

# MINOR CAPITAL PROJECT ANNUAL REPORT

**DCI number/Fiscal year:** HC-P137 (2024-2025)

**NOTE:** This document is a representation of the reporting requirements for DCI HC-P137, and is not a reporting template or a data collection tool. Please contact your [ISC-FNIHB regional office](#) if you have questions, or require assistance.

## **Program reporting requirements for each Minor Capital Project:**

The Recipient shall provide the following documents/updates:

- Copies of consultant contracts and expenditures for the designated project, including invoice claims and progress claims, submitted and certified by the Project Manager (where applicable).
- Comparisons between total planned and actual expenditures and activities. This shall reflect the timeline from contract awarded to time of report (where applicable). Additionally, any underspending of funds shall be indicated to the Minister in writing.
- Copy of physical or electronic record indicating completion of project. In some cases this may be the final invoice.

The Recipient shall ensure that all invoiced costs and financial reports submitted to the Minister are net of any input tax credits or other forms of rebate of goods and services tax (GST), harmonized sales tax (HST) or provincial sales taxes to which the Recipient has received or may be entitled to receive.