment Search Results

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</tr>
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</table>

Showing payments 1 - 3 of 3

Production Environment Privilege Set IDs: 100180, 100209, 100212
WAGE SUBSIDY CLAIM FORM

Wage Subsidy Claim Form:
- Must be signed by both Employer and Employee
- Attach a copy of Payroll with claim
- Submit to: Department of Advanced Education and Skills - Regional Offices (see below)

LaMPSS - Agreement # 140 878

PROGRAM – check (✓) one:

Student Summer Employment Program (Post-Secondary Component) ✓
Student Summer Employment Program (High School - Levels 1, 11, 11) □

PAYABLE TO:
Employer's Name Waypoints Inc. Project # 140 878
Mailing Address 4960 Box 672 St. John's, NL Postal Code A1C 5K8
Telephone # 738 3255 Cell # 690 7221 Fax # 738-8757
E-mail Hugomc@waypoints.nl.ca

Please list below employee information and wages paid for the claim period.

Employee #1

Method of Payment:
- hourly (max allowable - 40 hrs. per week) □
- regular # of hrs. per week 75
- weekly (52 pay periods per year) □
- bi-weekly (26 pay periods per year) □
- semi-monthly (24 pay periods per year) □
- other (# pay periods per year) □

For this Claim Period
First day worked: June 7, 2015 Last day worked: June 27, 2015 Total # Pay Periods: 9
Total # of Hours: 250 Hourly Wage Rate: 12.00 Total Gross Wages: 3000.00
Employee #2

Employee's Name ___________________ E-mail ___________________ Tel # ________________

Start Date of Employment _______ Finish Date of Employment _______ Birthdate _______

Method of Payment:
☐ hourly (max allowable - 40 hrs. per week) ☐ regular # of hrs. per week ______
☐ weekly (52 pay periods per year) ☐ bi-weekly (26 pay periods per year)
☐ semi-monthly (24 pay periods per year) ☐ other (# pay periods per year) ______

For this Claim Period
First day worked: __________ Last day worked: __________ Total # Pay Periods: ______
Total # of Hours: ______ Hourly Wage Rate: ______ Total Gross Wages _______

I / We certify the above information is True and Correct.

Signature (EMPLOYER) ________________ Date: ________________
Signature (Employee #1) ________________ Date: ________________
Signature (Employee #2) ________________ Date: ________________

NOTE: Dept. of AES regional offices are instructed to put their appropriate contact information in the empty space below and remove this text. Please list the phone, fax, email and mailing address to where this wage claim form should be directed in your region.

Dept. of AES Regional Office Contact Information (i.e where this form and attachments must be sent)
FW: Approval for Summer Student Program Post Secondary 140878

From: Petten, Marlene
Sent: Thursday, June 18, 2015 11:47 AM
To: Petten, Marlene
Subject: FW: Approval for Summer Student program Post Secondary 140878
Attachments: SSEP_Student_Consent_form.pdf; SSEP_Wage_claim_form.doc

June 9, 2015

WAYPOINTS INC
rickkelly@waypointsnl.ca
hugomccarthy@waypointsnl.ca

Re: 2015-16 Student Summer Employment Program - Post-secondary (Not-For Profit) Approval Agreement 140878

Dear Richard

The Department of Advanced Education and Skills is pleased to advise you that your application for the Student Summer Employment Program - Post-Secondary Program has been approved.

Your organization has been approved for 1 position for 8 work weeks at 35 hours per week. The total approved funding is $3300.50. Once you have recruited the student(s) who meet(s) the requirements listed below, please have the student(s) complete the attached Student Contact and Consent Form and return same to this office by email (preferred), fax or post. See contact information below.

Upon receipt of the Student Contact and Consent Form(s), by the Department, an agreement between your organization and the Department will be sent to you for your signature; please sign where indicated and return the signature page to the Department by email (preferred), fax or post.

Once the signed agreement page is received by the Department, 75% of the approved funding will be forwarded to your organization. No funds will be issued until the above noted form(s) are returned to the Department.

