

Summary of Constituency Office Expense Receipts

Fiscal 2021/2022

Period: Quarter 3 - Oct. 1, 2021 to Dec. 31, 2021

Member Name: Olsen, Adam

Expense Category: **Special Events and Protocol**

	<u>Note</u>	<u>Amount</u>
Cumulative Balance at End of Prior Reporting Period:	<b>Note 1</b>	\$229.06
<b>Add:</b> Total Amount of Receipts for Current Reporting Period:	<b>Note 2</b>	<u>                    </u>
Balance at End of Current Reporting Period:	<b>Note 3</b>	<u><u>\$229.06</u></u>

- Note 1** This amount represents the Q2 ending balance reported on the Q2 CO disclosure report for this expense category for the period from **Apr. 1, 2021 to Sep. 30, 2021**
  
- Note 2** This amount represents the total amount of receipts recorded for this disclosure expense category in the current reporting period from **Oct. 1, 2021 to Dec. 31, 2021**
  
- Note 3** This amount represents the sum of the Q2 ending balance plus the Q3 scanned receipts total above. This amount also equals the Q3 disclosure report for the period from **Apr. 1, 2021 to Dec. 31, 2021**
  
- Note 4** This disclosure expense category consists of the following accounts:  
3470 Hosting Events  
3471 Attending Events  
3472 Protocol  
3473 Meals/Hospitality for the Public  
-  
-  
-

Summary of Constituency Office Expense Receipts

Fiscal 2021/2022

Period: Quarter 3 - Oct. 1, 2021 to Dec. 31, 2021

Member Name: Olsen, Adam

Expense Category: **Communications and Advertising**

	<u>Note</u>	<u>Amount</u>
Cumulative Balance at End of Prior Reporting Period:	<b>Note 1</b>	\$2,170.41
<b>Add:</b> Total Amount of Receipts for Current Reporting Period:	<b>Note 2</b>	<u>\$1,478.73</u>
Balance at End of Current Reporting Period:	<b>Note 3</b>	<u><u>\$3,649.14</u></u>

**Note 1** This amount represents the Q2 ending balance reported on the Q2 CO disclosure report for this expense category for the period from **Apr. 1, 2021 to Sep. 30, 2021**

**Note 2** This amount represents the total amount of receipts recorded for this disclosure expense category in the current reporting period from **Oct. 1, 2021 to Dec. 31, 2021**

**Note 3** This amount represents the sum of the Q2 ending balance plus the Q3 scanned receipts total above. This amount also equals the Q3 disclosure report for the period from **Apr. 1, 2021 to Dec. 31, 2021**

**Note 4** This disclosure expense category consists of the following accounts:

- 3475 Advertising
- 3476 Subscriptions/Memberships
- 3477 Website Maintenance/Design
- 
- 
- 
-



SALES PERSON	INVOICE DATE
Cash Sales	Oct-28-2021

BILL TO:	SHIP TO:
Account #: [REDACTED] Constituency office of Adam Olsen Attn: [REDACTED]	CASH - SIDNEY Attn: ()

DATE SHIPPED	WORK ORDER #	ORDERED BY
Oct-28-2021	S129497	[REDACTED]
SHIP VIA	TERMS	PO/REQUISITION #
	Cash Only	

DESCRIPTION	# ORIG	COPIES	TOTAL UNITS	UNIT	UNIT PRICE	TOTAL PRICE
Constituency office of Adam Olsen - SAN Brochure	0	0	0		0.0000	
Constituency office of Adam Olsen - SAN Brochure	0	0	500		0.0000	
1 set(s) of 500 Folded Brochures 8.5x11 to 8.5x3.67 Double Sided 100# Text	1	258	500	EACH	0.4609	230.46

ISLAND BLUEPRINT CO LT  
905 FORT ST. V8V3K3  
VICTORIA BC  
21128785  
6W2112878501

10-28-2021  
Acct # \*\*\*\*\* C  
Card Type VI  
A000000031010  
VISA CREDIT

Trace # 4143  
Inv. # 4488  
Auth # 01071F  
RRN 001001259

**Total \$258.11**  
**(001) APPROVED-THANK YOU**

Retain this copy for your records  
Customer copy

GST # [REDACTED]  
PAYMENT METHOD  
VISA

\$258.11

Sub Total:	230.46
Discount:	0.00
Freight:	0.00
GST/HST:	11.52
PST:	16.13
Deposit:	0.00
<b>TOTAL:</b>	<b>\$258.11</b>

