



COMMUNITY TRAINING TRUST SOCIETY
CTTS Funding Report

Step by Step Reporting Process

The following package is a step by step process to help streamline the CTTS reporting process so applicants can received their funding quickly.

Please note the completed summary report must be received by CTTS within two (2) months of the last day of training stipulated in the submitted application. Summary reports received after that date will NOT be processed and funded.

In order for your application to be process the following information is required:

- 1. Invoice**
- 2. Reconciliation Funding Worksheet**
- 3. Signed Contribution Agreement**
- 4. Benefit Report**

Please complete and submit the following package to:

Community Training Trust Society
P.O. Box 31314
Whitehorse, YT. Y1A 5P7

or

Fax:
1-867-668-7574

or

Email:
ctts@northwestel.net



COMMUNITY TRAINING TRUST SOCIETY

Invoice Placeholder

Component 1 of 4

Place holder for the **Invoice**.

Please remember to submit your Invoice



COMMUNITY TRAINING TRUST SOCIETY

Reconciliation Funding Worksheet

Component 2 of 4

Directions:

The following is a step by step process on completing the following work sheet.

Step 1: Gather all you documentation (ie application, receipts etc)

Step 2: Fill out the proposed cost column line from your application

Step 3: Complete the Actual Expense column

Step 4: Place a copy of this worksheet in your internal files with the actual receipts.

(DO NOT SUBMIT RECEIPTS)

Project Number:	Applicant Name:	
EXPENSES	Proposed Expense	Actual Expense
Course Registration Fee:		
Travel Costs:		
Plane		
Personal Vehicle (approved rate/km)		
Employer Vehicle (\$0.30/km)		
Meals: (approved daily rate or projected costs)		
Accommodation:		
Daily Incidentals:		
Taxi Fare or Other Local Transportation)		
Parking		
Other: (Please Specify)		
<u>TOTAL EXPENSES</u>		
CTTS Awards (2/3)		

Cheque Requested Amount:	\$
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Reminders

- Please keep all of your 'backup' to your reconciliation at your office as you will be subjected to 'spot' audits from the Department of Education
- CTTS will only award fund to complete applications.
- If expenses end up being less than projected, the gram will be reduced accordingly. If however expenses end up more than projected, there will not be an increase.
- CTTS does not pay for honorariums or for GST

PLEASE RETURN COMPLETED FORM TO:

Community Training Trust Society

P.O. Box 31314

Whitehorse, YT. Y1A 5P7



COMMUNITY TRAINING TRUST SOCIETY

Signed Contribution Agreement Placeholder

Component 3 of 4

Place holder for a **Signed Contribution Agreement**

**Please remember to submit your Signed
Contribution Agreement**



COMMUNITY TRAINING TRUST SOCIETY
Benefit Report
 (Yukon Government Advanced Education Trainee Exit Survey)

Component 4 of 4



Please complete the following Benefit Report form

Name of Training Project: _____

1. What did you like about the training?

2. What could be done to improve the training?

Please circle the number that most closely represents your views following the scale below:

5 – Extremely High,	4 – High,	3 – Adequate,	2 – Low,	1 – Extremely Low
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Please comment about your reasons for giving each score, particularly if your ratings are 2 or 1.

3. Overall, I would rate this course in helping me potentially get work in the future as:

Extremely High	5	4	3	2	1	Extremely Low
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Comments:

N/A

4. Overall, I would rate the quality of training as:

Extremely High	5	4	3	2	1	Extremely Low
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Comments:

5. Overall, I would rate the quality of the trainer as:

Extremely High	5	4	3	2	1	Extremely Low
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Comments:

6. I would recommend this training to others: **Yes** **No**

Please provide any additional comments about the training:
