



**GRANT FOR ASSISTANCE APPLICATION
CENTRAL CARIBOO and CARIBOO CHILCOTIN
Electoral Areas D, E, F, J AND K**

On an annual basis, Electoral Areas D, E, F, J and K of the Cariboo Regional District (CRD) jointly provide Grants For Assistance to local non-profit organizations for projects, activities and events that strengthen and enhance the wellbeing of the community, promote volunteerism and support the goals and priorities of the Cariboo Regional District.

Applications may be submitted to the Cariboo Regional District via mail or by hand at Suite D, 180 North Third Ave., Williams Lake, BC V2G 2A4; facsimile at 250-392-2812; or email at mailbox@cariboord.ca

THE DEADLINE FOR APPLICATIONS IS SEPTEMBER 30TH

Late applications will not be considered.

In order to qualify for a Grant For Assistance, the applicant must:

- Provide the most recent Annual General Meeting report, financial statements and approved budget for the current year;
- Demonstrate financial need; and
- Provide a service, project or event that supports the priorities and goals of the CRD.

Services, projects or events proposed by the applicant must not:

- Offer direct financial assistance to individuals or families;
- Duplicate or replace services that fall within the mandate of senior levels of government or local service agency; or
- Support a Provincial or National fundraising campaign; or
- Be of a commercial nature

Grants for Assistance will be provided under the following categories:

1. **Capital Expenditure** – equipment purchase, construction, repair or upgrade of facilities
2. **Event** – seed funding for new, ongoing events with diminishing support over three years
3. **Special Project** – one-time special event, program or activity



Grant for Assistance Application – Central Cariboo

Organization Information Sheet

Name of Organization: 100 Mile District Hospice Palliative Care Society
Mailing Address: 555 Cedar Ave, Bag 399, 100 Mile House BC V0K 2E0
Telephone (office): 250-395-7680 email: 100milehospice@shawbiz.ca
Purpose of Organization (From Constitution or Incorporation Documents): PURPOSE The purpose of the Society shall be to: a) Provide information, education and bereavement support for patients facing a life limiting illness and their families. b) Maintain a volunteer programme, as part of an interdisciplinary team approach, for visitation of terminally ill patients in their homes, hospital or in long term residential care facilities. c) Organize, train and support volunteers in palliative care and related activities. d) Receive donations, grants and funds and administer the same in consistency with the objectives of the Society. e) Work in partnership in conjunction and in cooperation with Governmental agencies and private organizations which have interests in common with the Society. f) Provide leadership, encourage community awareness and stimulate citizen participation in the study, assessment and improvement of palliative care in the area. g) Develop a system of ongoing evaluation of the Society's function.
How long has the organization operated in the community? Since 1985
BC Society Registration Number: S-25895
Federal Charitable Registration Number: (if applicable) 89157-7645 RR 0001
Chairperson's name: Lauren Bock (Past President)
Telephone: [REDACTED] email: [REDACTED]
Treasurer or Financial Officer's name: Heidi Hapalo
Telephone: [REDACTED] email: [REDACTED]



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Date of last Annual General Meeting June 29, 2020

(Attach minutes and current list of Directors):

Attach the last financial statement prepared and signed by the appropriate person (i.e., CA, CGA, CMA, comptroller, bookkeeper, financial officer, treasurer, etc.).

Previous Year Grant from CRD (if applicable) \$ 2500.00 and \$1000.00 from the District of 100 Mile House

NOTE: A Final Report budget ATTACHED

Final Report for 2019-2020

COVID 19 caused us to have to rethink a lot about the way we could offer services and make adjustments in our programming as needed to comply with the ever-changing guidelines as best we could.

We were not able to launch the coffee group due to COVID but did conduct preliminary outreach for the group by phone calls and gathered general information as to the vision and format of the Coffee Group. There was a lot of interest for this proposed program and we do plan to move forward with the coffee group this year as COVID allows.

However two, 4-week groups were able to run during a time when COVID guidelines called for smaller groups and following PPE protocols. One of these groups was a result of a request from some widows in our community for a grief group that was specific to their needs. Our goal for this year is to continue to find ways to adapt programming to meet the needs and specific requests of our community as they arise.

Hospice was asked to provide a way to help people process their grief during COVID so we quickly responded. Our Bereavement Co-ordinator secured approval from the District and organizing a self-directed, Hospice Winter Walk. The Walk was generously covered by local media, supported by District Works with trail maintenance and very well attended by community members. Many heartfelt comments of gratitude and many participants have been posted to social media, phone calls to the office etc. There were over 60 notes and cards left for loved ones as well as some flowers and pictures during the walk.

This past year we purchased a laptop for the bereavement program, an external hard drive, as videos are often utilized along with many other resources. Our Bereavement attended an online Trauma Summit and



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was able to purchase a collection of over forty presenters from the summit that is a great resource for our program and serves as an educational tool for our volunteers.

Current Grant Requested from CRD \$9500

Please answer the following questions, using additional paper if necessary.

1. What plans has your organization made to fund its activities over the next 3-5 years?

100 Mile District Hospice is partly funded by Interior Health via an ongoing contract. We conduct local fundraising and receive donations from community members as well as apply for grants as appropriate.

2. If your organization charges user fees/memberships/admission, attach your current fee structure: Membership is \$10 per year.

3. What are your organization's specific goals and objectives for this year? How do they differ from previous years?

100 Mile Hospice Society's goals are to continue to work to meet the needs of our community by providing information, education and bereavement support for patients with life limiting illnesses and for the people who love and care for them. To do this we train hospice volunteers, provide ongoing learning and skill enhancement opportunities, maintain a quality Hospice Visiting Program, work in conjunction with Interior Health and encourage community awareness of hospice purposes. Note, no new volunteers have been trained since 2019 due to COVID; however our dedicated volunteers pivoted with us to find ways to continue providing bereavement support safely while following provincial health orders.

As in the past year in addition to our Hospice Visiting program, our objective is to present two bereavement group programs to the community, one in spring and one in fall. We also want address gaps we have found in services provided to bereaved community members. Our participants and clients have requested ongoing bereavement/grief support programs and we would like to meet this request by also hosting a coffee group two evenings per month for nine months of the year. This was our plan for last year but due to COVID were only able to offer preliminary outreach for the group with phone calls and gather general information about their needs. Regarding as to the vision and format for the group, that needs to be determined. However, there was a lot of interest for this proposed program which we plan to revive as soon as COVID restrictions allow. An example of how we envision this support meets a community need



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can be found in our response this past year to a request by some widows in our community for a grief group that was specific to their needs. We were able to meet this community need while following the Covid 19 guidelines of restricted number of participants. Our overarching goal for this year is to continue to find ways to adapt programming to meet the needs and specific requests of our community as they arise.

For example, due to the success of the Hospice Winter Walk (see Final Report 2019-2020), this year we will continue to provide a way to help people process their grief during COVID by organizing two self-directed, Hospice Walks.

4. Who does your organization serve? % of clients from district, % of clients from South Cariboo

We serve 100 Mile House and surrounding area clients with life-threatening illnesses and their families through their journey and bereavement. We serve to support learning for the general population regarding anticipatory grief, life threatening illness, caregiver needs, death, grief and bereavement.

5. Does your organization receive a rental subsidy from the City and/or CRD? If so, how much?

No

6. Does your organization receive any benefit from permissive tax exemption, and if so, how much? (information available from City Tax Department)

No

7. Does your organization use City or CRD owned facilities? If so, which ones? No

8. How will you indicate that the CRD is contributing to your organization?

By acknowledgement in publications, social media and informing group participants.

Project Summary Sheet

Please answer the following questions, using additional paper if necessary.

1. Brief Description of Proposed Use of Grant Being Applied For:



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The 100 Mile District Hospice Palliative Care Society is requesting grant funds for our organization to continue to meet the ever-increasing bereavement needs of our community members.

We offer both individual support and grief groups. We strive to making ourselves open and flexible to meet specific requests from the community. Hospice generally offers two grief support groups per year, one in the spring – six evenings, once per week. The second group is in the fall, four evenings, once per week. Grant funds would be used to ensure that we can continue this work during this time of COVID as there is a reduction of donations and fundraising opportunities that we rely on to fund these groups. We have also found that the time involved, and costs are up during COVID due to all the restrictions to follow the protocols that are required. We are also hoping to renew the efforts to launch the ongoing drop-in coffee bereavement/grief support group this year aiming for September to start. The full vision is based on 18 times per year which would be facilitated twice per month for nine months of the year, but we will be happy with a shorter modified program for 2021. Our plan is to offer two Walks (a way of mourning and honouring our memories) this year as COVID has prevented people from gathering and many of the avenues of mourning and paying respect to our dead.

So this request is for funds to ensure that we can offer much needed groups and activities that aim to educate about grief and bereavement, offer coping skills, and opportunity for self assessment of their own journey and needs.

- 1 four session utilizing art as an aid to connect to and learn about their own grieving process
- 1 six session education, discussion and sharing
- 1 semi-monthly coffee group for people who have attended one or more of our grief groups who feel that they need ongoing support.
- 2 Walks – to provide community members an active way to express and process their grief

The Mission of the 100 Mile District Hospice Palliative Care Society is to provide a volunteer service dedicated to the compassionate care of persons with life threatening illness, and to their families both during the end-of-life journey and through the bereavement that follows.

Hospice has been providing outreach services for individuals and families living with terminal illness in 100 Mile House and surrounding communities since 1985, including follow-up and bereavement services for families. We seek to engage with the community to aid in increasing and to support learning for the general population regarding advanced care planning, anticipatory grief, life threatening illness, caregiver needs, death, grief and bereavement.