Head Office: 905 Fort Street  
Victoria, BC V8V 3K3  
Tel: 250-385-9786  
Fax: 250-385-1377  
www.islandblue.com  
repro@islandblue.com

Sidney Office: 2455 Beacon Ave.  
Sidney, BC V8L 1X7  
Tel: 250-656-1233  
Fax: 250-655-3993  
sidneyrepro@islandblue.com



# Invoice

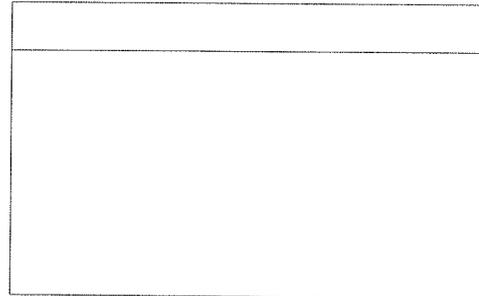


Customer No.	Date	Ticket #
	November 03, 2021	T1-126218

Room 149, Parliament Buildings  
 501 Belleville Street  
 Victoria, BC V8V 1X4 Canada  
 Ph: 250-356-8295  
 Fax: 250-356-5981  
 Email: Giftshop@leg.bc.ca  
 URL: www.leg.bc.ca

**BILL TO:**

ADAM OLSEN  
 GREEN  
 SAANICH NORTH AND THE ISLAND  
 VICTORIA, BC  
 (250) 655-5600



Quantity	Item #	Description	Retail Price	Selling unit	Total
1	1-100171	MLA Christmas Digital Card	22.32	EACH	22.32

Cust PO #:   
 Sls rep:   
 Ship date:   
 Location: 01

Ship-via code:  
 Terms: Net due in 30 days

CO Paid \$25.00

Subtotal:	
GST:	
PST:	
Total:	

Tender:	
A/R Charge	
Net tender:	

All proceeds of the Parliamentary Gift Shop support educational resources for British Columbian students.

Thank you for visiting the Legislative Assembly of B.C.  
[www.leg.bc.ca](http://www.leg.bc.ca)

**Invoice**



516 Dalton Drive  
Mayne Island, British Columbia  
V0N 2J2

Date	Invoice #
11/17/2021	20793

Invoice To

Office of Adam Olsen  
MLA for Saanich North & the Islands  
9828 Fourth Street  
Sidney, B.C.  
V8L 2Z3

Cheque Payments

Please record Invoice No. on  
Cheque payments.  
Copy of Invoice with  
payment NOT required.

Terms

Payable Upon Receipt  
of Invoice

Item	Qty	Description	Rate	Amount
1/8 Page Less 10%	6	Mayneliner Ad Prepayment Discount December 2021 thru May 2022	48.00 -28.80	288.00T -28.80T

<b>Sales Tax Summary</b>		<b>Subtotal</b>	\$259.20
GST (1) On Sales@5.0%	12.96	<b>Sales Tax</b>	\$12.96
Total Tax	12.96	<b>Total</b>	\$272.16

**We Accept Visa, Mastercard or Interac e-Transfer  
With Just a Phone Call to Our Office (e-Transfer to [info@aleaprint.com](mailto:info@aleaprint.com))**

Tel: (250) 539-5361 Fax: (250) 539-5703  
[info@aleaprint.com](mailto:info@aleaprint.com)

GST/HST No. XXXXXXXXXX



# Black Press Media

Black Press Group Ltd.  
212 15288 54A Ave.  
Surrey, B.C. V3S 6T4

## INVOICE / STATEMENT

ACCOUNT NAME AND ADDRESS		BILLING PERIOD	ADVERTISER/CLIENT NAME
OFFICE OF ADAM OLSEN MLA ADAM OLSEN MLA 9828 FOURTH STREET SIDNEY BC V8L 2Z3		09/01/21 - 09/30/21	ADAM OLSEN MLA
		INVOICE #	TERMS OF PAYMENT
		34147697	Net 30 days
		ACCOUNT NUMBER	BILLING DATE
		09/30/21	ADVERTISER/CLIENT #
View your account information and display ad tearsheets at: <a href="http://iservices.blackpress.ca/login">http://iservices.blackpress.ca/login</a> Account inquiries: 1 866 850 4463 or ar@blackpress.ca GST REGISTRATION No. [REDACTED]			

