

## COMPLETION REPORT: BUSINESS DEVELOPMENT

**PLEASE REVIEW THE PROGRAM GUIDELINES FOR THIS PROGRAM BEFORE COMPLETING THIS REPORT.**

### Important Notes

- 1) Completion Reports must be accompanied by two sets of ALL expense invoices and receipts, as well as proof of payments (original and a photocopy). These may include cancelled cheques, bank drafts, credit card receipts, etc.
- 2) Separate the originals from the photocopies. The originals will be returned to you with the final payment.
- 3) **Completion Reports that are missing documentation will delay the release of the final payment. If you are notified that your Completion Report is incomplete, you will be given only one opportunity and 30 days to submit the required documentation, failing which your Completion Report will be processed as is.**
- 4) Cash payments may be accepted only for incidental purchases, suppliers and per diems (if applicable) and must be supported by a store receipt or receipt signed by the payee. In the case of suppliers, cash payments will only be considered eligible when accompanied by a signed Receipt for Services (available at [www.factor.ca/documents.aspx](http://www.factor.ca/documents.aspx)). Larger ticket items must be paid by cheque, money order or other non-cash instrument.
- 5) Only those costs incurred during the FACTOR fiscal year of April 1 2011 to March 31, 2012 are considered eligible.
- 6) All amounts must be provided in Canadian dollars. Please provide proof of the exchange rate used. If proof is not provided, FACTOR will calculate the exchange rate using a monthly average of that currency.
- 7) FACTOR allows up to 50% of eligible costs to be generated in-house.
- 8) Ensure you have provided the documentation required. A checklist is provided below. Completion Reports missing documentation will delay the release of the final payment.
- 9) Ensure you have signed the final page of the Completion Report.
- 10) Do not leave any lines blank. If a line does not apply, please indicate "N/A". If a response is not provided, it will be considered incomplete.
- 11) Unsigned or otherwise incomplete forms will delay the release of the final payment.

### Completion Checklist

#### MANDATORY MATERIAL:

**Please be sure that the following items are included in your package to FACTOR. Failure to include these required items could result in a delay or denial of payment.**

- A fully completed and signed copy of this Completion Report.
- Two sets (original and a photocopy) of ALL expense invoices and receipts, as well as proof of payments. Please see **Important Notes above** for further details.
- A detailed written report outlining what was accomplished with approved funding.

**Incomplete Reports will result in delay or denial of payment.**





## Variance Report

If variances occurred between the projected expenses, as detailed in the original application, and actual expenses, **a reason for the variance must be provided here.**

(Attach an additional sheet if necessary)

Costs	Reason for Difference
Subscriptions to trade publications	_____
Industry directories	_____
Clipping services	_____
BDS / Mediabase	_____
Soundscan	_____
Database development	_____
Memberships to relevant organizations	_____
Website development	_____
Other Marketing & Promotion expenses (specify)	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## Required Signatures

Please note that incomplete Reports that are not signed or witnessed, or are missing documents will delay the release of the final payment.

The undersigned Applicant hereby certifies that

(a) the information contained herein is true, correct and accurate; and

(b) the project that is subject of this Completion Report was executed as proposed in the Application and in accordance with the Program Guidelines, the Applicant Agreement, the General Agreement between the Applicant and FACTOR, and FACTOR's business policies.

Name of Recipient: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Witness: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_