To ensure that this application can be processed in a timely manner, please adhere to the following conditions for employers:

* You have 14 days to hire the student
* The student must be returning to, or planning to attend, a post-secondary institution within the next year.
* The student must be legally entitled to work in Canada, and not be an immediate family member of the board of directors or operators of the organization.
* If there is a change in the employee's job description or an interruption in the student's...
FW_Approval_for_Summer_Student_program_Post_Secondary_140878.txt

employment, this department must be notified immediately.

The final 25% payment will be issued at the end of the program upon receipt of the final Wage Claim Form and a copy of your payroll records. Please find attached a Wage Claim Form to submit at the end of the agreement. All claims must be received within 30 days of completion of the agreement.

If you have any questions or concerns, please reply to this e-mail. Thank you, and looking forward to working in partnership.

Sincerely,

Marlene

Agreement Manager

Regional Office Contact Information for Document Return:
Email Marlenepetten@gov.nl.ca
Fax: 709-945-3073
17 Industrial Crescent
Carbonear, NL
A1Y 1A5

Attachments:
1. Student Contact and Consent Form
2. Wage Claim Form

Marlene Petten
Agreement Manager for Summer Student Employment Program
Department of Advanced Education and Skills
17 Industrial Crescent
Carbonear, NL
A1Y 1A5
Phone 945-3044
Fax 945-3073
Marlenepetten@gov.nl.ca
Agrmnt ID: 140878

Program: SSEPAES-ET
Agreement Manager: Patton, Marlene (10076)
Office: Carbonear

Payment Search

Payment Reference #: 
Payment Amount Range: Less Than $0.00 To Unlimited Action Code: select
Invoice Number: 
Date Range: Issued Date To Issued Date Search Clear

Payment Search Results

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<td>2016</td>
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Displaying payments 1 - 2 of 2

Production Environment Privilege Set IDs: 100180, 100213 1.28
Department of Advanced Education and Skills
Student Summer Employment Program
WAGE SUBSIDY CLAIM FORM

Program - check (X) one
Student Summer Employment Program (Post-Secondary Component) X
Student Summer Employment Program (High School Levels I, Il, III)

PAYABLE TO:
Employer: Waypoints Inc. Project # 14SP01945
Mailing Address:
Telephone:
Fax:
E-mail:

Please list below employer information and wages paid for the claim period:

Method of Payment
* hourly (max allowable - 40 hrs. per week)
* weekly (52 pay periods per year)
* sem-monthly (24 pay periods per year)

For this claim period:
First day worked: _______ Last day worked: _______ Total # Pay Periods: _______
Total # of Hours: _______ Average Hourly Rate: _______ Total Gross Wages: _______

Signature (Employee): __________________________ Date: ________

Method of Payment
hourly (max allowable - 40 hrs. per week)
weekly (52 pay periods per year)
sem-monthly (24 pay periods per year)

For this claim period:
First day worked: _______ Last day worked: _______ Total # Pay Periods: _______
Total # of Hours: _______ Hourly Wage Rate: _______ Total Gross Wages: _______

Signature (Employee): __________________________ Date: ________

I, We certify the above information is True and Correct
Signature (Employer): __________________________ Date: ________
Signature (Employee): __________________________ Date: ________
Department of Advanced Education and Skills  
Career, Employment and Youth Services  
PAYMENT REQUISITION

PROGRAM: Wage Subsidy - SSEP

Project #: 14SP01945
Invoice Due 011 99 22  2 39 PM
Invoice #: PPR 4197665

Pay To: Waypoints Inc.

P.O. Box 677  St. John's
St. John's
NL, Canada A1C 1K8

Amount Payable $ 305.00

Period Covered for this Payment

From

To

Account Centre #: (Program Region)  01-1600-160-5  01-1600-000-8  01-1600-000-8  01-1600-000-8

Prepared By: Marlene Peter

Verified By: Dean Shute
PAYMENT REQUISITION

Department of Advanced Education and Skills
Career, Employment and Youth Services

PROGRAM: Wage Subsidy - SSEP

Payable To: Waypoints Inc
Po Box 632, Station C
St. John's
NL, Canada A1C 5K8

Amount Payable: $2,115.00

Period Covered for this Payment: From To

Account Centre # (Program/Region): 01 1600-160-5280-1001 000000-0000

Prepared By: Marlene Petten
Verified By: Dean Shute
April 14, 2014

Mr. Hugo McCarthy  
Program Manager, Youth Are Working  
Waypoints  
P.O. Box 632  
St. John's, NL  
A1C 5K8

Dear Mr. McCarthy:

This is to advise that a payment of $70,000.00 was recently sent to your organization by electronic deposit. This represents the first payment of a grant from the Department of Advanced Education and Skills to assist with the Youth Are Working program for 2013/14.