DATE	INVOICE #	DESCRIPTION - OTHER COMMENTS/CHARGES	SAU SIZE BILLED UNITS	TIMES RUN RATE	NET AMOUNT
08/31		BALANCE FORWARD			0.00
			BL		
09/30	PUBLICATION: AD CLASS: 34147697	PENINSULA NEWS REVIEW - News Display Advertising Pg 1 PNR Orange Shirt Day PAGE: W 1 Orange 3 color ePaper		1	699.00
		Ad Class Totals: \$704.25		14.400 inch	0.00
		Publication Totals: \$704.25			5.25
09/30		BC GST			35.21
CURRENT NET AMOUNT DUE					
30 DAYS					
60 DAYS					
OVER 90 DAYS					
UNAPPLIED AMOUNT					
TOTAL AMOUNT DUE					<b>739.46</b>

Finance charge on accounts over 30 days is 2% monthly (24% annual) □ Invoice/Statement shall be deemed correct unless advised in writing within 30 days of billing date.  
We warrant that the information shown on this invoice correctly describes the advertisement that was inserted in the edition of the publication specified.

PLEASE DETACH AND RETURN STUB WITH YOUR REMITTANCE



# Black Press Media

INVOICE #	BILLING DATE	TOTAL AMOUNT DUE
34147697	09/30/21	<b>\$ 739.46</b>
ACCOUNT NUMBER	ADVERTISER/CLIENT NAME	
[REDACTED]	ADAM OLSEN MLA	

REMIT TO
Black Press Group Ltd. 212 - 15288 54A Ave. Surrey, B.C. V3S 6T4

### How to pay your bill:

- Online using iServices: <http://iservices.blackpress.ca/login>
- Pre authorized Payment Plan from your Bank Account, please call 1 877 851 4540 or email pad@blackpress.ca
- PC or Telephone banking through your Financial Institution
- By credit card, please call 1 866 850 4463
- By cheque payable to Black Press Group Ltd.



# Your Mayne Island Lions 2022 Phone Book Yellow Pages Ad

Thank you for your support. It makes a difference to our community. We make it a point to support our advertisers.

You may remit your payment via either one of the following options:

- 1) e-Transfer (preferred) to phonebook@mayneislandlions.org (automatic deposit) or
- 2) Online by clicking on the link provided at the bottom of this page, or
- 3) By check made out to the order of Mayne Island Lions Club, mailed to 615 Williams Place, Mayne Island, BC V0N 2J2

### Bill To

Adam Olsen  
[REDACTED]@leg.bc.ca

### Invoice Details

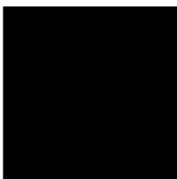
PDF created October 30, 2021  
\$100.00

### Payment

Due November 2, 2021  
\$100.00

Item	Quantity	Price	Amount
1/8 Page Ad in Yellow Pages	1	\$100.00	\$100.00
Subtotal			\$100.00

**Total Due** **\$100.00**



### Pay online

To pay your invoice go to <https://gosq.me/u/u0nCVazk>

Or open your camera on your mobile device, and place the code on the left within the camera's view.



**GALIANO LIONS CLUB**  
992 BURRILL ROAD  
GALIANO ISLAND, BC V0N 1P0

**Invoice to Adam Olsen:**

For a 1/8 page ad in the Galiano Lions Phone Book

If paid before Dec. 31,2021	\$84
If paid after Dec. 31,2021	\$90

Returning and new advertisers:

- MAIL completed form to Galiano Lions Club,  
992 Burrill Road with a cheque
- EMAIL a scanned copy to  
[galianolionsphonebook@gmail.com](mailto:galianolionsphonebook@gmail.com) and  
etransfer to the same address

CO Paid \$84.00

If you have any questions email to the above address or call [REDACTED] at [REDACTED]

Summary of Constituency Office Expense Receipts

Fiscal 2021/2022

Period: Quarter 3 - Oct. 1, 2021 to Dec. 31, 2021

Member Name: Olsen, Adam

Expense Category: Office Supplies

	<u>Note</u>	<u>Amount</u>
Cumulative Balance at End of Prior Reporting Period:	Note 1	\$2,097.35
<b>Add:</b> Total Amount of Receipts for Current Reporting Period:	Note 2	<u>\$369.07</u>
Balance at End of Current Reporting Period:	Note 3	<u><u>\$2,466.42</u></u>

