

Grants for Assistance Application

South Cariboo and District of 100 Mile House



100 Mile House

Wednesday September 25th 2024 2:20 PM

Name of Organization: 100 Mile District Hospice Palliative Care Society

Mailing Address: 555D Cedar Avenue, Bag 399 100 Mile House, BC V0K 2E0

Physical Address: 555D Cedar Avenue South Cariboo Health Center

Telephone (office): 250-395-7680

email: [REDACTED]

Purpose of Organization: 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 program, 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-25859

Federal Charitable Registration Number: 89157-7645 RR 0001

Chairperson's name: Judy Weir

Telephone: [REDACTED]

email: [REDACTED]

Treasurer or Financial Officer's name: Rob Murphy

Telephone: [REDACTED]

email: [REDACTED]

Current Grant Requested from CRD: \$ \$5,000

PROJECT INFORMATION

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

Funds to support promotion and increase awareness of 100 Mile Hospice Services and Bereavement support as well as volunteer education opportunities and recruitment. Increased awareness for Hospice through community events including the annual Memory Tree Ceremony, Grief & Coffee Groups, and a special event for the 40th Anniversary of Hospice in 100 Mile House in 2025. Funds would help support the events, facilitation, and upgrading of some promotional items, printed resources and/or event facility costs.

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

The request for Hospice Services is constant and at times increasing, as too are the Bereavement supports requested for so many in the District. The Memory Tree event is a long-standing tradition (31 years) and the community benefit of support to those who can participate (over 100) or view on-line is voiced each year. Any events that can raise awareness for all Hospice Services is beneficial and often increases funding/donations at the same time. The volunteer efforts are maximized and financial relief to upgrade and cover some of the costs can only maximize the volunteers reinvestment of time into programs and services.

3. Start date of the project: 1/1/2025 **End date for the project:** 12/31/2025

4. Describe the key activities and timelines to complete this project: Bereavement/Grief Group & Coffee Group – Fall to Spring 2025-26 Upgrading of and additions to promotional items and printed resources – Ongoing Volunteer Education - Spring 2025 40th Anniversary Hospice Awareness – 2025 Event

5. How will you determine if the project/event was successful? Attendance Community Feedback Referrals from Community Members Clinician feedback from their patients

6. Does your organization have sustainable funding? Please explain. Hospice receives partial funding annually from Interior Health and the remaining costs are covered by many fundraising events in our generous community.

7. Is your agency applying for funds from other sources for this project/event?

Yes

If so, which organizations? n/a - \$0.00

8. Describe the impact of this application being denied or approval of an amount less than requested. Will you be able to complete the project/event if you do not receive the funds applied for?

The projects would potentially still proceed, but in a longer timeline as it would require an additional investment of fund-

raising efforts which then includes many volunteer hours.

9. Does your organization charge user fees/membership/admission? If yes, attach your current fee structure.
No

10. Does your organization receive any other support(s) from the CRD? (i.e. financial support, rental subsidies, contribution agreements, tax exemption, use of CRD-owned facility) If yes, what support(s) and how much?

n/a 0 \$0.00

11. How will you recognize the CRD's contribution to your organization?

Advertise events and promotional materials, i.e. posters and newspaper as partially funded by CRD. Listed in annual thank you ad to the community.

Date of your last Annual General Meeting (AGM): 6/17/2024

Previous Grant from CRD amount: \$ 2019 \$7750.00

Previous project Description: Facilitated bereavement and grief support in the community; increased staff and volunteer skills to accommodate COVID restrictions; organized the first of what is now an annual Winter Walk in remembrance; and acquired other new materials and resources. i.e. the online option for access to the Memory Tree.

I confirm: *

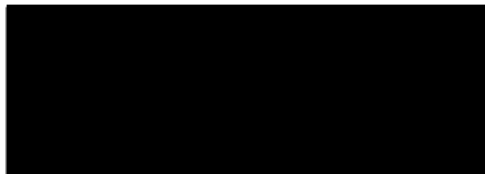
THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.


Date:




9/25/2024



Signature: (President/Chairperson) ?



Please attach minutes, list of Directors, and Financial Statements * 

File Name
 Hospice Financials - 2023-2024.pdf 859.0 KB
 StatementOfDirectorsAndOffice.pdf 110.5 KB
 2024 06 17 Hospice AGM Minutes.pdf 103.0 KB

A final report for your last grant received **MUST** be included with this submission, if not previously submitted.

If your organization charges user fees/memberships/admission, attach your current fee structure.