As per the contract, the final payment of $10,000.00 will be issued in March 2015.

Thank you for your commitment to the youth of this province.

Sincerely,

Geoff Newman  
Manager, Youth Grants
Program: Community Partners

Payable To: Waypoints Inc

Invoice Date: 2014/04/08 8:22:01 AM

Invoice #: 13YS03453

Amount Payable: $ 70,000.00

Period Covered for this Payment: 2014 04 01 - 01 03 31

Account Centre #: 01-1610-160-5180-1061 000000-0000

Prepared By: Pam Fulford

Verified By: Dean Shule
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<td>Employment &amp; Career Services</td>
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<td>Dimension:</td>
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<td>Requirement:</td>
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<td>Geoff Newman</td>
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<tr>
<td>Created For:</td>
<td>Pam Fullford</td>
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**Payment Requests**

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**View**

**Add**

**Close**
**Payment Request Details**

- **Project ID:** PR1234567
- **Vendor:** Waypoints Inc
- **Location:** P.O. Box 632, Station C
- **Address:** St. John's, NL, Canada A1C 5K8

### Payment Request Details

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<td>BATCH USER</td>
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### Checklist

- [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

---

**Notice:**

- The document contains personal and sensitive information such as names, dates, and amounts. Please handle with care and ensure privacy is protected.

---

**52**
April 9, 2013

Mr. Hugo McCarthy  
Program Manager, Youth Are Working  
Waypoints  
P.O. Box 632  
St. John’s, NL  
A1C 5K8  

Dear Mr. McCarthy:

This is to advise that a cheque for $45,000 (cheque #40182120 dated April 8, 2013) was recently sent to Waypoints by the Department of Finance.

This represents the first payment of a grant from the Department of Advanced Education and Skills to assist with the Youth Are Working program for 2012/13. As per the contract, the second payment of $27,000.00 will be issued in June 2013.

Thank you for your commitment to the youth of this province.

Sincerely,

Geoff Newman  
Manager  
Grants to Youth Serving Agencies
Authorization Type: Contract
Program Area: Employment & Career Services
Dimension: Community Partners
Requirement: Community Partners (Youth/Student Service)
Category: Youth/Student Service
Detail:
FMS Code: 01-1600-160-5240-1061-000000-0000
Third Party: Waypoints (See Vendor # 4010791)
Location: P. O. Box 832
St. John's, NL, Canada A1C 5K8
Description:
Comments:
(Office Use Only)

Current Status:
Start Date: 2012/04/01
End Date: 2013/03/31
Authorized Amt: $450,000.00
Remaining Amt: $0.00
Region: Avalon Region
District: Headquarters
Created: 2013/03/30 7:20:28 am
Created By: Geoff Newman
Created For: Pam Fullard
Assigned Receiver: Pam Fullard
Revised: 2013/03/30 7:20:28 am
Revised By: BATCH USER

Payment Requests
Payment Request Status | Payment Type | Payment # | Period Start Date | Period End Date | Amount Paid
----------- | ----------- | --------- | ----------------- | -------------- | ------------
Processed | Total Payment | 713 | 2012/04/01 | 2012/12/31 | $450,000

Print
Close
August 8, 2013

Mr. Hugo McCarthy
Program Manager, Youth Are Working
Waypoints
P.O. Box 632
St. John’s, NL
A1C 5K8

Dear Mr. McCarthy:

This is to advise that a cheque for $27,000 (cheque #40220904 dated July 25, 2013) was recently sent to Waypoints by the Department of Finance.

This represents the second payment of a grant from the Department of Advanced Education and Skills to assist with the Youth are Working program for 2012/13. As per the contract, the third and final payment of $8,000.00 will be issued in December 2013 upon receipt of a final report.

