

## **SUMMER STUDENT EMPLOYMENT PROJECTS BIMONTHLY AND FINAL REQUIREMENTS**

Please note, as a sponsor for a summer student employment project, your responsibilities as outlined in section 6.0 and your financial requirements as outlined in section 4.0 of your signed Agreement with ACCESS.

### **BIMONTHLY REQUIREMENTS:**

- Your project coordinator/contact person is to submit a written bimonthly report of project activities to ACCESS program officer; feedback from students can be added to these or at the very least to the final report.

### **PROJECT FINAL REQUIREMENTS:**

- At the end of your project, ACCESS requires a final written report from your project coordinator/contact person and each of your students on the project activities along with recommendations and/or feedback
- A final ACCESS claim form should be filled in and submitted along with final financial documentation; the final project cheque will not be issued until all reports and documentation have been received. The following financial documents must be provided: a copy of your general ledger which shows cheque deposits, payroll deductions and Revenue Canada remittances, and other allowable line item expenditures as indicated in your contract's Schedule B budget; copies of invoices of allowable expenditures; and in addition, a monthly spreadsheet showing your total budget, actual expenditures to date and variances to date.

### **PROJECT MONITORING:**

ACCESS staff will be conducting at least one on-site monitoring of projects. Staff will meet with the sponsor's contact person and/or project coordinator and student(s) and other staff such as, financial staff, if required.