

## Final Report Guidelines

All parties who receive funding from the Yukon Fish and Wildlife Enhancement Trust must submit a **two part** final report: a Results Report and a Financial Report. You must also provide the Trust with an electronic (PDF) and hard copy version of both reports. In addition, you must provide separately electronic jpeg files of all pictures used.

Please note that all reports become the property of the Trust as stated in the contribution agreement; and the Results Report (not the Financial Report) shall be published on the Trust's website. Images may be used for YFWET promotional purposes. The next few pages contain a brief outline that demonstrates what your final reports should include.

<p><b>PROJECT ACTIVITIES</b></p>	<ul style="list-style-type: none"> <li>✓ What activities did you complete during your project?</li> <li>✓ How did your activities contribute to you goals and objectives?</li> <li>✓ Note any variances to your goals, objectives or work plan and explain why they occurred.</li> <li>✓ Explain how the results of your work contributed to the protection, enhancement or restoration of fish, wildlife or their habitat.</li> <li>✓ If you were to do the project again what would you do differently?</li> </ul>	<p><b>1 – 2 PAGES</b></p>
<p><b>COMMUNICATIONS</b></p>	<ul style="list-style-type: none"> <li>✓ What did you do to ensure your results were shared with the appropriate groups, people or governments?</li> <li>✓ Describe how you recognized the Enhancement Trust and/or its mandate.</li> <li>✓ Identify any communication materials, strategies or techniques that you used to promote your project and its objectives.</li> <li>✓ Include photos of the project in action or the finished product.</li> </ul>	<p><b>1 PAGE (attach all news clippings &amp; photos in an electronic format)</b></p>
<p><b>FINANCIAL REPORTS</b></p>	<ul style="list-style-type: none"> <li>✓ Include all receipts and invoices from the project and ensure they match the project work plan and the amount of funding received.</li> <li>✓ Use a budget-to-actual statement to compare your original budget to your actual spending. Explain any major differences. (Use attached template).</li> <li>✓ Explain any over expenditures or under expenditures.</li> <li>✓ Include a cheque for all funds that were not used during the project.</li> </ul> <p>Please use the "Budget Sheet Template" Below</p>	<p><b>1 – 2 PAGES Plus copies of all receipts</b></p>

## Final Report Budget Sheet – Sample Template

Expenditure Categories	Item	Projected Cost	Actual Cost	Receipts Included
1. Project/Rental Expenses (equipment, machinery)				<input type="checkbox"/>
2. Wages and Contract Services				<input type="checkbox"/>
3. Office and Administrative Expenses (telephone, printing, postage)				<input type="checkbox"/>
4. Travel Expenses (Food, accommodation, transportation)				<input type="checkbox"/>
5. Materials & Supplies				<input type="checkbox"/>
6. Facility Expenses				<input type="checkbox"/>
7. Other Expenses				<input type="checkbox"/>
<b>TOTALS</b>				