Thank you for your commitment to the youth of this province.

Sincerely,

Geoff Newman
Manager
Grants to Youth Serving Agencies
### Authorization Details

**Authorization Type:** Contract  
**Program Area:** Employment & Career Services  
**Dimension:** Community Partners  
**Requirement:** Community Partners (Youth/Student Service)  
**Category:** Youth/Student Service  
**Detail:**  
**FMS Code:** 01-1600-160-52R0-1061-000000-0000  
**Third Party:** Waypoints (See Vendor # 4010791)  
**Location:** P.O. Box 632  
**St. John's**  
**NL, Canada A1C 5K8**  
**Description:**  
**Comments:** (Office Use Only)  

### Payment Requests

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**Current Status:**  
**Start Date:** 2013/04/01  
**End Date:** 2014/03/31  
**Authorized Ant:** $35,000.00  
**Remaining Ant:** $0.00  
**Region:** Avalon Region  
**District:** Headquarters  
**Created:** 2013/03/30 7:20:29 am  
**Created By:** Geoff Newman  
**Created For:** Pam Fullord  
**Assigned Receiver:** Pam Fullord  
**Revised:** 2013/04/01 6:32:46 pm  
**Revised By:** BATCH USER
### Payable Invoice

**Fiscal Year:** 2017

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<td>Line Items</td>
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### Items

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<td>$97,000.00</td>
<td>$14,000.00</td>
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**Print**

**Close**
January 13, 2014

Mr. Hugo McCarthy
Program Manager, Youth Are Working
Waypoints
P.O. Box 632
St. John's, NL
A1C 5K8

Dear Mr. McCarthy:

This is to advise that a cheque for $8,000 (cheque #40269904 dated January 9, 2014) was recently sent to Waypoints by the Department of Finance.

This represents the final payment of a grant from the Department of Advanced Education and Skills to assist with the Youth are Working program for 2012/13.

Thank you for your commitment to the youth of this province.

Sincerely,

Geoff Newman
Manager
Grants to Youth Serving Agencies
Department of Advanced Education and Skills
Career, Employment and Youth Services
PAYMENT REQUISITION

PROGRAM: Community Partners - Community Partners (Youth/Student Services)

Project: 12YS03504
Invoice Date: 2013/12/27 9:36:37AM
Invoice #: EPR1319-0950

Payable to
Waypoints Inc
P.O. Box 637 Station C
St. John's

L. Canada A1C 6B

Amount Payable $8,000.00

Date Covered for this Payment 2013/12/01 To 01/03/31

Account Centre & (Program/Region): 01-1010-140-5183-1061-40900-0090

Prepared By: P. M. Halton
Verified By: Dean Shute
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<th>Remaining Act</th>
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<td>$0.00</td>
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**Program Area**: Employment & Career Services

**Dimension**: Community Partners

**Requirement**: Community Partners (Youth/Student Service)

**Category**: Youth/Student Service

**FMS Code**: 01-1000-160-5290-1061-000000-0000

**Third Party**: Waypoints (See Vendor ID 4010751)

**Location**: P.O. Box 632, St. John's, NL, Canada A1C 5K8

**Description**:

**Comments**:

**Assigned Receiver**: Pam Fulford

**Created By**: Geoff Heenan

**Created For**: Pam Fulford

**Created Date**: 2013/03/30 7:20:26 am

**Revised**: 2013/04/01 6:32:46 pm

**Revised By**: BATCH USER

**Invoice Status** | Invoice ID | Invoice Date | Third Party | Applied Act | Invoice Act |
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- **Authorization #:**
- **Item Type:**
- **Third Party:**
- **Location:**

**Current Status:**

- **Payment Priority:**
- **Authority:**
- **Description to Print on Cheque Stub:**

**Comments:** (Office Use Only)

**Pay Request #:**

- **Invoice Date:**
- **Received at Dept:**
- **Invoice Total Amount:**
- **US Funds:**
- **Tax Type:**

**Created:**

- **Created By:**
- **Revised:**
- **Revised By:**

**Tax Included:**

- **Line Items:**
- **Tax Amount:**

**Invoice Sub Total:**

**Tax Included:**

**Payment:**

- **Authorization #:**
- **FMS PO #:**
- **Item Amount:**
- **Item Tax Amount:**
- **Item Total Amount:**

**Print**

- **View**
- **Close**
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<td>12/04/2012</td>
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</table>
Seaward, Sharon M.

