



April __, 2024

Attention: All First Nations in the Treaty Negotiations and Tripartite Reconciliation Process

Re: 2023/2024 First Nation Year End Accounting Statement

A First Nation Year End Accounting Statement is required from _____ Nation pursuant to subsection 8.1 of the 2023/2024 First Nation Negotiation Support Agreement. This reporting requirement must be submitted **before May 16, 2024** to ensure compliance with your reporting obligations.

The Year End Accounting Statement is comprised of the following three Schedules:

1. **Accounting Statement (Schedule 1):** This *Schedule* confirms the amount of funds provided pursuant to the First Nation Negotiation Support Agreement, and the estimated total expenditures incurred in accordance with the BCTC-approved budget. Also included in this statement are the unexpended funds carried forward from the 2022/2023 fiscal year as confirmed by your audited financial statements. This *Schedule* can be prepared and certified by an authorized official of your First Nation.
2. **Detailed List of Expenditures (Schedule 2):** Please provide a detailed listing of your actual expenditures incurred in the 2023/2024 fiscal year to prepare for and carry out treaty/tripartite reconciliation negotiations with Canada and BC under the Treaty Negotiations Framework. Your reported expenditures should correspond to the specific categories itemized in your BCTC-approved budget. We understand that amounts may be estimates at this point in time and will be finalized once your audit is completed.
3. **Workplan Summary of Progress (Schedule 3):** Please provide a written narrative of the progress achieved by your First Nation in the 2023/2024 fiscal year in carrying out the activities identified in your workplans. Do make special note of reporting required for community engagement efforts, overlap/shared territory issues, and preparations for ratification & implementation (if applicable). Detailed instructions for this *Schedule* are attached for your reference.

The Principals have instructed the Commission to link Negotiation Support Funding decisions more closely to activities in a tripartite workplan. The Workplan Summary of Progress (*Schedule 3*) will provide important information for this purpose as well as for the Commission's assessment of future funding requests.

If you have any questions regarding the above, please do not hesitate to contact the BC Treaty Funding Team.

Yours truly,
BC Treaty Commission



DOCUMENTS CHECKLIST

BCTC looks forward to receiving your Year End Accounting Statement **before May 16, 2024**. Please ensure your reporting includes the following:

- Accounting Statement (*Schedule 1*)
 - Your *Schedule 1* is enclosed in this package. Please complete & return.
- Detailed List of Expenditures (*Schedule 2*)
 - Sample report enclosed for your reference
- Workplan Summary of Progress (*Schedule 3*)
 - A written narrative detailing progress achieved during the 2023/2024 fiscal year

Detailed information for each of these *Schedules* is provided in this package to assist in your reporting.

If you have any questions, please do not hesitate to contact the BCTC Funding Team:

Carmen Lee	Funding Analyst	(604) 482-9201
Vincent Leung	Funding Analyst	(604) 482-9207
Lindy Provost	Funding Assistant	(604) 482-9216

FIRST NATION YEAR-END ACCOUNTING STATEMENT

FIRST NATION
For the Period Ended March 31, 2024

Pursuant to Section 8.1 of the First Nation Negotiation Support Agreement, the First Nation hereby:

- (a) confirms that items in our work plan have been completed or achieved, as set out in *Schedule 3* (attached)
- (b) confirms that the funds provided to us pursuant to the First Nation Negotiation Support Agreement, and the expenditures we have incurred for activities on our work plan, for the period ending March 31, 2024 are as follows:

RECEIPTS:

2022/2023 BCTC Funds Carried Forward

2023/2024 Contribution Payments

2023/2024 Total BCTC Funding Provided \$ _____ (A)

EXPENDITURES:

2023/2024 Total Expenditures \$ _____ (B)

(Details provided on *Schedule 2*)

2023/2024 UNEXPENDED FUNDS: \$ _____ (A – B)

I/we hereby certify that the above information is true and correct.