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**Note 4** This disclosure expense category consists of the following accounts:  
3480 Courier/Postage  
3481 Office Supplies  
3482 Office Equipment/Furniture (non-furniture allowance)  
-  
-  
-  
-



# Invoice

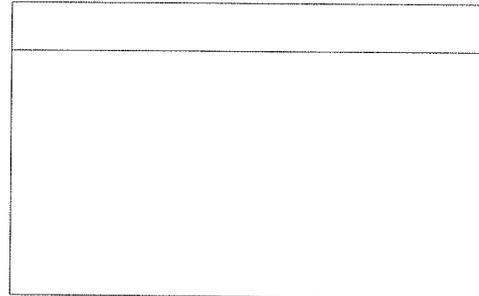


Customer No.	Date	Ticket #
	November 03, 2021	T1-126218

Room 149, Parliament Buildings  
 501 Belleville Street  
 Victoria, BC V8V 1X4 Canada  
 Ph: 250-356-8295  
 Fax: 250-356-5981  
 Email: Giftshop@leg.bc.ca  
 URL: www.leg.bc.ca

**BILL TO:**

ADAM OLSEN  
 GREEN  
 SAANICH NORTH AND THE ISLAND  
 VICTORIA, BC  
 (250) 655-5600



<b>Cust PO #:</b>	<b>Ship date:</b>	<b>Ship-via code:</b>			
<b>Sls rep:</b>	<b>Location:</b> 01	<b>Terms:</b> Net due in 30 days			
Quantity	Item #	Description	Retail Price	Selling unit	Total
10	1-100052	MLA Custom Christmas Cards	13.39	EACH	133.90
				EACH	

CO paid \$149.97

<b>Subtotal:</b>	
<b>GST:</b>	
<b>PST:</b>	
<b>Total:</b>	

<b>Tender:</b>	
A/R Charge	
<b>Net tender:</b>	

All proceeds of the Parliamentary Gift Shop support educational resources for British Columbian students.

Thank you for visiting the Legislative Assembly of B.C.  
[www.leg.bc.ca](http://www.leg.bc.ca)

# Monk Office

## MONK OFFICE #26

9839 5th Street  
Sidney, BC V8L 2X4  
Phone: 250-855-3888

### Customer Details

Customer No: No:

Name:

Date: 30 Nov 21  
Time: [REDACTED]  
Receipt: STR260070205  
OrderNo:

Cust Ref#:

Special Instructions:

Details	Qty	Price	Disc	Total
BLACK WHITE PRINT CHARGE				
COPIES	1.0	0.10	0%	0.10 *
DIGITAL FILE CHARGE				
OUTPUT	1.0	1.00	0%	1.00 *
BROTHER PRO CUSTOM STAMP 1850				
PRO1850	1.0	28.99	0%	28.99 *
COPY CENTRE STOCK				
STOCK	1.0	1.00	0%	1.00 *
Total for 4 Items				31.09
GST				1.56
PST				2.18
<b>TOTAL DUE:</b>				<b>34.83</b>

### Payment Details

VISA 34.83  
**TOTAL PAYMENT: 34.83**  
Change Given: 0.00

X

Customer Signature

Store Leader : [REDACTED]  
GST# [REDACTED]

We want you to be happy with your purchase!  
If you're not, please return it within 30 days of  
purchase (some restrictions apply) Product  
must be in unopened, original packaging, and  
resalable condition.

STR260070205

# Monk Office

## MONK OFFICE #26

9839 5th Street  
Sidney, BC V8L 2X4  
Phone: 250-855-3888

### Customer Details

Customer No: No:

Name:

Date: 01 Dec 21  
Time: [REDACTED]  
Receipt: STR260070482  
OrderNo:

Cust Ref#:

Special Instructions:

Details	Qty	Price	Disc	Total
DIGITAL FILE CHARGE				
OUTPUT	1.0	1.00	0%	1.00 *
COPY CENTRE STOCK				
STOCK	1.0	1.00	0%	1.00 *
Total for 2 Items				2.00
GST				0.10
PST				0.14
Rounding:				0.01
<b>TOTAL DUE:</b>				<b>2.25</b>

### Payment Details

CASH 2.25  
**TOTAL PAYMENT: 2.25**  
Change Given: 0.00

X

Customer Signature

Store Leader : [REDACTED]  
GST# [REDACTED]

We want you to be happy with your purchase!  
If you're not, please return it within 30 days of  
purchase (some restrictions apply) Product  
must be in unopened, original packaging, and  
resalable condition.