Please provide a detailed financial budget for the project. *

File Name
 district grant application budget oct 24.pdf 10.0 KB

100 MILE DISTRICT HOSPICE PALLIATIVE CARE SOCIETY
ANNUAL GENERAL MEETING for April 1, 2023 to March 31, 2024

June 17th, 2024

ATTENDANCE:

Meryl Thomas	Judy Weir	Rob Murphy	Debbie Dengel	Cheryl Powell
Amanda Patterson	Val Clemont	Tracy Haddow	Sarah Smith	Cindy Faulkner
Michele Spence	Alaina Lipsett	Claudia Ring	AnnMarie Brown	Mary Carson Ford
Pat Armishaw	Lisa Catto			

1. Call to order: Judy Weir, acting interim chair, welcomed everyone to Hospice's AGM of 2024. She acknowledged that we are here on unceded Secwepemc territory.

It was determined a quorum was present and the meeting was called to order at 6:20pm.

2. Introductions of Board and Staff: Chair, Judy Weir introduced all Board directors, Executive Director, Tracy Haddow, Bereavement Coordinator, Sarah Smith, Volunteer Coordinator, Michele Spence, Better @ Home Coordinator, Cindy Faulkner.

3. Meeting Business:

a) Approval of the Agenda:

MOTION: Moved by Lisa Catto that the circulated agenda for today's meeting be adjusted to include the reports of the Administration Assistant, Better at Homes Coordinator, Volunteer Program Coordinator, Hospice Scheduler, Memory Tree Celebration, Therapeutic Touch and Friends of Hospice and then be approved. Seconded by AnnMarie Brown. Motion carried.

b) Approval of AGM Minutes from June 2023:

MOTION: Moved by Amanda Patterson that the circulated AGM minutes from June, 2023 be approved as read. Seconded by AnnMarie Brown. Motion carried.

c) President's Report: Meryl Thomas and Judy Weir presented their reports included with the AGM package

MOTION: Moved by Lisa Catto that the President and Interim President's reports be approved as presented and read. Seconded by Mary Carson Ford. Motion carried

d) Treasurer's Report: Rob Murphy presented the Treasurers Report included with the AGM Package, reviewing the Annual Financial Statements dated March 31, 2024 and the 2024-2025 Budgets for the 100 Mile Hospice Palliative Care Society and Better at Home in detail.

MOTION: Moved by Amanda Patterson that the circulated Treasurer's Report, Financial Statements and Budget be approved as presented and reviewed. Seconded by AnnMarie Brown. Motion Carried

e) Executive Director's Report: Tracy Haddow presented her report included in the AGM Package

MOTION: Moved by Lisa Catto that the circulated Executive Director's Report be approved as presented. Seconded by Val Clemont. Motion carried.

f) Bereavement Co-Ordinator's Report: Sarah Smith presented her report included in the AGM Package

MOTION: Moved by Debbie Dengel that the circulated Bereavement Co-Ordinator's Report be approved as presented. Seconded by Val Clemont. Motion carried.

g) Administrative Assistant's Report: report included in the AGM Package was read

MOTION: Moved by Lisa Catto that the circulated Administrative Assistant's Report be approved as read. Seconded by AnnMarie Brown. Motion carried.

h) Better at Home's Report: Cindy Faulkner presented her report included in the AGM package

MOTION: Moved by Amanda Patterson that the circulated Better at Home's report be approved as presented. Seconded by Rob Murphy. Motion carried.

i) Volunteer Program Coordinator: Michele Spence presented her report included in the AGM package'

MOTION: Moved by Lisa Catto that the circulated Volunteer Program Coordinator report be approved as presented. Seconded by Cheryl Powell. Motion Carried.

j) Hospice Scheduler: Judy Weir presented her report included in the AGM package'

MOTION: Moved by Rob Murphy that the circulated Hospice Scheduler report be approved as presented. Seconded by AnnMarie Brown. Motion Carried.

k) Memory Tree Celebration: Amanda Patterson presented her report included in the AGM package'

MOTION: Moved by Rob Murphy that the circulated Memory Tree Celebration report be approved as presented. Seconded by Mary Carson Ford. Motion Carried.

l) Therapeutic Touch and Friends of Hospice: reports included in the AGM package were read

MOTION: Moved by Mary Carson Ford that the circulated Therapeutic Touch and Friends of Hospice report be approved as presented. Seconded by Val Clemont. Motion Carried.

4. New Business:

a) Election of Directors:

Call for Nominations for President – 2-year term. Judy Weir was nominated. 2nd call for nominations, 3rd call for nominations. Judy accepted the nomination. Judy Weir elected as President by acclamation.

Call for Nominations for Vice President – 1-year term. Amanda Patterson was nominated. 2nd call for nominations, 3rd call for nominations. Amanda accepted the nomination. Amanda Patterson elected as Vice by acclamation.