From: Hanrahan, Sean  
Sent: Wednesday, May 11, 2016 11:06 AM  
To: Moore, Dave 
Subject: 1 of 5  ATIPPA - WAYPoints - justification for payment of $8000 in December 2013 (one of many) 

Dave I am sending you 5 emails that Geoff has provided related to the $8,000 payment

From: Newman, Geoff  
Sent: Wednesday, May 11, 2016 10:09 AM  
To: Hanrahan, Sean  
Cc: Mavin, Walt; Hannam, Marilyn 
Subject: ATIPPA - WAYPoints - justification for payment of $8000 in December 2013 (one of many) 

Sean: As requested, here is the first in a series of emails between me and Hugo McCarthy of Waypoints to allow the release of the $8000 payment ordered in Dec 2013 that was paid a couple of weeks later in Jan 2014.

From: Newman, Geoff  
Sent: Monday, December 23, 2013 11:31 AM  
To: hugomccarthy@waypointsnl.ca  
Subject: RE: verification 

Hugo: I got it and I'm reading it now. 

Geoff Newman 
Manager of Youth Grants 
Dept. of Advanced Education and Skills 
Phone 709·729·5552 
Fax 709·729·0767 

From: Hugo McCarthy [mailto:hugomccarthy@waypointsnl.ca]  
Sent: Monday, December 23, 2013 11:28 AM  
To: Newman, Geoff  
Subject: verification 

Hi Geoff, 
Just verifying you received my last email with our final report and final expenditure report which concludes our contract outcomes for this year. 

Merry Christmas and thanks for all you do 

Hugo 

Hugo McCarthy B.A. PMP 
Project Manager 
Waypoints 
Office Location: 23 Rowan Street 
Mailing Address: PO Box 632 St. John's, NL A1C 5K8
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Seaward, Sharon M.

From: Hanrahan, Sean
Sent: Wednesday, May 11, 2016 11:07 AM
To: Moore, Dave
Subject: 2 of 5 ATIPPA - WAYPOINTS (second email)

From: Newman, Geoff
Sent: Monday, December 23, 2013 12:02 PM
To: hugomccarthy@wayoolntsnl.ca
Subject: feedback on final report - 2 items to deal with.

Hugo: Here are my rebuttal points related to the Dec 31 final report you sent in recently for Youth are Working.

1) The total in the WAYPOINTS/PARTNERS/CASH/INKIND should be $71,766 not $87,688 as listed. My sense is this is just a mistake or I'm missing something. Please review this one number and get back to me with an answer.
2) We need some kind of way to identify these youth as is listed in Schedule A bullet 4 i.e. client name and address, sex, date of birth, phone number, gender as well as placement location and client started and end date. We need this submitted to us.

Other than this, the report is fine from my view. Please reply related to the missing data in 1 and 2 and then we should be position to move the last $8000 to you.

Thanks.

P.S. I'm here all afternoon so by all means call me between about 1:20 and 4:30 if needed.

Please reply.

Geoff Newman
Manager of Youth Grants
Dept. of Advanced Education and Skills
Phone 709-729-5552
Fax 709-729-0767
Seaward, Sharon M.

From: Hanrahan, Sean
Sent: Wednesday, May 11, 2016 11:07 AM
To: Moore, Dave
Subject: 3 of 5 ATIPPA - third email

From: Newman, Geoff
Sent: Wednesday, May 11, 2016 10:11 AM
To: Hanrahan, Sean
Cc: Mavin, Walt; Hannam, Marilyn
Subject: ATIPPA - third email

Third email

From: Newman, Geoff
Sent: Monday, December 23, 2013 2:05 PM
To: 'hugomccarthy@waypointsnl.ca'
Subject: RE: feedback on final report - 2 items to deal with.

