

Summary of Constituency Office Expense Receipts

Fiscal 2023/2024

Period: Quarter 3 - Oct. 1, 2023 to Dec. 31, 2023

Member Name: Mark, Melanie

Expense Category: **Special Events and Protocol**

	<u>Note</u>	<u>Amount</u>
Cumulative Balance at End of Prior Reporting Period:	Note 1	\$0.00
Add: Total Amount of Receipts for Current Reporting Period:	Note 2	<hr/>
Balance at End of Current Reporting Period:	Note 3	<u><u>\$0.00</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, 2023 to Sep. 30, 2023**

Note 2 This amount represents the total amount of receipts recorded for this disclosure expense category in the current reporting period from **Oct. 1, 2023 to Dec. 31, 2023**

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, 2023 to Dec. 31, 2023**

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
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Summary of Constituency Office Expense Receipts

Fiscal 2023/2024

Period: Quarter 3 - Oct. 1, 2023 to Dec. 31, 2023

Member Name: Mark, Melanie

Expense Category: **Communications and Advertising**

	<u>Note</u>	<u>Amount</u>
Cumulative Balance at End of Prior Reporting Period:	Note 1	\$157.50
Add: Total Amount of Receipts for Current Reporting Period:	Note 2	<hr/>
Balance at End of Current Reporting Period:	Note 3	<u><u>\$157.50</u></u>

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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, 2023 to Dec. 31, 2023**

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

- 3475 Advertising
- 3476 Subscriptions/Memberships
- 3477 Website Maintenance/Design
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Summary of Constituency Office Expense Receipts

Fiscal 2023/2024

Period: Quarter 3 - Oct. 1, 2023 to Dec. 31, 2023

Member Name: Mark, Melanie

Expense Category: Office Supplies

	<u>Note</u>	<u>Amount</u>
Cumulative Balance at End of Prior Reporting Period:	Note 1	\$439.45
Add: Total Amount of Receipts for Current Reporting Period:	Note 2	<u> </u>
Balance at End of Current Reporting Period:	Note 3	<u><u>\$439.45</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, 2023 to Sep. 30, 2023**

Note 2 This amount represents the total amount of receipts recorded for this disclosure expense category in the current reporting period from **Oct. 1, 2023 to Dec. 31, 2023**

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, 2023 to Dec. 31, 2023**

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

Fiscal 2023/2024

Period: Quarter 3 - Oct. 1, 2023 to Dec. 31, 2023

Member Name: Mark, Melanie

Expense Category: **Other Office Expenses**

	<u>Note</u>	<u>Amount</u>
Cumulative Balance at End of Prior Reporting Period:	Note 1	\$125.84
Add: Total Amount of Receipts for Current Reporting Period:	Note 2	<u>\$279.30</u>
Balance at End of Current Reporting Period:	Note 3	<u><u>\$405.14</u></u>

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Note 2 This amount represents the total amount of receipts recorded for this disclosure expense category in the current reporting period from **Oct. 1, 2023 to Dec. 31, 2023**

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, 2023 to Dec. 31, 2023**

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



Invoice

Date	Invoice #
2023-04-30	30099

P.O. No.	Terms
	COD

Invoice To
One Time Customers [REDACTED] Melanie Mark, MLA

Project
85583- Removal of vinyl lettering on awni

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Description	Qty	Rate	U/M	Amount
Remove existing 'Melanie Mark, MLA Constituency Office' vinyl lettering on awning	1	250.00		250.00
Shop Supplies & Fuel recovery	1	6.00%	ea	15.00
GST on sales		5.00%		13.25
PST (BC) on sales		7.00%		1.05

Subtotal	\$265.00
Sales Tax	\$14.30
Payments/Credits	\$0.00
Balance Due	\$279.30

Please remit payment to:
 admin@centurysigns.com
 Century Sign Systems Ltd
 1111B Industrial Way,
 Squamish, BC
 V8B 0H1
 604-892-2218

GST/HST No. [REDACTED]