Authorized official(s):

Date _____, 2024

AT _____, BC

FIRST NATION YEAR END ACCOUNTING STATEMENT

Negotiation Support Funding Expenditures to March 31, 2024

Please provide a detailed listing of your *actual* expenditures incurred in the 2023/2024 fiscal year to prepare for and carry out treaty/tripartite reconciliation negotiations with Canada and BC. Your reported expenditures should correspond to the specific categories itemized in your BCTC-approved 2023/2024 budget. A sample presentation of *Schedule 2* is below for your reference.

* Where applicable, specify the number of persons in each category.

EXAMPLE:

_____ First Nation

NEGOTIATION TEAM	AMOUNT
Chief Negotiator	
Other Negotiator(s) Number of Negotiators * ____	
Negotiations Travel	
Training	
Resource Materials	
HONORARIA/COMMITTEE	
Honoraria - Elders Number of Persons * ____	
Honoraria - Chief & Council Number of Persons * ____	
Committee Expenses	
Workshops/Assemblies/Meetings	
Community Consultation	
Committee Travel	
RESEARCH (non-contract)	
Research Coordinator	
Researcher(s) Number of Staff * ____	
Projects (please list separately)	
Research Materials	
Research Related Travel	
TECHNICAL	
GIS Operator(s) Number of Staff * ____	
Mapping System Equipment	
Other (list)	
CONSULTANTS/CONTRACTS	
Legal Number of Persons * ____	
Researchers Number of Persons * ____	
Other Professional Fees (list) Number of Persons * ____	
Other Consultants (list) Number of Persons * ____	
OVERLAP/SHARED TERRITORY DISCUSSIONS	
Honoraria	
Meeting Expenses: rental/catering/material	
Travel (Overlap/Shared Territory Discussion(s))	
Technical/Legal/Other Consultant(s) Number of Persons * ____	
ADMINISTRATION	
Treaty Manager	
Librarian	
Secretarial/Support Number of Staff * ____	
Other Personnel (list) Number of Staff * ____	
Office Space (rent)	
Office Equipment/Furniture (purchase)	
Office Equipment & Furniture (rental)	
Office Materials & Supplies	
Computer Equipment	
Computer Software/Supplies	
Training	
Audit	
Utilities	
Maintenance	
Postage/Fax/Telephone	
Photocopying	
Bank Charges	
Travel (Administrative)	
Other (list)	
TOTAL EXPENDITURES	<i>Record this total on Schedule 1 at Line (B)</i>

FIRST NATION YEAR END ACCOUNTING STATEMENT 2023/2024 YEAR-END WORK PLAN SUMMARY OF PROGRESS

A written narrative is required of the progress achieved by your First Nation during the 2023/2024 fiscal year to prepare for and carry out treaty/tripartite reconciliation negotiations with Canada and BC. Explanations for any inability to meet anticipated milestones are appreciated.

In reference to your 2023/2024 **tripartite workplan**, please provide an update on progress achieved in areas such as, but not limited to:

- Frequency of tripartite negotiation meetings
- Discussion topics
- Areas of progress/achievement
- Significant outstanding issues for each topic/treaty chapter
- Side table negotiations/discussions

In reference to your 2023/2024 **First Nation workplan**, please provide an update on progress achieved in areas such as, but not limited to:

- Negotiation planning/preparation meetings
- Governance
- Culture & economic opportunities
- Lands & resource interests
- Financial settlements and revenue sharing
- Public education sessions
- Ratification, eligibility, and enrollment
- Implementation plans

Either within your Workplan Summary of Progress (*Schedule 3*), or in a separate report, provide updates on progress achieved in the following areas:

- **Community Engagement:** describe the efforts made to engage your community members, inform them about the topics being discussed/to be discussed at the negotiation table, and obtain input and feedback from your members.
- **Overlapping and/or Shared Territories Issues:** provide updates on any meetings and discussions with neighboring First Nations to resolve boundary issues, shared territory or overlap issues, and any protocols or agreements reached/being developed with your neighboring First Nations.
- For tables at a **Highly Advanced activity level approaching conclusion of negotiations:** report on workplan activities carried out to conclude negotiations, including preparations and readiness efforts for ratification and implementation of an agreement.