This support is based on the philosophy, norms, and standards of the BC Palliative Care Association and embraces the concept of compassionate, physical, emotional, spiritual, and social care for the whole



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person. All volunteers complete a 30-hour training program as well as orientation and commitments to ongoing learning and attendance of monthly skill enhancement sessions.

Hospice also offers an extensive library of resources available to the general public, anticipatory grief and bereavement information packages, palliative care equipment for home and facility use, and supports the palliative care suite at Fisher Place.

For 28 years, 100 Mile Hospice has organized the Memory Tree Lighting Ceremony in December. This annual event serves as a reminder that people are not alone in their journey of grief and provides an opportunity to celebrate a life by placing a bulb on the tree in memory of a loved one in an atmosphere of shared understanding. The 2020 Ceremony was held differently with online registration of loved one's names to be read and watching the pre-recorded and somewhat modified ceremony from their homes. Despite a few glitches, we had wonderful feedback from people who watched. Many family members who would not normally been able to attend due to living in different communities or other reasons, were thrilled to be able to participate virtually. So, we think that moving forward we would like to be able to add this virtual component to our regular Memory Tree Celebration.

Hospice has office space in the Cariboo Health Centre and our palliative care program is partially funded under an ongoing contract with the Interior Health Authority, with the Society making up the annual shortfall through fundraising activities. Hospice began to offer facilitated grief support groups in 2003, and currently offers two grief support groups per year. Referrals to grief support are received from Home and Community Nurses, Acute and Residential Care Nurses, Physicians, Canadian and South Cariboo Mental Health, Crisis Intervention workers, 100 Mile Funeral Service, community members who have attended the program and found it helpful, and individuals seeking support themselves. Cariboo Health Centre provides a meeting room, although current Interior Health policies have made the space unavailable and dependent on Provincial Health Orders. The costs of a facilitator, materials, snacks and co facilitators are entirely funded by the Society. There is no charge to the public for these services. The average cost of each group has been \$2400 to \$3500.

The population of 100 Mile House and outlying areas has grown in recent years and has also seen an influx of retirees seeking affordable retirement homes and properties. The number of participants seeking to access the grief support groups has grown considerably. For example, in April 2019, twenty-four (24) bereaved clients sought to access the spring support group, fifteen (15) attended the first session, Four (4) were referred to more specialized support and eleven (11) attended the group. Eight (8) to ten (10) participants are considered the preferred number per group in order to allow for full participation and benefit.

Our Bereavement Coordinator and our Program Director have seen that there is a definite need for more in-depth groups as well as ongoing services. Our participants have requested an ongoing grief support coffee group as well as specialized groups such as a parent's group for those who have experienced a



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death of a child, widows' group, overdose related death, suicide specific groups. Sudden and unexpected death does not give loved ones a chance to say goodbye and can often leave the surviving loved one with profound grief and unresolved issues. Family members are often the caregivers of those dying from a lengthy illness and often feel lost after the death occurs. Whatever the nature of the death, bereaved people are seeking out a support system to assist them in working through their grief.

We know that following the fires there was a large increase in people seeking support for unresolved and complicated grief due to the impact of the fires. We believe that the complexity of COVID related death and the grief that results will be far more complex and problematic, and we want to be ready and able to respond in meaningful ways.

100 Mile Hospice believes it will be crucial to extend and enhance our bereavement services to our community. We would like to facilitate an ongoing coffee group to those who have attended a grief support group and would like the continued support and companionship of others journeying through grief. We want to position ourselves to meet the requests of our community for specific and in-depth grief support groups for those who are struggling with their emotions after the death of a loved one.

2. How do you know there is a need for this service/project in our community?

Participants in the groups and clients have asked if drop-in services could be offered on an ongoing basis as they feel that there is a need for ongoing support and often bring specific group dynamic requests as well. 100 Mile Hospice has been serving and connecting to our community about and in the midst of serious illness, dying, death, and grief for 35 years and have seen and worked to meet the needs as they change and grow. Our post-group evaluations from participants indicates a continued support as necessary and impactful.

3. Is your agency applying for funds from other levels of government or other sources for this project?

We had applied to gaming requesting funds to support our bereavement program but were denied. We will try again with the June application.

4. Would you still be able to complete the project if you do not receive the other funds applied for?

We believe that the need in our community for diverse bereavement services is great and we are highly committed to adding to our bereavement services and plan to offer some form of a coffee group as soon as the COVID restrictions allow regardless of funding. We will work to find ways to financially support this endeavor and grow our services as needed. We will adapt and modify as required.



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- 5 Please describe the impact of this application being denied or approval of an amount less than requested.

While we are committed to our vision of offering diverse bereavement services and will continuously strive to enhance what we do, the funding received will have a direct impact on the extent of what we can offer the community.

In cases of sudden and unexpected death, loved ones often do not have a chance to say goodbye and are often left with profound grief and unresolved issues. COVID has impacted this in way we could never have imaged a year ago. Whatever the nature of the death these people are seeking out a support system to assist them in working through their grief either in a group or individual setting. Unresolved grief can lead to many other struggles, mental illness, addictions and suicide. Access to support is critical for people#3 – 407 Alder Ave 100 Mile House, BC, V0K 2E0 to heal and grow. Grief can be a very lonely and confusing place.

We believe our Program provides vital and necessary services to our community and those that have suffered a loss and are seeking out help to work through their grief. There is no other program or support group in the area. We are proud to offer our Program at NO COST to all adult members of the community regardless of age, race, sex or religious belief. (Some youth support is also available as requested).

Even before the onset of the pandemic, the number of participants attending the two groups offered has increased as well as the need for ongoing support.

- 6 Start date of the project:
For the coffee group Sept 2021 hopefully COVID restrictions will allow by then,
Grief Groups – ongoing as able with restrictions
Individual grief support: - active and ongoing
End date for the project: Ongoing

- 7 Please describe the key activities that will take place to complete the project and any associated timelines.

Facilitated grief support coffee group sessions, approximately two hours per session twice monthly for 18 meetings a year.

Grief Groups work to educate about grief, healthy and unhealthy grief, support people to process their grief, as well as to learn and practice coping skills while experiencing a safe environment and build relationships with others who have similar experiences.



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Please see attached

- 9 Please explain how you will measure and evaluate the impact of this project on the community? How will you determine if it was successful?

Feedback and evaluations from the participants and the attendance will determine the success of the program. I will note that we have had amazing recognition from other community mental health professionals as to the positive impact of our bereavement work with shared clients.

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



President/Chairperson

100 Mile Hospice and Palliative Care Society

555 Cedar Avenue, Bag 399
100 Mile House, BC V0K2E0



100 Mile District Hospice Palliative Care Society

Proposed Budget Costs - Cariboo Regional District Grant Application

4 Week Grief Group

Facilitator	\$ 1,600.00	65 Hours @ \$25.00 per hour
Co-Facilitator	\$ 600.00	30 Hours @ \$20.00 per hour
Supplies & Expenses	\$ 100.00	
Location Rental	\$ 100.00	
TOTAL	\$ 2,400.00	

6 Week Grief Group

Facilitator	\$ 2,375.00	95 Hours @ \$25.00 per hour
Co-Facilitator	\$ 800.00	40 Hours @ \$20.00 per hour
Supplies & Expenses	\$ 150.00	
Location Rental	\$ 150.00	
TOTAL	\$ 3,475.00	

18 Session bi-monthly for 9 months of the year

Coffee Group

Facilitator	\$ 1,575.00	63 hours @ \$25.00 per hour
Co-Facilitator	\$ 720.00	36 hours @ \$20.00 per hour
Supplies & Expenses	\$ 250.00	
Location Rental	\$ 250.00	
TOTAL	\$ 2,795.00	

Bereavement Walks - 2 events annually

Walk #1

Facilitator	\$ 250.00	10 hours @ \$25.00 per hour
Supplies & Expenses	\$ 200.00	
TOTAL	\$ 450.00	

Walk #2

Facilitator	\$ 250.00	10 hours @ \$25.00 per hour
Supplies & Expenses	\$ 200.00	
TOTAL	\$ 450.00	

TOTAL ESTIMATED \$ 9,570.00

COSTS FOR ALL GROUPS

TOTAL GRANT REQUEST \$ 9,570.00

Cariboo Regional District Grant Reporting 2020



Bereavement/Grief Support Group Expenses

Facilitator	\$ 1,487.20
Co-Facilitator	\$ 370.00
Supplies and Expenses	\$ 58.28
Location Rental	\$ 100.00
TOTAL	\$ 2,015.48

Grief Group

Facilitator	\$ 1,628.55
Co-Facilitator	\$ 520.00
Supplies and Expenses	\$ 38.39
Location Rental	\$ 100.00
TOTAL	\$ 2,286.94

Hospice Winter Walk

Facilitator	\$ 274.56
Supplies and Expenses	\$ 108.08
TOTAL	\$ 382.64

Trauma Summit	\$ 269.17
Education/Training	
Bereavement Coordinator attended Oct 2020	

Other Supplies & Expenses	\$ 212.79
Backup/Harddrive	

TOTAL	\$ 5,167.02
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Coffee Group	\$ -
Postponed due to Covid Restrictions	

CRD Funding Received	\$ 3,500.00
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-\$ 1,667.02