STR260070482



*SUBMIT*

save-on-foods #922  
Sidney  
B.C. OWNED AND OPERATED  
Visit [www.saveonfoods.com](http://www.saveonfoods.com)  
G.S.T [REDACTED]

Nabob 41.98  
2 @ 20.99  
Card \$12.99 Save -16.00  
WF Bath Tissue Ultra 8.99 B  
Card \$4.69 Save -4.30

Sub Total **\$30.67**

Card \$\$ pts 31

Tax-Code	Taxable-Value	Tax-Value
GST	4.69	0.23
PST	4.69	0.33

**BALANCE DUE \$31.23**

→ Gift Card \$19.97  
Auth# 906980 Ref# 0002143941  
Ending GC Balance: \$0.00  
Credit \$11.26  
[ ] XXXXXXXXXXXX [REDACTED]

-----TRANSACTION RECORD-----

TYPE: Purchase

→ ACCT: VISA [REDACTED] \$ 11.26

CARD NUMBER: \*\*\*\*\* [REDACTED]  
DATE/TIME: 11/23/2021 [REDACTED]  
REFERENCE #: 0010014210 H  
TERM: 66260164  
AUTHOR.# : 00113F  
AID: A000000031010  
VISA CREDIT

01 APPROVED - THANK YOU 027

NO SIGNATURE TRANSACTION

IMPORTANT:  
retain this copy for your records

CUSTOMER COPY

\*\*\*\*\*



cleaning & hygiene

**INVOICE**

**600108- 1**

2311 GOVERNMENT ST. VICTORIA, BC V8T 4P4

INVOICE #  
7778954

DATE (M-D-Y)

PAGE 1 12/03/21

SOLD TO PRINTED: 12/03/21 09:18 AM

SHIP TO 00000

HARMONY CLEANING SERVICES

HARMONY CLEANING SERVICES

4 9783 THIRD STREET  
SIDNEY, BC  
V8L 2Z3

4 9783 THIRD STREET  
SIDNEY, BC  
V8L 2Z3

REG [REDACTED]

ORDERED BY	PHONE NUMBER	F.O.B.	TAKEN BY	CUSTOMER NO.
------------	--------------	--------	----------	--------------

COUNTER SALE

250-886-8885

VICTORIA ISLAND

YOUR ORDER NO.	DATE REQUIRED (M-D-Y)	OUR ORDER #	SALESMAN	SHIPPED VIA	TERMS
----------------	-----------------------	-------------	----------	-------------	-------

12/03/21

6467700

I99

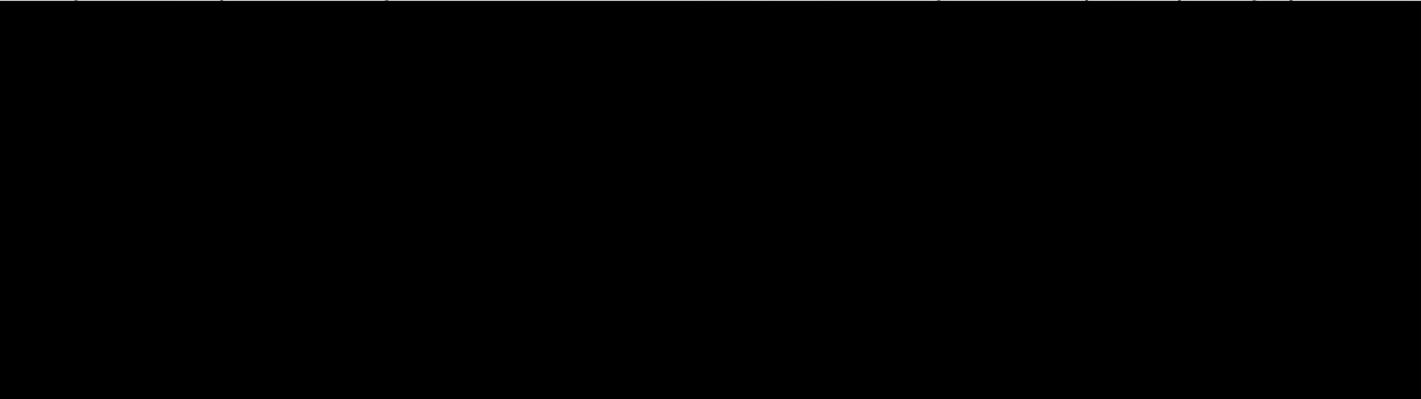
PICKUP

M/C /M/C

ORDERED	BACK ORDERED	SHIPPED	OUR STOCK NO. AND DESCRIPTION	UNIT PRICE	SELL UNIT	QTY	EXTENSION
---------	--------------	---------	-------------------------------	------------	-----------	-----	-----------



