Correspondence Report – September 26, 2017

Incoming

* Cheque from C R Gear Services Ltd.
* Cheque for $80.09 from Government of Canada, Employer Account Refund.
* Returned Test Assessment Sheets from Skate Canada. No longer required to be included with Test Summary sheets. Information forwarded to Shannon Mather. Rec’d May 7/17.
* Bank Statements for the 3 accounts.
* Invoices from Strathcona Regional District.
* TELUS invoices.
* Receipt from St. John Ambulance for $150.
* Club Ranking Certificate; Platinum.
* Canada Revenue Reports.
* Confirmation for 2018 Permissive Exemption from Taxation form.
* Gaming acceptance of $25,000 with suggestions to improve future submissions.
* Request from Jannine to be a ‘guest’ Coach on Thursday FreeSkate so that she can provide instruction solely to Trina and Carly.
* Ordered badges/ribbons.
* Uline and 4imprint catalogues. Lynda has requested an ‘unsubscribe’.

Outgoing

* 2017/2018 Club Contact Information to BC/YT section office.
* Form 100 to Patricia of VI Region.
* Emailed City of Campbell River “Confirmation for 2018 Permissive Exemption from Taxation”.
* Paid invoices for Strathcona Gardens, TELUS, Uplifter, Skate Canada and Black Press for the Recreation Ad.
* Paid Coaches payroll remittances to Revenue Canada.
* Guest Coach Agreement approval signed and forwarded to Jannine.



* Received badges/ribbons.

Sanctions

* Awards Night, June 2/17
* Skate-a-thon, October 25/17
* Xmas Family Skate, December 21/17
* Gala, March 10/18