CHAIRPERSON (Acting)		
Shaylene GULLIMAN [REDACTED] shaylene.gulliman@interiorhealth.ca	[REDACTED]	[REDACTED]
VICE CHAIRPERSON (acting)		
Cindy FAULKNER [REDACTED]	[REDACTED]	[REDACTED] n Drive, 100 Mile House,
PAST CHAIRPERSON		
Lauren Bock [REDACTED]	[REDACTED]	Box 437 108 Mile Ranch, BC V0K 2Z0
TREASURER		
Heidi Hapalo [REDACTED]	[REDACTED]	Box 66 100 Mile House, B.C. V0K 2E0
Sarah THRSK [REDACTED]	[REDACTED]	[REDACTED]
SECRETARY		
Gayle Dunsmuir [REDACTED] Maxine DILLABOUGH	[REDACTED]	Box 1535 100 Mile House, B.C. V0K 2E0
DIRECTORS		
AnnMarie BROWN [REDACTED]	[REDACTED]	Box 697 100 Mile House, B.C. V0K 2E0
Kathleen ANDERSON [REDACTED]	[REDACTED]	[REDACTED]
Nicole LEDUCE [REDACTED]	[REDACTED]	Nicole Leduc (Strong) PO Box 249 Lac La Hache B.C. V0K 1T0
Sherree ZEIS [REDACTED]	[REDACTED]	PO Box 345 Lac La Hache, BC V0K 1T0
Shaylene GULLIMAN [REDACTED] shaylene.gulliman@interiorhealth.ca	[REDACTED]	[REDACTED]
Sarah Thirsk [REDACTED]	[REDACTED]	[REDACTED]
John TUTTE (on leave) [REDACTED]	[REDACTED]	[REDACTED]
Maxine Dillabough [REDACTED]	[REDACTED]	Box 10121 108 Mile Ranch, BC V0K 2Z0
MEDICAL DIRECTOR		
Adrienne Montgomery [REDACTED]	[REDACTED]	[REDACTED]

100 Mile District Hospice Palliative Care Society
ANNUAL GENERAL MEETING for April 1, 2019 to March 31, 2020

Date: June 29, 2020

Location: 100 Mile United Church and Teleconference

It was determined a quorum was present, and the meeting was called to order at 4:38 pm by Lauren Bock.

Introduction of Staff and Directors. 13 members, socially distanced, attended in person, 18 members connected via teleconference due to Covid19.

Attendees in person:
(Signature list attached)

Lauren Bock

Tracy Haddow

Jody Malm

Ken Malm

Pat Armishaw

Kim Johnston

Heidi Hapalo

Gayle Dunsmuir

John Tutte

Del Hustwait

AnnMarie Brown

Sarah Smith

Cindy Faulkner

The secretary called each of the members names who were attending via teleconference. Each individual attending replied that they were here and stated their names in full for the records.

Attendees via Teleconference:

Eileen Brown PO Box 648 108 Mile Ranch, BC V0K 2Z0

Sheila Hart Box 26 Canim Lake, BC V0K 1J0

- Bereavement Coordinator's report
- Administrative Assistant's report
- Hospice Volunteer report
- Healing Touch report – future (Massage)
- Memory Tree report
- Friends of Hospice report
- Hospice Scheduler's report

#2 MOTION TO ACCEPT THE REPORTS

Moved John Tutte,

Seconded Jody Malm

Motion carried.

4:59pm Gail Orr left the meeting.

5:02pm Gail Orr rejoined the meeting

Treasurer's Year End Report:

Bank balance for the Society Accounts: April 1, 2019:	\$76,979.00
Plus deposits	\$69,104.87
Less cheques written	\$103,769.03

Included in this amount are \$40,000.00 for GIC -- restricted funds for Palliative Suite Renovations and improvements.

And \$3,000.00 to Gaming Account.

Society Bank Balance March 31, 2020	\$42,314.84
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Election of Officers

Current Officers standing for their second year of their 2-year term for April 1, 2019 to March 31, 2021.

Heidi Hapalo - Treasurer

Sheree Zeiss -- Director

Nicole Strong - Director

Kathleen Anderson - Director

Current Directors standing for the second year of the 2-year term for April 1, 2019 – March 31, 2021.

Gayle Dunsmuir will continue to stand as secretary for 1 more year of her 2-year term **from April 1, 2019 – March 31, 2021.**

Liaison to the Board

The Volunteers elect this Board member at their September meeting.

Thank you to two Directors leaving the Board.

Sarah Smith thanked **Agnes Werth** for her many years of service to the Hospice Society. Agnes joined Hospice in 2007. Sarah and other members recalled the many and varied positions and projects that Agnes put her time and talents to work for the Society.

Sarah Smith also thanked **John Tutte** for his wisdom, enthusiasm for fund raising, for the work of the Directors and for the historical archives John and Del leave us with. John joined Hospice in 2005.

Meeting Adjourned at 5:28 pm.

Respectfully submitted by

Gayle Dunsmuir

100 Mile Hospice Palliative Care Society
Balance Sheet As at 31/01/2021

ASSET

Current Assets

CIBC - Project Account	98,786.02	
CIBC - GAMING - Society	19,013.25	
CIBC- Operating - Society	43,434.29	
Chequing Bank Account - Progr...	8,971.46	
GST Recoverable	281.87	
Total Current Assets		<u>170,486.89</u>
TOTAL SOCIETY & PROGRAM...		<u>170,486.89</u>

LT - GIC - Internally Restricted

CIBC - GIC	40,960.00	
Accrued Interest GIC Temp	960.00	
Total LT GIC - Int. Restricted		<u>41,920.00</u>

TOTAL ASSET		<u><u>212,406.89</u></u>
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LIABILITY

Current Liabilities - PROGRAM

Vacation payable	69.98	
WCB Payable	431.88	
Deferred Revenue	10,000.00	
Total Current Liabilities - PRO...		<u>10,501.86</u>

TOTAL LIABILITY		<u><u>10,501.86</u></u>
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EQUITY

Owners Equity

Retained Earnings - Previous Year	84,669.06	
Current Earnings	117,235.97	
Total Owners Equity		<u>201,905.03</u>

TOTAL EQUITY		<u><u>201,905.03</u></u>
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LIABILITIES AND EQUITY		<u><u>212,406.89</u></u>
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100 Mile Hospice Palliative Care Society
Income Statement 01/04/2020 to 31/01/2021

REVENUE

Funding Sources - PROGRAM

Interior Health Authority Contract	33,679.66
IHA Contract - Top UP	257.54
Society Contributions	22,389.00
Total Funding Sources - PROG...	56,326.20

Income - SOCIETY

Hospice Month (May) Donations	3,431.90
Memberships	140.00
General Donations	10,882.75
Memory Tree Donations	1,545.75
Fundraising Revenue - Misc	135.00
Online Donations	1,507.65
Candy Boxes	172.62
Fundraising - Recycling	970.03
Donations - AC Palliative Suite	100,618.58
50/50 Ticket Sales	25,305.00
Donations - Miscellaneous	830.00
Interest Revenue/Exchange Rev...	960.00
SEED Grant - Restricted	1,275.00
Revenue - COVID Wage Subsidy	6,349.50
Grant Revenue - CRD	2,500.00
Grant Funding Dist 100 Mile Hou...	1,000.00
In-Kind Donations	13,280.00
In-Kind Donations - Board Gov	210.00
In-Kind Donations - Items/Materi...	3,500.00
Total Income - SOCIETY	174,613.78

TOTAL REVENUE 230,939.98

EXPENSE

Payroll Expenses - PROGRAM

Executive Director	25,774.90
Bereavement	7,997.85
Administration/Bookkeeping.Pro...	9,249.00
EI Expense	949.45
CPP Expense	1,821.09
WCB Expense	378.61
Employee Benefits	302.40
Total Payroll Expense - PROG...	46,473.30

Expenses - SOCIETY

In-Kind Expenses	16,990.00
Hospice Awareness Month (HAM)	1,598.80
Accounting & Legal Expense	75.00
Promotions - Website - Advertising	862.50
Memory Tree Expenses	1,891.27
Volunteer Development (PMTE)	1,498.23
Insurance; Membership and Lice...	1,050.00
Butterfly Brushes Expenses	164.76
Bereavement Expenses	214.30
Marketing & Advertising	525.78
Interest and Bank Charges	40.50
5050 WAV Fees	59.95
5050 Draw Winner	12,650.00
Palliative Suite Expenses	47.95
Palliative Equipment	114.81
Equipment Purchased - Donated...	1,427.12
Palliative Program Funding Expe...	22,389.00
Palliative Project Expenditures	1,832.56
Telephone	222.72

Printed On: 18/02/2021

100 Mile Hospice Palliative Care Society
Income Statement 01/04/2020 to 31/01/2021

Office Supplies & Expense	479.39
Gifts & Gratuities	707.19
Interest & Bank Charges	48.00
TOTAL EXPENSES - SOCIETY	<u>64,889.83</u>
Expenses - PROGRAM	
Printing & Promotional Expense	1,302.88
Office Supplies and Expenses	13.50
Equipment Management/Mainten...	9.20
Membership Fees	50.00
Bereavement - Prof Development	29.99
Bereavement Program Exp3	203.29
Miscellaneous Expenses	25.00
Internet	740.82
GST/PST Expense	-33.80
Total Expenses - PROGRAM	<u>2,340.88</u>
TOTAL EXPENSE	<u>113,704.01</u>
NET INCOME	<u>117,235.97</u>

100 MILE DISTRICT HOSPICE PALLIATIVE CARE SOCIETY

Financial Statements

Year Ended March 31, 2020

(Unaudited - See Notice To Reader)



CHARTERED PROFESSIONAL ACCOUNTANTS LLP

208 - 475 Birch Avenue, PO Box 160
100 Mile House, BC V0K 2E0
Telephone 250-395-2274
Fax 250-395-2256
www.pmtcpa.com

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of 100 Mile District Hospice Palliative Care Society as at March 31, 2020 and the statements of changes in net assets and revenues and expenditures for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