Call for Nominations for Treasurer– 2-year term. Rob Murphy was nominated. 2nd call for nominations, 3rd call for nominations. Rob accepted the nomination. Rob Murphy elected as Treasurer by acclamation.

Call for Nominations for Secretary – 2-year term. Lisa Catto was nominated. 2nd call for nominations, 3rd call for nominations. Lisa accepted the nomination. Lisa Catto elected as Secretary by acclamation.

Debbie Dengel stepped down as Director.

Cheryl Powell and Maxine Dillabough will continue as Directors.

Call for Nominations for additional Directors. 2nd Call for nominations, 3rd call for nominations. No nominations received.

New Board:

President - Judy Weir

Vice President - Amanda Patterson

Treasurer - Rob Murphy

Secretary – Lisa Catto

Directors – Cheryl Powell and Val Clemont and Maxine Dillabough.

Medical Director – Adrienne Montgomery

Volunteer Liaison to the Board - vacant

5. Motion to Adjourn Alaina Lipsett. Meeting adjourned at 7:45pm.

Appreciation voiced for the coffee, tea, cake and veggies provided and to all who attended.

100 Mile Hospice 2025 CRD Grant Application

Coordination - one week of wages (Bereavement & Hospice Awareness Events)	922.00
Specific Promo Items for Various Events (Signage, brochures and logo supported & more professional display)	1,200.00
Printing & Promotional Materials (Public handouts at awareness events and internal resources)	624.00
Event Facility Costs (two major events - Memory Tree & Anniversary and training space)	1,356.00
40th Anniversary Awareness Costs (offset entertainment, catering costs)	898.00
	<hr/>
	5,000.00



CERTIFIED COPY
Of a document filed with the
Province of British Columbia
Registrar of Companies

T.K. Sparks
T.K. SPARKS

STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society • Societies Act

NAME OF SOCIETY: **100 MILE DISTRICT HOSPICE PALLIATIVE CARE SOCIETY**

Incorporation Number: S0025895
Business Number: 89157 7645 BC0001
Filed Date and Time: July 8, 2024 11:53 AM Pacific Time

REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address:

555D CEDAR AVENUE
BAG 399, 100 MILE HOSPITAL
100 MILE HOUSE BC V0K 2E0

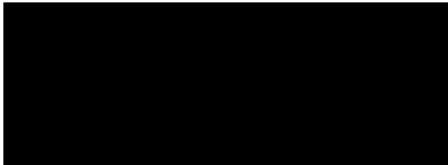
Mailing Address:

555D CEDAR AVENUE
BAG 399, 100 MILE HOSPITAL
100 MILE HOUSE BC V0K 2E0

DIRECTOR INFORMATION

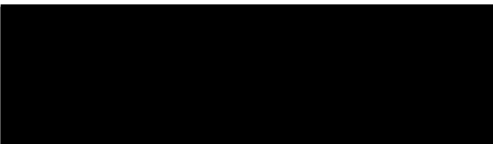
Last Name, First Name Middle Name:

CATTO, VIENA LISA



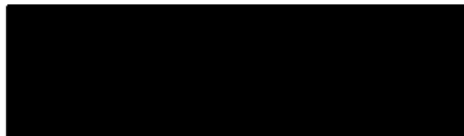
Last Name, First Name Middle Name:

CLEMONT, VALERIE



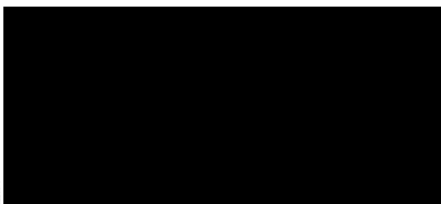
Last Name, First Name Middle Name:

DILLABOUGH, MAXINE



Last Name, First Name Middle Name:

MURPHY, ROB





STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society - Societies Act

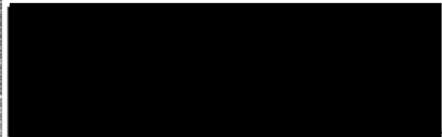
Last Name, First Name Middle Name:

PATTERSON, AMANDA



Last Name, First Name Middle Name:

POWELL, CHERYL



Last Name, First Name Middle Name:

WEIR, JUDY



100 Mile District Hospice Palliative Care Society
Combined Compiled Financial Information
Year Ended March 31, 2024



COMPILATION ENGAGEMENT REPORT

To the Directors of 100 Mile District Hospice Palliative Care Society

On the basis of information provided by management, we have compiled the combined statement of financial position of 100 Mile District Hospice Palliative Care Society as at March 31, 2024, and the combined statements of changes in net assets and revenues and expenditures for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled combined financial information and other explanatory information ("financial information").

Management is responsible for the accompanying combined financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the combined financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the combined financial information.