Hugo. Sins good. Corrected number good.

But we are still missing some way to contact these people if needed. Specifically we need

Client’s address,
date of birth,
phone number,
gender as well as
placement location and
client’s start and end date.

It might be the case that the CASEFILE # (on the current sheet) shows which cohort the person belongs to. If so, tell me when the cohorts started and ended.
If not, get me the start and end dates (some were early leaving, a few were later starting which is ok), just specify which were which.

Please reply. We are getting closer.

Geoff Newman
Manager of Youth Grants
Dept. of Advanced Education and Skills
Phone 709-729-5552
Fax 709-729-0767

From: Hugo McCarthy [mailto:hugomccarthy@waypointsnl.ca]
Sent: Monday, December 23, 2013 1:51 PM
To: Newman, Geoff
Subject: RE: feedback on final report - 2 items to deal with.

Here you go sir...and yes your number is correct....I removed something at the end but didn't update the bottom column.....

Hugo

Hugo McCarthy B.A. PMP
Project Manager
Waypoints

Office Location: 23 Rowan Street
Mailing Address: PO Box 632 St. John's, NL A1C 5K8
709-738-3392 (office)
709-690-7221 (cell)
709-738-8755 (fax)
hugomccarthy@waypointsnl.ca (email)
www.waypointsnl.ca

---

From: Newman, Geoff [mailto:geoffnewman@gov.nl.ca]
Sent: Monday, December 23, 2013 12:02 PM
To: Hugo McCarthy
Subject: feedback on final report - 2 items to deal with.

Hugo: Here are my rebuttal points related to the Dec 31 final report you sent in recently for Youth are Working.

1) The total in the WAYPOINTS/PARTNERS/CASH/INKIND should be $71,766 not $87,688 as listed. My sense is this is just a mistake or I'm missing something. Please review this one number and get back to me with an answer.

2) We need some kind of way to identify these youth as is listed in Schedule A bullet 4 i.e. client name and address, sin, date of birth, phone number, gender as well as placement location and client started and end date. We need this submitted to us.

Other than this, the report is fine from my view. Please reply related to the missing data in 1 and 2 and then we should be position to move the last $8000 to you.

Thanks.

P.S. I'm here all afternoon so by all means call me between about 1:20 and 4:30 if needed.

Please reply.

Geoff Newman
Manager of Youth Grants
Dept. of Advanced Education and Skills
Phone 709-729-5552
Fax 709-729-0767
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Seaward, Sharon M.

From: Hanrahan, Sean
Sent: Wednesday, May 11, 2016 11:07 AM
To: Moore, Dave
Subject: 4 of 5 : ATIPPA - fourth email

From: Newman, Geoff
Sent: Monday, December 23, 2013 3:13 PM
To: 'hugomccarthy@waypointsnl.ca'
Subject: RE: intake 2 info

Hugo: I'm assuming the details related to INTAKE one were covered in last year's report.
Is this true?

Please reply.

Geoff Newman
Manager of Youth Grants
Dept. of Advanced Education and Skills
Phone 709-729-5552
Fax 709-729 0767

File sent to you by Hugo McCarthy:

Participant Employer Contact info for Geoff intake 2.pdf

Download 510 KB Virus Checked
File will be available for download for 30 days.
To download the file, click on the Download button above and paste this URL into your browser:
https://sendnow.acrobat.com/?i=xsX7r8mQbbEwuQfBWiBsg
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Seaward, Sharon M.

From: Hanrahan, Sean
Sent: Wednesday, May 11, 2016 11:08 AM
To: Moore, Dave
Subject: 5 of 5 ATIPPA - fifth email - FW: Final payment of $8000 for Youth are Working will be requested right after XMAS

From: Newman, Geoff
Sent: Wednesday, May 11, 2016 10:17 AM
To: Hanrahan, Sean
Cc: Mavin, Walt; Hannam, Marilyn
Subject: ATIPPA - fifth email - FW: Final payment of $8000 for Youth are Working will be requested right after XMAS

Fifth email – this is the one that orders the $8000 payment in Dec 2013.