100 Mile House, BC
January 19, 2021


PMT CHARTERED PROFESSIONAL
ACCOUNTANTS LLP

100 MILE DISTRICT HOSPICE PALLIATIVE CARE SOCIETY

Statement of Financial Position

March 31, 2020

(Unaudited - See Notice To Reader)

	2020	2019
ASSETS		
Current:		
Cash	\$ 50,163	\$ 85,469
Term deposits	40,960	8,730
Accounts receivable	5,100	-
Goods and services tax recoverable	234	200
	<u>\$ 96,457</u>	<u>\$ 94,399</u>
LIABILITIES		
Current:		
Accounts payable and accrued liabilities	\$ 1,553	\$ 1,500
Wages payable	99	-
Employee deductions payable	136	-
Deferred income	10,000	10,000
	11,788	11,500
Net assets	<u>84,669</u>	<u>82,899</u>
	<u>\$ 96,457</u>	<u>\$ 94,399</u>

APPROVED BY THE DIRECTORS

 _____ Director
 _____ Director

See notes to financial statements

100 MILE DISTRICT HOSPICE PALLIATIVE CARE SOCIETY

Statement of Changes in Net Assets

Year Ended March 31, 2020

(Unaudited - See Notice To Reader)

	2020	2019
Net assets - beginning of year	\$ 82,899	\$ 66,289
Excess of revenue over general and administrative expenses	<u>1,770</u>	<u>16,610</u>
Net assets - end of year	<u>\$ 84,669</u>	<u>\$ 82,899</u>

See notes to financial statements

100 MILE DISTRICT HOSPICE PALLIATIVE CARE SOCIETY**Statement of Revenues and Expenditures****Year Ended March 31, 2020***(Unaudited - See Notice To Reader)*

	2020	2019
Revenue		
Donations In-Kind	\$ 97,825	\$ -
Interior Health Authority Funding	38,487	33,322
Donations	26,714	12,458
Fundraisers	11,508	15,630
Donations from other charities	300	14,250
Miscellaneous	-	2,628
Interest income	1,052	61
	<u>175,886</u>	<u>78,349</u>
General and administrative expenses		
Advertising and promotion	4,819	738
Bank charges and interest	82	120
Bookkeeping fees	7,626	-
Donations In- Kind	97,825	-
Fundraising	1,694	1,272
Insurance	-	1,830
Meetings	1,799	-
Office and miscellaneous	2,028	2,028
Professional fees	1,538	1,500
Supplies	2,688	3,935
Telephone and utilities	1,296	1,256
Training	10,477	3,493
Travel	648	279
Wages and benefits	41,596	45,288
	<u>174,116</u>	<u>61,739</u>
Excess of revenue over general and administrative expenses	<u>\$ 1,770</u>	<u>\$ 16,610</u>

See notes to financial statements

100 MILE DISTRICT HOSPICE PALLIATIVE CARE SOCIETY

Notes to Financial Statements

Year Ended March 31, 2020

(Unaudited - See Notice To Reader)

1. Purpose of the organization

100 Mile District Hospice Palliative Care Society (the "organization") is a not-for-profit organization incorporated on July 16, 2003 provincially under the Society Act of British Columbia. As a registered charity the organization is exempt from the payment of income tax under Section 149(1) of the Income Tax Act.

The society is a community based non-profit volunteer society that provides trained volunteers to offer social, emotional and spiritual support to people living with or dying with an advanced illness and their family.

The mission of the 100 Mile District Hospice Palliative Care Society to provide a volunteer service dedicated to the compassionate care of persons in the community, with life threatening or terminal illness and to their families. This support is based on the philosophy, norms and standards of the BC Palliative Care Association and embraces the concept of compassionate, physical, emotional, spiritual and social care for the whole person.

2. Financial statement disclosure

These financial statements do not include all the disclosures required under Canadian accounting standards for not-for-profit organizations.

Some users may require further information as these statements have not been prepared for general purposes.

3. Director Remuneration

On November 28, 2016 the new British Columbia Societies Act came into force. Included in the new act is a requirement to disclose the remuneration paid to all directors and certain employees and contractors who are paid at least \$75,000 annually.

The society does not pay remuneration to any of its employees in excess of \$75,000.

4. Deferred income

Deferred income represents externally restricted cash designated for improvements to the palliative care suite. The income will be recognized when the renovations are completed.

5. Comparative figures

Some of the comparative figures have been reclassified to conform to the current year's presentation.

100 Mile Hospice Palliative Care Society

Balance Sheet As at 31/01/2021

ASSET

Current Assets

CIBC - Project Account	98,786.02	
CIBC - GAMING - Society	19,013.25	
CIBC - Operating - Society	43,434.29	
Chequing Bank Account - Progr...	8,971.46	
GST Recoverable	281.87	
Total Current Assets		170,486.89

TOTAL SOCIETY & PROGRAM... 170,486.89

LT - GIC - Internally Restricted

CIBC - GIC	40,960.00	
Accrued Interest GIC Temp .	960.00	
Total LT GIC - Int. Restricted		41,920.00

TOTAL ASSET 212,406.89

LIABILITY

Current Liabilities - PROGRAM

Vacation payable	69.98	
WCB Payable	431.88	
Deferred Revenue	10,000.00	

Total Current Liabilities - PRO... 10,501.86

TOTAL LIABILITY 10,501.86

EQUITY

Owners Equity

Retained Earnings - Previous Year	84,669.06	
Current Earnings	117,235.97	
Total Owners Equity		201,905.03

TOTAL EQUITY 201,905.03

LIABILITIES AND EQUITY 212,406.89

100 Mile Hospice Palliative Care Society

Income Statement 01/04/2020 to 31/01/2021

REVENUE

Funding Sources - PROGRAM	
Interior Health Authority Contract	33,679.66
IHA Contract - Top UP	257.54
Society Contributions	22,389.00
Total Funding Sources - PROG...	56,326.20
Income - SOCIETY	
Hospice Month (May) Donations	3,431.90
Memberships	140.00
General Donations	10,882.75
Memory Tree Donations	1,545.75
Fundraising Revenue - Misc	135.00
Online Donations	1,507.65
Candy Boxes	172.62
Fundraising - Recycling	970.03
Donations - AC Palliative Suite	100,618.58
50/50 Ticket Sales	25,305.00
Donations - Miscellaneous	830.00
Interest Revenue/Exchange Rev...	960.00
SEED Grant - Restricted	1,275.00
Revenue - COVID Wage Subsidy	6,349.50
Grant Revenue - CRD	2,500.00
Grant Funding Dist 100 Mile Hou...	1,000.00
In-Kind Donations	13,280.00
In-Kind Donations - Board Gov	210.00
In-Kind Donations - Items/Materi...	3,500.00
Total Income - SOCIETY	174,613.78
TOTAL REVENUE	230,939.98

EXPENSE

Payroll Expenses - PROGRAM	
Executive Director	25,774.90
Bereavement	7,997.85
Administration/Bookkeeping Pro...	9,249.00
EI Expense	949.45
CPP Expense	1,821.09
WCB Expense	378.61
Employee Benefits	302.40
Total Payroll Expense - PROG...	46,473.30
Expenses - SOCIETY	
In-Kind Expenses	16,990.00
Hospice Awareness Month (HAM)	1,598.80
Accounting & Legal Expense	75.00
Promotions - Website - Advertising	862.50
Memory Tree Expenses	1,891.27
Volunteer Development (PMTE)	1,498.23
Insurance; Membership and Lice...	1,050.00
Butterfly Brushes Expenses	164.76
Bereavement Expenses	214.30
Marketing & Advertising	525.78
Interest and Bank Charges	40.50
5050 WAV Fees	59.95
5050 Draw Winner	12,650.00
Palliative Suite Expenses	47.95
Palliative Equipment	114.81
Equipment Purchased - Donated...	1,427.12
Palliative Program Funding Expe...	22,389.00
Palliative Project Expenditures	1,832.56
Telephone	222.72

00 Mile Hospice Palliative Care Society
Income Statement 01/04/2020 to 31/01/2021

Office Supplies & Expense	479.39
Gifts & Gratuities	707.19
Interest & Bank Charges	48.00
TOTAL EXPENSES - SOCIETY	<u>64,889.83</u>
Expenses - PROGRAM	
Printing & Promotional Expense	1,302.88
Office Supplies and Expenses	13.50
Equipment Management/Mainten...	9.20
Membership Fees	50.00
Bereavement - Prof Development	29.99
Bereavement Program Exp3	203.29
Miscellaneous Expenses	25.00
Internet	740.82
GST/PST Expense	-33.80
Total Expenses - PROGRAM	<u>2,340.88</u>
TOTAL EXPENSE	<u>113,704.01</u>
NET INCOME	<u>117,235.97</u>



**100 Mile District Hospice
Palliative Care Society**

**Annual General Meeting
June 29, 2020**

**For the fiscal year
April 1, 2019 – March 31, 2020**

Time: 4:30 p.m.

Location: Zoom Meeting

**For those who cannot attend a Zoom meeting we will have limited seating
available at the United Church in 100 Mile House, BC**

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Hospice Board Members & Staff Members -- March 2019

President (formerly called Chairperson)

Lauren Bock

Past Chairperson

John Tuttle

Treasurer

Heidi Hapala

Secretary

Agnes Werth

Gayle Dunsmuir

Medical Director

Adrienne Montgomery

Directors

AnnMarie Brown

Agnes Werth

Volunteer Liaison to the Board

AnnMarie Brown

Executive Director

Tracy Haddow

Bereavement Coordinator

Sarah Smith

Administrative Assistant

Roxanne Rosalis; resigned June 2019.