Readers are cautioned that the combined financial information may not be appropriate for their purposes.

100 Mile House, BC
June 11, 2024


PMT CHARTERED PROFESSIONAL
ACCOUNTANTS LLP

Combined Statement of Financial Position
March 31, 2024

	2024	2023 <i>Restated (Note 5)</i>
ASSETS		
Current		
Cash	\$ 175,868	\$ 228,132
Accounts receivable	1,218	2,677
	<u>\$ 177,086</u>	<u>\$ 230,809</u>
LIABILITIES		
Current		
Accounts payable and accrued liabilities	\$ 4,927	\$ 2,219
Wages payable	3,460	6,027
Employee deductions payable	6,216	3,257
Deferred income (Note 3)	33,866	100,575
	<u>48,469</u>	<u>112,078</u>
NET ASSETS		
General fund	<u>128,617</u>	<u>118,731</u>
	<u>\$ 177,086</u>	<u>\$ 230,809</u>

APPROVED BY THE DIRECTORS

_____ Director

_____ Director

See notes to financial statements

Combined Statement of Changes in Net Assets
Year Ended March 31, 2024

	2024	2023 <i>Restated (Note 5)</i>
Net assets - beginning of year		
As previously reported	\$ 146,653	\$ 147,912
Prior period adjustments <i>(Note 5)</i>	<u>(27,922)</u>	<u>-</u>
As restated	118,731	147,912
Excess of revenue over expenses	<u>9,886</u>	<u>(29,179)</u>
Net assets - end of year	<u>\$ 128,617</u>	<u>\$ 118,733</u>

See notes to financial statements

Combined Statement of Revenues and Expenditures
Year Ended March 31, 2024

	2024	2023 <i>Restated (Note 5)</i>
Revenue		
Better at Home revenue (Note 3)	\$ 187,166	\$ 99,943
Fundraisers	75,542	41,920
Donations In-Kind	46,005	31,637
Interior Health Authority funding	39,381	34,687
Donations	34,329	36,237
Canadian Red Cross Society (Note 3)	25,712	-
Miscellaneous	650	-
Donations from other charities	-	127
	<u>408,785</u>	<u>244,551</u>
General and administrative expenses		
Advertising and promotion	5,971	7,427
Bank charges and interest	634	1,207
Donations In-Kind	46,005	31,637
Donations	1,170	-
Fundraising	28,322	26,544
Insurance	3,635	3,252
Office and miscellaneous	20,496	13,584
Palliative suite contribution	3,480	21,249
Professional fees	6,125	1,575
Rental	-	370
Supplies	66,678	23,478
Telephone and utilities	3,354	2,676
Training	5,754	4,594
Travel	15,946	7,156
Wages and benefits	191,329	129,071
	<u>398,899</u>	<u>273,820</u>
Excess (deficiency) of revenue over expenses from operations	9,886	(29,269)
Other income	-	90
Excess (deficiency) of revenue over expenses	\$ 9,886	\$ (29,179)

See notes to financial statements

Notes to Combined Compiled Financial Information
Year Ended March 31, 2024

1. Basis of accounting

The basis of accounting applied in the preparation of the combined statement of financial position of 100 Mile District Hospice Palliative Care Society as at March 31, 2024, and the combined statements of changes in net assets and revenues and expenditures for the year then ended is the historical cost basis and reflects cash transactions with the addition of:

- Accounts receivable;
- Accounts payable and accrued liabilities, and deferred income.

2. Purpose of the organization

100 Mile District Hospice Palliative Care Society (the "organization") is a not-for-profit organization incorporated on February 23, 1990 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.

3. Deferred Income

	Balance at March 31, 2023	Funding received (repaid) in 23/24	Revenue recognized in 23/24	Balance at March 31, 2024
Better at Home Funding (Note 5)	\$ 46,672	\$ 100,312	\$ (128,760)	\$ 18,224
Food Infrastructure (a)	406	-	(406)	-
Food Infrastructure (b)	18,000	-	(18,000)	-
Food Security	28,960	-	(28,960)	-
Emergency Preparedness	6,537	-	(6,537)	-
Client fees	-	4,503	(4,503)	-
	<u>100,575</u>	<u>104,815</u>	<u>(187,166)</u>	<u>18,224</u>
Canadian Red Cross Society	-	41,354	(25,712)	15,642
	<u>\$ 100,575</u>	<u>\$ 146,169</u>	<u>\$ (212,878)</u>	<u>\$ 33,866</u>

4. 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.

5. Prior period adjustment

In the previous year, the revenue for Better at Home was overstated creating a surplus that should have been reported as repayable at March 31, 2023. The revenue has been reduced by \$27,922 and deferred income increased by this amount. This adjustment reduces the Net Assets.