From: Newman, Geoff
Sent: Monday, December 23, 2013 3:25 PM
To: hugomccarthy@waypointsnl.ca
Cc: Fulford, Pam
Subject: Final payment of $8000 for Youth are Working will be requested right after XMAS

Hugo: All hurdles overcome. I predict this money will get to you by Jan 14.

Thanks for your attention to detail on this.

Geoff Newman
Manager of Youth Grants
Dept. of Advanced Education and Skills
Phone 709-729-5552
Fax 709-729-0767
From: Newman, Geoff
Sent: Wednesday, May 11, 2016 12:05 PM
To: Moore, Dave
Cc: Mavin, Walt; Seaward, Sharon M.; Hannam, Marilyn; Hanrahan, Sean
Subject: List of clients WAYPOINTS contract 12YS03504
Attachments: Casefile Statistics yaw 2012.13revised.pdf

Dave: Here is round one of this. This shows the names of the clients but not the SINS etc. It was sent to me by WAYPOINTS on time back in Dec 2013. I asked for the SINS and DOB etc. that was part of the contract and that came a few hours later. I will get this by 2 PM.

This is where we are.

From: Hugo McCarthy [mailto:huqomccarthy@waypointsnl.ca]
Sent: Monday, December 23, 2013 1:51 PM
To: Newman, Geoff
Subject: RE: feedback on final report - 2 items to deal with.

Here you go sir....and yes your number is correct...I removed something at the end but didn’t update the bottom column.....

Hugo

Hugo McCarthy B.A. PMP
Project Manager
Waypoints

Office Location: 23 Rowan Street
Mailing Address: PO Box 632 St. John's, NL A1C 5K8
709-738-3302 (office)
709-690-7221 (cell)
709-738-8755 (fax)
huqomccarthy@waypointsnl.ca (email)
www.waypointsnl.ca

From: Newman, Geoff [mailto:geoffnewman@gov.nl.ca]
Sent: Monday, December 23, 2013 12:02 PM
To: Hugo McCarthy
Subject: feedback on final report - 2 items to deal with.

Hugo: Here are my rebuttal points related to the Dec 31 final report you sent in recently for Youth are Working.
1) The total in the WAYPOINTS/PARTNERS/CASH/INKIND should be $71,766 not $87,688 as listed. My sense is this is just a mistake or I'm missing something. Please review this one number and get back to me with an answer.

2) We need some kind of way to identify these youth as is listed in Schedule A bullet 4 i.e. client name and address, sin., date of birth, phone number, gender as well as placement location and client started and end date. We need this submitted to us.

Other than this, the report is fine from my view. Please reply related to the missing data in 1 and 2 and then we should be position to move the last $8000 to you.

Thanks.

P.S. I'm here all afternoon so by all means call me between about 1:20 and 4:30 if needed.

Please reply.

Geoff Newman
Manager of Youth Grants
Dept. of Advanced Education and Skills
Phone 709-729-5552
Fax 709-729-0767

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Program: Community Partners - Community Partners (Youth/StudentServices)

Payable To: Waypoints
P. O. Box 632
St. John's
NL, Canada A1C 5K8

Amount Payable: $27,000.00

Period Covered for this Payment: 2013/06/26 to 2014/03/31

Account Centre # (Program/Region): 01-1610-160-5180-1061-000000-0000

Prepared By: Regina Barilett
Verified By: Dean Shute

CERTIFICATION - 39(1) of the Financial Administration Act

AEO Division/Program
Oracle PO # Vendor #
Invoice # or Check # stated by r
Account # 0 000
Obj. DTC FUT
Goods/services received in good order
Pile of formal and legal documentation complete
Checked with purchase order
Certified for payment
Seaward, Sharon M.

From: Newman, Geoff
Sent: Wednesday, May 11, 2016 4:23 PM
To: Moore, Dave; Seaward, Sharon M.
Cc: Mavin, Walt; Hannam, Marilyn; Hanrahan, Sean
Subject: ONE MORE THING WAYPOINTS contract 12Y503504
Attachments: Waypoints_Youth are Working $27,000 authorization for Payment sent to Roger Squires July 24, 2013.pdf

Dave and Sharon:

I found one other document that may be of help.
See attached.