100 Mile District Hospice Palliative Care Society
ANNUAL GENERAL MEETING for April 1, 2018 to March 31, 2019
Date: June 24, 2019
Location: Catholic Church, 100 Mile House BC

The meeting was called to order at 7:12 pm by Lauren Bock.
Introduction of Staff and Directors. 22 members were present.
Call for Quorum. It was established a quorum was present.
The Agenda has been reviewed and approved.

Attendees:

Christine Hadden
Joe Dayman
Cindy Faulkner
Cathryn Aune
Sarah Smith
AnnMarie Brown
Jane Mahovlich
Pat Armishaw
Joclyne Hogg
Marlene Love
Gayle Dunsmuir
Patricia Spencer
Sheila Hart
Heidi Hapalo
Wayne Traill
Lauren Bock
Dr. Adrienne Montgomery
John Tutte
Dell Hustwait
Tracy Haddow
Gail Orr

Minutes from the June 2018 were read.

#1 MOTION to approve the minutes.

Moved Jane Mahovlich,

Seconded Sheila Hart.

Motion carried.

The following written reports were spoken to by their authors:

- President's report
- Treasurer's report
- Executive Director's report
- Bereavement Coordinator's report
- Administrative Assistant's report
- Hospice Volunteer report
- Healing Touch report
- Memory Tree report
- Friends of Hospice report
- Hospice Scheduler's report

#2. MOTION to accept the above reports.

Moved AnnMarie Brown,

Seconded Jane Mahovlich.

Carried.

New Business:

#1 MOTION: Moved by Heidi Hapalo, seconded John Tutte that \$40,000.00 be internally restricted to the Palliative Care Suite renovations.

Seconded by John Tuttle,
Discussed.
Motion carried.

#2 MOTION: Moved by AnnMarie. Palliative Massage course is planned for the Volunteers in September and will internally restrict \$3,500.00 to cover course facilitation, training, and lab/coat needs.

Seconded by Sarah Smith
Discussed.
Carried

Election of Officers

President

Call for nominations from the floor.

Lauren Bock

Any other nominations from the floor? 3 times

Nominations are closed.

I proclaim Lauren Bock as President, show of hands in agreement.

Carried.

Elected.

Past President

Call for nominations from the floor.

John Tuttle

Any other nominations from the floor? 3 times

Nominations are closed.

I proclaim John Tuttle, Past President, show of hands in agreement.

Carried.

Elected.

Secretary

Call for nominations from the floor.

Gayle Dunsmuir

Any other nominations from the floor? 3 times

Nominations are closed.

I proclaim Gayle Dunsmuir, Secretary, show of hands in agreement.

Carried.

Elected.

Treasurer

Call for nominations from the floor.

Heidi Hapalo

Any other nominations from the floor? 3 times

Nominations are closed.

I proclaim Heidi Hapalo, Treasurer, show of hands in agreement.

Carried.

Elected.

Director at Large

Call for nominations from the floor.

AnnMarie Brown

Any other nominations from the floor? 3 times

Nominations are closed.

I proclaim AnnMarie Brown, Director at Large, show of hands in agreement.

Carried.

Elected.

Director at Large

- Call for nominations from the floor.
Agnes Worth

- Any other nominations from the floor? 3 times

- Nominations are closed.

I proclaim Agnes Worth, Director at Large, show of hands in agreement.

- Carried.
- Elected.

Other elections to the Board:

Adrienne Montgomery, Medical Advisor – elected by acclamation.

Volunteer Liaison to the Board to be elected by the Volunteers in September. AnnMarie Brown has currently been holding this position.

Nominees for new Directors- Sheree Zeis, Nicole Strong, Kathleen Anderson, Gill Montgomery. Not elected at this time, as they were not able to be present at meeting.

The meeting was adjourned at 8:00 pm by Lauren Bock.

Minutes recorded by Gayle Dunsmuir, Secretary.

Board of Directors President's Report

The Board of Directors is pleased to report that the Hospice programs, provided to residents in and around 100 Mile House, have been provided with excellence and competence. This achievement is only possible due to the caring, professional, and dedicated staff and volunteers under the leadership of our Executive Director, Tracy Haddow.

At the AGM in June, we welcomed 3 new directors onto the board. Our board of directors was expanded to 9, which brought fresh perspectives and discussion to our board meetings and decisions. I would like to thank the directors who serve as volunteers on the board, for your time and dedication to the Society, which ensures that the Society provides a valuable and integral service in our community.

The Society is supported in part, by a contract with Interior Health Society (IHA) and by donations, grants, and special fund-raising events so that we are able to provide the revenue required for our palliative care services each and every year. Without these funds, the Society could not achieve its vision and mission for the residents of 100 Mile and District. The Board and the Society are extremely grateful for the support and generosity of our community.

This year, the board decided to employ the specialized services of a bookkeeper and the use of accounting software to update our financial books. Under the supervision of our treasurer, Heidi Hapala, our financial books are now in a format that will allow us to be more successful in grant applications.

Hospice Awareness month was a great success this past year. Through Tracy's vision, community awareness and effort, the community of 100 Mile House embraced Hospice Awareness month, resulting in an increased community awareness of Hospice, as evidenced by an increase in unexpected donations. The Butterfly Brushes events continue to be a good source of funds, as well as an important public awareness vehicle.

The board is thrilled with and especially proud of our new website, designed by Serp Media. It is more welcoming and user friendly for both the public and those of us learning how to add to it. We are thankful to have James Munroe, who patiently guides us in the nuances of updating and posting on the website.

Due to the COVID-19 outbreak in March, our year ended with a drastic change in the way the Society business is conducted, but true to form, staff, volunteers and board members adapted to the changes and continued to provide the services required.

All in all, the past year has been a successful one and we look forward to the year ahead.

In closing thank you to all the staff, volunteers, donors, and fundraisers for your continued support of 100 Mile District Hospice Palliative Care Society.

Respectfully submitted by
Lauren Bock, President

Executive Director's Report

Welcome everyone. Thank you for joining us for our annual general meeting. Our AGM allows us to review the past year and assists us to look forward and set goals for the coming year.

It is hard to believe another year has gone by. A lot of changes and accomplishments have occurred since our last AGM. Kim Johnston has joined our team as admin assistant and bookkeeper and James Munroe as our media specialist helping us move forward in the world of social media. I am incredibly grateful to them both. We also welcomed 8 New Volunteers to our team. Lauren Bock did an amazing job as Chair in collaboration with our directors AnnMarie Brown, Agnes Werth, Past Chair John Tutte, Secretary Gayle Dunsmuir, Treasurer Heide Hapalo, and new directors Kathleen Anderson, Sherree Zeis, and Nicole Leduce. Everyone worked together to ensure our program maintained quality programs and moved forward in growth. A job well done by all.

My Goals for the upcoming year:

- To work with the board to review and update the language of our constitution and literature to be more consistent with the current regional and provincial hospice directives
- provide meaningful and relevant education to our volunteers and staff
- continue to build and strengthen our community connections and relationships
- increase community awareness of 100 Mile Hospice services and the importance of the roll that hospice care can offer to those with life threatening illness, their loved ones as well as those who are bereaved
- improve our internal processes and social media presence.

Palliative	2019-2020	2018-2019	2017-2018
On program	87	84	66
New referrals	68	68	61
Deaths	59	73	62
Closed	7	1	4
Non-Palliative			
On program	29	28	26
New referrals	11	7	11
Deaths	11	8	13
Closed	4	5	5
Discharges of Palliative Referrals			
Died at home	10	15	12
Died in LTC	17	13	19
Died in AC	35	45	18
Moved	3	2	3
Left program	2	1	3
Died in PCS	5	8	7
Total Discharges	73	84	62
Bed days for PCS	241	108	59
Notes			
Community Bereavement			
On program	Tracy 16 Sarah 12	23 9	22 4
Grief Groups	4	2	2
Number of participants	Fall 15 2 Youth Groups 7 Carefree - Memory 5 Spring cancelled due to covid	17 15	13 15
Total for community grief support	55	64	54

We continue to be generously supported by the Free Press, radio stations Country 840 and Cariboo Radio. Their support is integral to our being successful in connecting to our community, building awareness, and fundraising efforts. We could not do this without their help. Thank you to them for believing in the work 100 Mile Hospice does in our community. It is the work that all of you do as hospice team members that builds our credibility in our community. Thank you for your dedication and excellence work ethics.

Stats reflection: overall increase in clients

The volunteer training was offered in the spring. Eight attended and complete the training. As always it is an honor to support the individuals to learn about hospice and develop skills and awareness. Thank you to all who came and helped in the learning process of this group by sharing in the teaching, sharing personal experiences and stories of being a hospice volunteer. The variety of presenters and the firsthand stories add depth and meaning to the learning experience.

The regular Volunteer and staff education topics offered for the year were: – movie night and discussion where we watched a talk by BJ Miller about his work as the director of the Zen Hospice Project; Cathryn Aune presented “Journey towards Cultural Humility”; Sarah and Tracy presented, “Grief is Not Something You Can Get Over” – video and discussion; Janine Friesen – Youth Community Worker, presented Suicide Education; Marion Falding, Mental Health clinician presented on Attachment and how it impacts a person’s ability to cope; Sarah presented, Embracing Bereavement; Tracy gave an Introduction to Risk Management education, and a 2 days course of Palliative Massage was offered with Registered Massage Therapist Christine Sutterland. Many articles and some webinar opportunities were sent out for individual learning as well.

I personally took part in four different trainings regarding grants and the writing of applications, an excel program, an online budget course for nonprofit organizations. I also attended the BCHPCA meeting in Prince George and the regional meeting in Kamloops. Being able to attend these trainings and meetings helps me to have better understanding of changes, opportunities, policies, and procedures which gives me ideas and help with making connections that benefit my work for our hospice.

