

**Form A
Budget Form**

1. For the period between the Start Date (which cannot precede April 1, 2015) and the End Date (which cannot exceed March 31, 2016), Volunteer Comox Valley will pay the wages and 11.67% MERCs for youth positions as follows:

Youth Intern Summer Focus

Total number of paid hours available	300
Hourly rate of pay	\$10.75
Total salary	\$3225.00
11.67% MERCs	\$376.36
Total Salary and MERCs	\$3601.36

Youth Intern Career Work Experience Focus

Total number of paid hours available	500
Hourly rate of pay	\$10.75
Total salary	\$5375.00
11.67% MERCs	\$627.26
Total Salary and MERCs	\$6002.26

Hour Disbursement Approximation

Please report how you expect to utilize all allocated hours.

April	May	June	July	August	September
October	November	December	January	February	March

2. All invoices must be faxed or emailed to the YI Initiative Regional Coordinator using the number listed on the invoice.
3. All reports must be submitted via e-mail to the Regional Coordinator forms are available at <http://www.volunteercomoxvalley.ca/index.php?r=site/yii>
4. The Agency will submit invoices at the end of every month for the work term of each internship. These invoices will trigger cheques from Volunteer Comox Valley to the Agency.