This document is rather odd because it wasn't part of our standard procedure at that time.
My sense is this. Normally Pam Fulford did these payments when I asked her to.
In that situation, Regina Bartlett made the payment (Pam on holidays) and as we discussed it was a mid-year payment with not progress report required.
But Regina probably said we needed this document signed so it was created.
You can see the invoice date and that I signed this.
Bottom line, this along with the email I sent Regina B (that you already have) triggered this payment.
Also note that I brought a signed copy of this to ROGER SQUIRES on the date indicated. (I did this probably because I was told to. As stated, this was not the normal practice at that time but it shows a very thorough process on all ends.)

There was no similar document for the $8000 payment that closed the deal just the email I send Pam once I had all the documentation.

This is definitely the end of I have on this subject.
PAYMENT REQUISITION

PROGRAM: Community Partners - Community Partners (Youth/Student Services)

Payable To: Waypoints
P. O. Box 632
St. John's
NL, Canada A1C 5K8

Amount Payable: $27,000.00

Period Covered for this Payment: 2013/06/26 to 2014/03/31

Account Centre # (Program/Region): 01-1610-160-5180-1051-000000-0008

Prepared By: Regina Bartlett
Verified By: Dean Shute

CERTIFICATION - 30.(1) of the Financial Administration Act

Dept: AES
Division/Program: 5E5
Oracle PO # or Vendor #:
Invoice #: or: Check #: stated by
Account #: CO/RC/AE/AEI/ADB/DTC/FUT
Goods/services received in good order
Price fair and justly extensions charged
Checked with purchase order
Certified for payment

Signature: [Signature]
Date: JUL 24, 2017
Dave: Here is the client level data that Hugo McCarthy sent me Dec 2013 as is related to contract 12YS03504 that you requested.
It was sent to us from that remote site as discussed.
There were two cohorts involved. Each had about ten clients. This was the final thing I needed to request the $8000 final payment along with the final report.

This should close the loop on this.

To All: This is a confidential email including SIN numbers etc. Do not forward it.

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OK - I continue to wait

Not yet. Still on it.

Anything?
Dave: Here is round one of this. This shows the names of the clients but not the SINS etc. It was sent to me by WAYPOINTS on time back in Dec 2013. I asked for the SINS and DOB etc. that was part of the contract and that came a few hours later. I will get this by 2 PM.

This is where we are.

From: Hugo McCarthy [mailto:hugomccarthy@waypointsnl.ca]
Sent: Monday, December 23, 2013 1:51 PM
To: Newman, Geoff
Subject: RE: feedback on final report - 2 items to deal with.

Here you go sir...and yes your number is correct....I removed something at the end but didn't update the bottom column.....

Hugo

Hugo McCarthy B.A. PMP
Project Manager
Waypoints

Office Location: 23 Rowan Street
Mailing Address: PO Box 632 St. John's, NL A1C 5K8
709-738-3392 (office)
709-690-7221 (cell)
709-738-8755 (fax)
hugomccarthy@waypointsnl.ca (email)
www.waypointsnl.ca

From: Newman, Geoff [mailto:geoffnewman@gov.nl.ca]
Sent: Monday, December 23, 2013 12:02 PM
To: Hugo McCarthy
Subject: feedback on final report - 2 Items to deal with.

Hugo: Here are my rebuttal points related to the Dec 31 final report you sent in recently for Youth are Working.

1) The total in the WAYPOINTS/PARTNERS/CASH/INKIND should be $71,766 not $87,688 as listed. My sense is this is just a mistake or I'm missing something. Please review this one number and get back to me with an answer.
2) We need some kind of way to identify these youth as is listed in Schedule A bullet 4 i.e. client name and address, sin, date of birth, phone number, gender as well as placement location and client started and end date. We need this submitted to us.

Other than this, the report is fine from my view. Please reply related to the missing data in 1 and 2 and then we should be position to move the last $8000 to you.

Thanks.
P.S. I'm her all afternoon so by all means call me between about 1:20 and 4:30 if needed.

Please reply.

Geoff Newman
Manager of Youth Grants
Dept. of Advanced Education and Skills
Phone 709-729-5552
Fax 709-729-0767

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