Part of my duties are to attend weekly acute care and home and community rounds, this year IHA hired a Palliative Care Nurse to support 100 Mile and Williams Lake clients. Part of her role is to facilitate weekly palliative care rounds which brings the team together to insure good symptoms management and continuity of care. This is proving to be a valuable process and the clients and families are benefitting. I also participate in four IH regional teleconferences per year – all the hospices in our region and interior health representatives can also attend. We learn about changes at provincial, Canadian, and regional levels. We also share about our own communities and the programs and events each is offering. It is helpful to share ideas and receive support through these meetings.

During this fiscal year, we were able to receive funding from the Cariboo Health Foundation and the CRD to purchase four new specialized pressure reduction mattresses. Two RIK and two different types of Air Mattresses. This was a \$37 000 donation of which we are extremely grateful. We have since had two more of our air mattresses fail and need to make plans for replacement. The specialized mattresses are the most pieces of equipment we provide. They make such a difference in the lives of those we support and make care easier for the caregivers.

This Year we received cash donations allocated to the purchase of equipment. Thanks to these donations we were able to acquire some of the items on our wish list. The 100 Mile Wranglers Hockey Team helped us purchase a portable in bed bathtub, the Forest Grove Legion helped us buy a commode and the Deka Lake VFD Ladies Aux. and Cruisers Car Club each covered the cost of an over the bed table.

Fundraising and community outreach events and initiatives for this year:

- Memory Tree
- Hospice Awareness Month
- Seniors Resource Fair
- Butterfly Brushes (5 this year)
- Candy Boxes
- Raffle

We are still in need of a chair to head up a committee to help with events and find creative ways to fundraise that increasing awareness and community connection. We had some struggles for a time to find venues to host Butterfly Brushes and lost some of our momentum with this important fund raiser. I worked hard to create a solid schedule to put us firmly back in motion, and had several events lined up. We even introduced a 50/50 draw to the events. We also had a solid plan with big events including the Women’s Fair for Hospice Awareness 2020 but COVID came and with isolation in March, all our plans for fundraising and community outreach were put on pause.

During this fiscal year I spent many unpaid hours working on various projects. I documented 266.5 of unpaid hours this past year and feel that an increase of 4 hours per week, to 25 hours per week, would benefit all the programs we run each year.

We decided to not apply for a gaming grant during our 2019-2020 fiscal year as there were some recommendation from our last application that we needed time to address by changing some of our processes and we have worked to get everything in order to position ourselves to try again in the next year.

We did submit grant applications to a few other foundations – The Sovereign Order of St John of Jerusalem, Four Rivers, Grant for Assistance to the CRD and City. Out of the four applications we were awarded three for a total of \$8500 to support and expand the bereavement program.

I am excited that James Munro (Serp Media) joined our team as our web designer and with his help 100 Mile Hospice launched a new web site. Social media is so important. Many people prefer this method of engagement and even for making donations. There is a lot of ways we can continue to grow our social platform and I am incredibly grateful to James support to help us in moving forward. Thank you to James and everyone who assisted in creating our website.

Thank you, Kim for joining our team and all expertise you bring. Your personality and caring heart make you a great fit and a big asset. I look forward to working with you to continue to improve and create effective processes. I value your assistance and appreciate your strong work ethic and passion.

Thank you, Sarah you are such an amazing support to me and a great partner in managing the 100 Mile Hospice and supporting volunteers and clients. Your warmth and amazing understanding and natural ability to support people, volunteers, colleagues, and individuals, and assist them through their journey makes you an integral part of the hospice team. Thank you for all your skills and knowledge that you so generously give to support and grow 100 Mile Hospice volunteers and programs. Thank you for the support that you continue to give me.

Thank you, Lauren for your leadership and support. Your ability to problem solve, your calm, warm and caring, personality creates an atmosphere that draws everyone together enabling everyone to focus on the betterment of 100 Mile Hospice.

I am so proud of our team! Board, volunteers, and staff it has been a pleasure and a privilege to work in such a positive way with such an amazing group of people who are dedicated to give quality service to our community. Thank you!

Respectively submitted by
Tracy Haddow, Executive Director for the Hospice Program

Bereavement Coordinator Report

April 2019-March 2020

We find ourselves at the end of another year of supporting our community, companionship the bereaved, providing education and awareness to the public and Hospice Volunteers. I am so proud to be a part of this amazing team! Our Volunteers, Board Members and staff have been incredibly supportive to me during a trying year, to which I am very grateful.

I have made my report to reflect key elements from monthly reports. The Bereavement Programs' main focus is our clients' grief support as well as providing tools to our Volunteers to support these clients. I look forward to exploring new ideas in programming for the coming year!

This is an overview of the highlights from my monthly reports from the year:

- Attended and supported Spring Volunteer Training
- Facilitated the six-week Spring Grief Group-24 people registered, 15 people attended, one Volunteer supported-Jody Malin
- Website Planning Meetings
- Invitation to be on a Critical Incident Debriefing Team through Cedar Crest Society
- Attended and provided an impromptu speech at 100 Mile Hospice AGM, as the scheduled guest speaker could not attend
- Attended the BC Hospice Palliative Care AGM in Vancouver. I attended educational workshops, took advantage of networking opportunities, and came back with programming tools and ideas
- Received a Certificate of Training for the BC Centre for Palliative Care training for Peer Facilitators of Advance Care Planning Public Sessions
- Debriefed the South Cariboo Search and Rescue Team members due to a traumatic search with a devastating outcome
- Facilitated an emergency grief group for community youth after the completed suicide of a local youth
- Attended a course and received a certificate for Chronic Care, Terminal Illness, Wheelchair Massage
- Team building meeting with Williams Lake Hospice Society
- Facilitated a second grief group for youth in the fall as a follow up to the one held in the summer
- Facilitated the Art of Grieving Fall Grief Group-12 registered, 8 attended. Volunteers Jody Malin and Cathryn Aunne supported
- Helped and participated at Butterfly Brushes
- Attended and supported people at the Memory Tree Ceremony
- Facilitated a private Memory Tree Ceremony at Carefree Manor Residential Care Facility with Volunteers Cathryn Aunne and Jody Malin
- Organizing and planning meetings for the Coffee Group Drop In
- Due to Covid 19 Pandemic Orders, Spring Grief Group and Coffee Group Drop in was cancelled. Supporting clients through telephone services. Volunteers have contacted past Grief Group Participants for a check in
- Completed a course and received a certificate from Living Through Loss called: How to Facilitate a Grief Group for Carers After the Death of a Person With Dementia, Alzheimer's, and Brain Diseases
- Received a new Acer laptop for the Bereavement Program

As per the Bereavement Program directives, client support, volunteer support, regular meetings, and administrative duties, are performed on an ongoing basis.

This past year bereavement referrals for grief support service came from the following: White Feather Canim Lake, Canadian Mental Health, Home and Community Nursing, Family Enrichment Centre, Peter Skene Ogden Storefront School Program, Interior Health Addictions Counsellor, Mental Health, community members direct contact, and friends of the bereaved.

My heartfelt gratitude and thanks to the Hospice Team for their incredible commitment.

Submitted by
Sarah Smith

BEREAVEMENT COORDINATOR HOURS

APRIL 2019 – MARCH 2020

	EDUCATION	GRIEF	COMMUNICATION	ABORIGINAL	MEETINGS	VOLUNTEERS
APRIL		15	11		2	
MAY		14.5	13	1	6	
JUNE		15	9.5	3	3	
JULY		23	9.5	2	4	
AUG		15	14.5			.5
SEPT	15	11	16			2
OCT		11.5	17	2		.5
NOV		13	17			
DEC		18.5	18		1	
JAN		13.5	20.5			
FEB		18.5	11.5			
MAR	12	17.5	16.5			
TOTAL	27	186	174	8	16	3
PAID HOURS 360			UNPAID HOURS 54			
			TOTAL HOURS 414			

AGM 2019-2020 PROGRAM STATS

NUMBER OF CLIENTS - 69
 NUMBER OF VOLUNTEERS SUPPORTING CLIENTS - 8
 NUMBER OF CLIENTS BEING SUPPORTED BY VOLUNTEERS - 20
 NUMBER OF CLIENTS BEREAVEMENT COORDINATORS' SUPPORTING IN PROGRAM - 50
 NUMBER OF CLIENTS BEREAVEMENT COORDINATORS' SUPPORTING IN COMMUNITY - 12
 NUMBER OF FALL 2019 GRIEF GROUP REGISTERED PARTICIPANTS - 24
 NUMBER OF FALL 2019 GRIEF GROUP ATTENDING PARTICIPANTS - 15
 COVID 19 PANDEMIC HAS AFFECTED PROGRAMING:
 SPRING GRIEF GROUP CANCELLED,
 LAUNCH OF THE COFFEE GROUP DROP-IN GROUP POSTPONED -PARTICIPANTS WILL BE SUPPORTED BY VOLUNTEERS BY TELEPHONE

Bereavement Coordinator Program Proposed Budget

BEREAVEMENT COORDINATORS PROGRAM 2020-2021 PROPOSED BUDGET

Spring Grief Group	\$1950
BC Bereavement Day	\$220
Fall Art Therapy Grief Group	\$1700
Hospice Volunteer Training Grief Module and Volunteer Orientation	\$220
Bereavement Coordinators' Education Psychosocial Care of the Dying and Bereaved Course	\$2200
Coffee Group 18 sessions	\$4825
Grief Support Group #3	\$2925
Community Outreach and Education	\$500

This does not include occasional honorariums for support Volunteers who:
 Prepare education pieces and present
 Dedicate to be present and supportive for specific projects containing public education

Actual costs for 2019-2020

EVENT	PROPOSED COST-----	ACTUAL COST
Spring Grief Group	\$1950.00 -----	\$0
BC Bereavement Day	\$250.00-----	\$0
Fall Art Therapy Grief Group	\$1700-----	\$1541.00
Hospice Volunteer Training Grief Module	\$220.00-----	\$220

Administrative Assistant Report

I am very grateful for the opportunity to work as Administrative Assistant for 100 Mile District Hospice Palliative Care Society and have really enjoyed my role working with Tracy, the volunteers, staff, the board of directors and the families and clients. I was hired on a contract basis July 23, 2020 and started training with Victoria Feist. I trained for approximately 2-3 weeks with Victoria and then Victoria was unable to continue working as casual to assist in the training process.

There is always something new as we progress through the year with the different events and tasks each month. I have been through a learning curve as we navigate my way through the daily, weekly, and monthly tasks. There is always new learning opportunities and challenges that occur but I feel very supported in my role and look forward to continuing to learn and understand all the process within the program and what we do to support our community.

In the fall I attended a Gaming Grant workshop at TRU in 100 Mile House, BC. It was a highly informative course provided by NICA, Northern Interior Communities Association and provided information on the gaming grant application and process.

In November 2019 it was approved to provide the bookkeeping for the Program as well as the Society. I entered all the financial records for both the program and society and have completed one set of financial documents. I am using Sage Simply Accounting. It was time a consuming task to get this completed but feel confident having both sets of financials combined with benefit the program and society and help us manage and maintain our budgets for the year, as well as provide detailed information each month.

We will be working hard this year to do everything we can to see success through our gaming grant application. There never is a guarantee but we are working hard towards having everything ready to complete and submit our application for additional funding for the upcoming year. Application opens for our sector August 1, 2020 to November 30, 2020. We will be applying and requesting funding to assist in administration costs, publishing and printing expenses for all programs within hospice, and the bereavement program and administration costs.

I am currently working 10 hours per week for the Program and support to Tracy as well as 5 hours per month doing the bookkeeping for both the Program and Society. I provide monthly financial statements by the 15th of the following month for distribution to Tracy and the Board of Directors. The scope of the job is large and there are many tasks that need to be completed outside of the budgeted hours.

Due to COVID I am working at home as well as going into the office when needed. This has created another challenge with all the changes in how we do things. We are adjusting and trying to be creative in our fundraising efforts. They definitely look a lot different this year, so we are managing through this learning curve.

I look forward to when we can all go back to some kind of "new" and work with everyone to provide quality care to all of our patients/clients and their families and loved ones.

Respectfully submitted by,
Kim Johnston

Hospice Volunteer Report

AnneMarie and I have spent 16 hours scheduling volunteers in 2019.

We find that having the volunteers in the on a facility on a regular basis is a great help.

Often finding Volunteers to do home visits is a challenge, as some of the volunteers do not have their in-home training. With the large area that we service it is difficult when we do not have a volunteer from the client's general area.

Winter means that some of our volunteers are away, others do not like to drive in winter or after dark. We also have a few volunteers Who have full or part time jobs.

Many volunteers are already supporting bereaved families or clients and not able to take on anymore.

In some instances, volunteers will support by phone.

Although at times it is difficult to find a volunteer there are a few that are always willing to help if we are stuck, by taking on one more.

Respectfully submitted by,
Christine Hadden and AnnMarie Brown

Volunteer Hours Report

<u>MONTH</u>	<u>SITTING</u>	<u>BEREAVEMENT SUPPORT</u>	<u>HEALIN G TOUCH</u>	<u>NON- CLIENT</u>	<u>COM OUTREACH</u>	<u>TOTAL</u>
Apr	69.25	32.5	0	101.25	20	223
May	128	31	0	60.5	48.5	268
June	87	5.5	1.5	34	28.5	156.5
July	74	4.75	1.5	6	0	86.25
Aug	72.5	5	0	3.75	25.5	106.75
Sept	62.5	.5	0	178.5	2	243.5
Oct	108.75	8.75	0	103	9	229.5
Nov	70.5	18	0	32.25	76.75	197.5
Dec	96.25	9.5	2	32.25	45.5	185.5
Jan	36	4	7	61.5	12.75	121.25
Feb	45	4	21.5	18.25	31	119.75
Mar	24.75	91.25	10.75	10.25	51	188
					Total Hours	2125.5

Healing Touch Report

We had a quiet year with respect to Therapeutic Touch.

We did several "room clearings" in acute care, as well as the long-Term Care Facilities, at the request of staff.

Gail Orr held an informal teaching session for us to refresh our memories on the art of room clearing. We had just started regular room clearings when the facilities were closed to visitors and volunteers due to the virus pandemic.

This year several of our practitioners participated in the Annual Elders Spa day at Canim Lake. We have volunteered to provide Energy Healing to their Elders for several years. We felt quite appreciated and enjoyed our five hours of work.

Several of us attended a Hospital and Facility clearing on February 25th organized by Dr Montgomery in partnership with Canim Lake drummers and singers. This emotional ceremony was well attended by staff and participants.

Due to the virus pandemic our room clearing, and energy work has been put on hold .

Respectively submitted by:
AnnMarie Brown

Memory Tree Celebration

The 28th annual Memory Tree Lighting ceremony was held on December 5, 2019 in the 100 Mile House Hospital cafeteria.

The event was well attended as usual. Approximately 90 attendees, -The numbers were down slightly from last Year.

Andrea Martin acted as emcee.
James Munroe provided the sound system.

This year attendees were greeted at the door by volunteers and guided through the process of procuring a bulb to put on the tree in memory of a loved one.

Most attendees give a donation to Hospice and are given a lovely ornament made and donated by Grey Wolf Etching.

Prior to the Memory Tree celebration, we had set up tables at several locations in town, Save-On foods, the Cariboo Mall, BJ's Donuts, over several weeks. We also were present at the 100 Mile House Community Hall on the evening of Moonlight Madness. We had donation boxes set up at Donex and BJ's. In total we had donations of \$6721.75.

We commenced the ceremony by lighting four candles, for Grief, Courage, Memories and Hope.
Cathryn Aune and Tanya Guenther provided the music for and sang several songs.

Several poems were read throughout the evening by volunteers.

Attendees were invited to place a bulb on the tree in memory of their loved one as their names were called.

Following the placement of bulbs on the tree, everyone joined in on reciting the "Litany of Remembrance".

Names collected in the weeks prior to this evening were read aloud outside by Hospice Volunteers. Once the long list of names was read the Firehall lit up the large tree near the firehall and remains lit up for the Christmas season.

As usual our many volunteers helped make this evening a successful gift to our community.

Although not considered a fundraiser, we do receive donations at this time of year.

Respectively Submitted by
AnnMarie Brown

Friends of Hospice Report

Friends of Hospice had 33 Friends Memberships in 2019-2020.

Two newsletters were sent out from the Program Office, informing members of hospice news, upcoming activities, and fundraising events such as Butterfly Brushes.

Unfortunately, as important as our Friend's are, this past year we did not have the time to focus and promote Friends of Hospice in the way in which we would have liked.

We feel that this role could be taken over by a volunteer or board member as it is an extremely important part of our program but with the task at hand each month we have been finding it difficult to focus and dedicate the time that is required to keep everyone engaged and apprised of events over the course of the year.

Respectfully submitted by
Kim Johnston

Hospice Scheduler Report

AnneMarie and I have spent 16 hours scheduling volunteers in 2019.

We find that having the volunteers in the on a facility on a regular basis is a great help. Often finding Volunteers to do home visits is a challenge, as some of the volunteers do not have their in-home training. With the large area that we service it is difficult when we do not have a volunteer from the client's general area. Winter means that some of our volunteers are away, others do not like to drive in winter or after dark. We also have a few volunteers who have full or part time jobs.

Many volunteers are already supporting bereaved families or clients and not able to take on anymore. In some instances, volunteers will support by phone.

Although at times it is difficult to find a volunteer there are a few that are always willing to help if we are stuck, by taking on one more.