* 1		1	13200026 TOWEL MULTIFOLD ESTEEM BROWN 12 PK/CS 60 OLD # - 5550311	35.00	1 CS	1	35.00
-----	--	---	---	-------	------	---	-------



Please Remit Payments to: 2270 Portland St. SE  
Calgary, AB T2G 4M6

For A/R inquiries please call 1-833-665-5244

DATE SHIPPED	TOTAL WEIGHT	NO. OF PIECES	PICKED BY	CHECKED BY	POSTED BY	RECEIVED IN GOOD ORDER	TOTAL VALUE
MO. DAY YEAR						X	

RECEIVED IN GOOD ORDER - PLEASE PRINT	EXTENSION TOTAL	G.S.T. / H.S.T.	P.S.T.	SHIPPING CHARGE	TOTAL INVOICE
---------------------------------------	-----------------	-----------------	--------	-----------------	---------------

TAX CODES 1. CHARGE BOTH TAXES 2. CHARGE G.S.T. ONLY 3. CHARGE P.S.T. ONLY 4. BOTH EXEMPT

CUSTOMER COPY

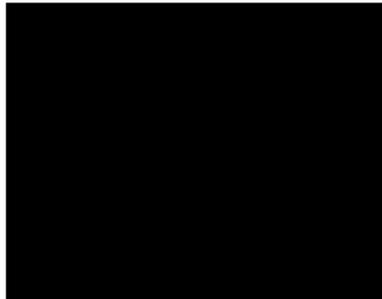
CO paid:

\$35.00 + 1.75 GST + 2.45 PST = \$39.20

Canada Post / Postes Canada  
VICTORIA SIDNEY  
2513 Beacon Ave  
SIDNEY, BC V8L1X0  
GST/TPS#: [REDACTED]

-----  
2021/12/02 [REDACTED] [REDACTED]  
CC/CC646644 W/G1 TR1323218  
G 5% 1@92.00 \$92.00  
P2020 COIL OF 100  
SUBTL \$92.00  
GST \$4.60  
TOTAL \$96.60  
Visa \$96.60  
Card Number [REDACTED]  
\*\*\*\*\* [REDACTED]  
CHG. DUE \$0.00  
RND. CHG. \$0.00

Receipt required for all returns.



WWW.CANADAPOST.CA / WWW.POSTESCANADA.CA

Canada Post / Postes Canada  
VICTORIA SIDNEY  
2513 Beacon Ave  
SIDNEY, BC V8L1X0  
GST/TPS#: [REDACTED]

-----  
2021/12/02 [REDACTED] [REDACTED]  
CC/CC646644 W/G1 TR1323218

TRANSACTION RECORD

TYPE PURCHASE  
ACCT VISA \$96.60CAD  
CARDNUMBER \*\*\*\*\* [REDACTED]  
DATE/TIME 21/12/02 [REDACTED]  
REFERENCE # 66284740 0010046680 H  
AUTH. # 04424F

VISA CREDIT  
A0000000031010

INVOICE NUMBER 132321801

01 APPROVED-THANK YOU 027

NO SIGNATURE TRANSACTION

-- IMPORTANT --  
Retain this copy for your records.

CARDHOLDER COPY

**Summary of Constituency Office Expense Receipts**

**Fiscal 2021/2022**

**Period: Quarter 3 - Oct. 1, 2021 to Dec. 31, 2021**

**Member Name:** Olsen, Adam

**Expense Category:** **Travel**

	<u>Note</u>	<u>Amount</u>
Cumulative Balance at End of Prior Reporting Period:	<b>Note 1</b>	\$10.75
<b>Add:</b> Total Amount of Receipts for Current Reporting Period:	<b>Note 2</b>	<u>\$21.70</u>
Balance at End of Current Reporting Period:	<b>Note 3</b>	<u><u>\$32.45</u></u>

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**Note 4** This disclosure expense category consists of the following accounts:

- 3485 In-Constituency Staff Travel
- 3486 Out-of-Constituency Staff Travel
- 
- 
- 
- 
-

Swartz Bay  
To  
Fulford Harbour  
**BC Ferries**  
Suite 500 - 1321 Blanshard Street  
Victoria BC Canada V8W 0B7

**LANE 32**

RECEIPT - PLEASE RETAIN

PURCHASE 2021/10/08

1	Adult	10.95
	Fuel Rebate	0.10-
	<b>Total</b>	<b>10.85</b>

Visa  
\*\*\*\*\* [REDACTED] 10.85  
AUTH 07029F 66307707 0010012160 H  
VISA CREDIT  
0000000031010 / 0000000000 /  
NO SIGNATURE TRANSACTION  
01 APPROVED - THANK YOU 027  
CHANGE DUE 0.00

\*\*\*CARDHOLDER COPY\*\*\*  
SWB 08 Oct 2021 [REDACTED]

[REDACTED]  
1005041 722859  
SEE REVERSE SIDE OF TICKET

Swartz Bay  
To  
Fulford Harbour  
**BC Ferries**  
Suite 500 - 1321 Blanshard Street  
Victoria BC Canada V8W 0B7

**LANE 32**

RECEIPT - PLEASE RETAIN

PURCHASE 2021/10/08

1	Adult	10.95
	Fuel Rebate	0.10-
	<b>Total</b>	<b>10.85</b>

Interac FLASH DEFAULT  
\*\*\*\*\* [REDACTED] 10.85

AUTH 009658 66307707 0010012170 H  
INTERAC

A0000002771010 / 0000000000 /

NO SIGNATURE TRANSACTION

00 APPROVED - THANK YOU 001

CHANGE DUE 0.00



\*\*\*CARDHOLDER COPY\*\*\*

SWB 08 Oct 2021 [REDACTED]

1005041 722866

SEE REVERSE SIDE OF TICKET

## Summary of Constituency Office Expense Receipts

Fiscal 2021/2022

Period: Quarter 3 - Oct. 1, 2021 to Dec. 31, 2021

Member Name: Olsen, Adam

Expense Category: **Other Office Expenses**

	<u>Note</u>	<u>Amount</u>
Cumulative Balance at End of Prior Reporting Period:	<b>Note 1</b>	\$7,131.08
<b>Add:</b> Total Amount of Receipts for Current Reporting Period:	<b>Note 2</b>	<u>\$215.60</u>
Balance at End of Current Reporting Period:	<b>Note 3</b>	<u><u>\$7,346.68</u></u>

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**Apr. 1, 2021 to Sep. 30, 2021**

**Note 2** This amount represents the total amount of receipts recorded for this disclosure expense category in the current reporting period from  
**Oct. 1, 2021 to Dec. 31, 2021**

**Note 3** This amount represents the sum of the Q2 ending balance plus the Q3 scanned receipts total above. This amount also equals the Q3 disclosure report for the period from  
**Apr. 1, 2021 to Dec. 31, 2021**

**Note 4** This disclosure expense category consists of the following accounts:

- 3490 Miscellaneous Expenses/Liscenses
- 3491 Consultants/Contractors
- 3492 Janitorial/Repairs/Maintenance
- 3493 Security
- 3494 Utilities
- 3495 Cell Phone/Cable
- 3496 Meals/Hospitality fo Staff Members

**Prestige Office Services Ltd**

965 Shadywood Dr  
Victoria BC V8X 4C4  
+1 2506583724

prestigeoffice@shaw.ca

GST Registration No.: [REDACTED]

# Invoice

**BILL TO**

[REDACTED]  
Ministry of Information, Innovation &  
Tec

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
194848	01/10/2021	\$215.60	31/10/2021	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
30/09/2021	<b>Sales</b>	Pick up desk from 4000 Seymour - 2 x 0.5 hours	1	56.00	56.00
30/09/2021	<b>Sales</b>	Deliver & install to 9828 Fourth St - Sidney - 2 x 1.25 hours	2.50	56.00	140.00

SUBTOTAL	196.00
GST @ 5%	9.80
PST (BC) @ 7%	9.80
TOTAL	215.60
BALANCE DUE	<b>\$215.60</b>

### TAX SUMMARY

RATE	TAX	NET
GST @ 5%	9.80	196.00
PST (BC) @ 7%	9.80	140.00