Respectfully submitted by,
Christine Hadden and AnnMarie Brown

100 Mile District Hospice Palliative Care Society Client Statistics for 2019 – 2020

100 MILE DISTRICT HOSPICE PALLIATIVE CARE SOCIETY CLIENT STATISTICS FOR 2019 – 2020.

PERSON COMPLETING SURVEY TRACY HADDOW		PHONE- [REDACTED]	SURVEY RESULTS FOR 12 MONTHS	
ORGANIZATION 100 Mile District Hospice Palliative Care Society		FAX- [REDACTED]	Year end - March 31, 2020	
ADDRESS Bag 399, 100 Mile House, BC V0K 2E0		EMAIL: tracy.haddow@100mile.ca		
STRUCTURE OF YOUR ORGANIZATION				
PHYSICAL SETTINGS IN WHICH YOU PROVIDE CARE Please all that are included in your program		NUMBER OF PAID STAFF		NOTES:
CLIENTS HOMES	✓			
LONG TERM CARE INSTITUTION INCLUDING NURSING HOMES	✓	BEREAVEMENT SERVICES COORDINATOR - 20 hours / month	1 Part Time	
FREESTANDING HOSPICE		Executive Director (manager of volunteers and program)	1 Part Time	
PALLIATIVE CARE UNIT	✓	21 Hours / week		
ACUTE CARE HOSPITAL	✓	OTHER - Admin Assistant - 10 hours / week	1 Part Time	
CLIENTS DISCHARGED DURING THE YEAR				
AGE/SEX	MALE	FEMALE	DAYS FROM REFERRAL TO DISCHARGE - ENTER NUMBER OF CLIENTS IN EACH GROUP	
0 - 18				
19 - 64	10	10		
65+	29	24		
TOTAL	39	34	0 - 30 DAYS	33
TYPE OF DISCHARGE ENTER NUMBER OF CLIENTS			31 - 90 DAYS	19
DIED AT HOME	10		91 - 180 DAYS	7
DIED IN LTC	17		181+ DAYS	14
DIED IN HOSPICE	1			
DIED IN PC UNIT	5			
DIED IN ACUTE CARE	35			
MOVED AWAY	3		Palliative Bed Use: 5 palliative clients died in the suite. Three other palliative Clts improved and moved over to LTC. Two P clts had respite time in the suite and one other P client had 2 times of respite in another room. One non palliative used the room for respite blocking the room for 21 days.	
			PC EOL 5 = 77 days	
			PC EOL moved to LTC 3 = 140 days	
			PC respite 12 days was booked for 22 went home early	
			PC Respite different room 19 days	
			NPR 21 days	
			241 days	
LEFT THE PROGRAM	2			
TOTAL	73			
STILL ON PROGRAM				
Palliative	19			
Non Palliative	28			
Total	47			
			Of the 13 that died in AC none would have lived the suite, but a few palliative consented to be moved with long term care. Several chose to stay in suite due to care of the long term care in the room.	
VOLUNTEERS				
WHAT PROGRAMS DID YOUR VOLUNTEERS OFFER? FOR PC CLIENTS, FAMILY AND FRIENDS			VOLUNTEER WORK DURING THE YEAR	
			DIRECT SERVICE TO CLIENTS	

FOR BEREAVEMENT CLIENTS		NUMBER OF VOLUNTEERS	30
WITH BEREAVEMENT CLIENTS	✓	TOTAL HOURS GIVEN	1660.75
GRIEF RECOVERY/SUPPORT GROUP	✓	INDIRECT SERVICE TO THE ORGANIZATION Board, fund raising, committees, office work etc.	
COMMUNITY BEREAVEMENT	✓	NUMBER OF VOLUNTEERS	43
CRISIS INTERVENTION -e.g. suicide / sudden death	✓	TOTAL HOURS GIVEN	464.75
		TOTAL COMBINED HOURS GIVEN	2125.50
FOR YOUR COMMUNITY		TRAINING PROGRAMS YOU OFFERED TO VOLUNTEERS 8 monthly(16), orientation(4), massage training (2 days, 14 hours) , healing touch practice (4), physical care (4)	11
PUBLIC EDUCATION	✓	BASIC TRAINING - COURSES PER YEAR (4 days, 30 hours)	1 (8)
		TOTAL TRAINING HOURS	72

100 Mile District Hospice Palliative Care Society Financial Statements March 31, 2020

UNAUDITED STATEMENTS - SIMPLIFIED

100 Mile Hospice Program

Income Statement 01/04/2019 to 31/03/2020

Simplified Income Statement

Funding Sources – PROGRAM

Interior Health Authority Contract	\$33,487.17
Society Contributions	\$13,952.00
Total Society & IHA Funding	\$47,439.17
Grants – Restricted	\$5,000.00

Total Income Revenue & Funding: \$52,439.17

Total In-Kind Donations \$ 97,825.00

Income – SOCIETY

Total Fundraising	\$14,473.50
Memorial Donations	\$6,721.75
Memberships	\$660.00
All Donations	\$16,566.35
Interest Revenue/Exchange Revenue	\$399.34
Volunteer Enhancement Deposited \$	\$582.00
Total Income – SOCIETY	\$39,402.94

Total Income \$ 189,667.11

Payroll Expenses – PROGRAM

Total Employee Wage- Program	\$ 46,521.92
Total Employee Benefits (EI, CPP, WCB)	\$3,966.54
Total Payroll Expense – Program	\$50,488.46

Total In-Kind Expense Volunteer & Equip \$ 97,825.00

Total Expenses – Program \$ 148,313.46

TOTAL EXPENSES – SOCIETY \$ 35,575.76

Total Expenses – PROGRAM \$ 6,314.05

TOTAL EXPENSE PROGRAM AND SOCIETY \$ 190,203.27

INCOME/LOSS -S 536.16

UNAUDITED STATEMENTS – SIMPLIFIED

**100 Mile Hospice Program
Simplified Balance Sheet March 31, 2020**

Total Society & Program Assets (Bank Accounts)	\$55,263.40
Total Long-Term Investment	\$40,000.00
Total Assets	\$95,263.40
Program Liabilities EI, CPP, Vac Pay, WCB	\$288.61
Society Liabilities	-\$196.77
Total Liability	\$91.84

BUDGET 2020 – 2021

REVENUE

Funding Sources - PROGRAM

	2019-2020	2020-2021 Budget
Interior Health Authority Contract	\$33,487.17	\$32,188.70
Society Contributions	\$13,852.00	\$20,000.00
In-Kind Donations	\$38,765.00	\$43,000.00
In-Kind Donations - Board Governance	\$2,885.00	\$3,500.00
Gifts In-Kind	\$56,175.00	\$40,000.00
Total Funding Sources - PROGRAM	\$145,164.17	\$138,688.70

Income - SOCIETY

Butterfly Brushes Ticket Sales	\$6,380.00	\$8,000.00
Raffle Ticket Sales	\$3,100.00	\$2,000.00
Membership Fees	\$660.00	\$700.00
General Donations	\$13,139.22	\$15,000.00
Hospice Awareness Month	\$3,035.45	\$4,000.00
Restricted Donations - PMT	\$500.00	\$0.00
Sale of Prints	\$25.00	\$25.00
Memory Tree Donations	\$6,721.75	\$7,500.00
Restricted Donations - Vol Training	\$590.00	\$600.00
Fundraising Revenue - Misc,	\$300.00	\$300.00
Restricted/Specific Donations	\$507.00	\$500.00
Online Donations	\$690.13	\$750.00
Candy Boxes	\$227.90	\$250.00
Fundraising - Recycling	\$744.55	\$1,000.00
Donations - Bereavement	\$1,000.00	\$1,000.00
Donations - Miscellaneous	\$230.00	\$300.00
Interest Revenue/Exchange Revenue	\$399.34	\$800.00
Volunteer Enhancement Deposited \$	\$582.00	\$0.00
Gaming Donations	\$500.00	\$0.00
Fundraising - Gaming - 50/50 Raffle	\$39.00	\$100.00
Total Income - SOCIETY	\$39,371.34	\$42,825.00

TOTAL REVENUE

\$184,535.51 **\$181,513.70**

EXPENSE

Payroll Expenses - PROGRAM

Executive Director	\$27,982.94	\$28,000.00
Bereavement Coordinator	\$9,122.60	\$9,000.00
Administrative Assistant	\$9,266.38	\$9,000.00
In-Kind Expense	\$38,765.00	\$43,000.00
In-Kind Expense - Board Governance	\$2,885.00	\$3,500.00
Gifts In-Kind Expense	\$56,175.00	\$40,000.00
EI Expense	\$910.64	\$1,000.00
CPP Expense	\$1,617.40	\$2,000.00
WCB Expense	\$457.68	\$600.00
Employee Benefits	\$980.82	\$1,500.00
Total Payroll Expense - PROGRAM	\$148,163.46	\$137,600.00

Expenses - SOCIETY

Hospice Awareness Month (HAM)	\$358.27	\$800.00
Accounting & Legal Expense	\$1,575.00	\$1,500.00
Promotions - Website - Advertising	\$2,258.80	\$1,000.00
Memory Tree Expenses	\$499.72	\$800.00
Volunteer Development (PMTE)	\$2,902.62	\$2,000.00
Membership & License Fees	\$61.35	\$100.00
Butterfly Brushes Expenses	\$1,524.87	\$1,500.00
Volunteer Dev Expense Supplies	\$466.05	\$500.00
Vol Dev Facilitator Contract	\$3,026.00	\$3,500.00
Vol Training Reimbursement	\$65.00	\$0.00
Bereavement Group Contracts	\$3,554.62	\$4,000.00
Travel & Accommodation	\$1,799.33	\$2,300.00
Palliative Suite Expenses	\$602.29	\$750.00
Equipment Purchased - Donated Funds	\$1,079.94	\$0.00
Palliative Program Funding Expense	\$13,852.00	\$20,000.00
Bookkeeping Expense	\$460.00	\$2,000.00
Donations	\$100.00	\$100.00
Gifts & Gratuities	\$1,094.32	\$1,200.00
Office/Printing/Admin Expense	\$329.80	\$350.00
Candy Box Expense	\$107.81	\$120.00
Interest & Bank Charges	\$57.84	\$60.00
GST Refund - Offset to Annual Expense	-\$199.87	-\$200.00
Website Maintenance		\$250.00
Insurance	\$950.00	\$1,050.00
TOTAL EXPENSES - SOCIETY	\$35,575.76	\$45,620.00
Expenses - PROGRAM		
Printing & Promotional Expense	\$2,660.05	\$3,000.00
Library Expense	\$167.56	\$500.00
Equipment Management/Maintenance	\$188.20	\$200.00
Membership Fees	\$50.00	\$50.00
Bereavement - Office Equipment	\$1,108.28	\$200.00
Professional Development Staff & Vol	\$295.00	\$1,000.00
Direct Expense - Bereavement		\$500.00
Miscellaneous Expenses	\$65.00	\$0.00
Travel Expense	\$647.52	\$650.00
Internet	\$912.88	\$1,050.00
Fees/Penalties	\$23.98	\$0.00
GST/PST Expense	\$116.45	\$130.00
Total Expenses - PROGRAM	\$6,234.92	\$7,280.00
TOTAL EXPENSE	\$190,924.14	\$183,220.00
NET INCOME	-\$6,388.63	\$233.07

