

**Summary of Constituency Office Expense Receipts**

**Fiscal 2024/2025**

**Period: Quarter 3 - Oct. 1, 2024 to Dec. 31, 2024**

**Member Name:** Higginson, Stephanie

**Expense Category:** **Special Events and Protocol**

	<u>Note</u>	<u>Amount</u>
Cumulative Balance at End of Prior Reporting Period:	<b>Note 1</b>	\$0.00
<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>                    </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, 2024 to Sep. 30, 2024**

**Note 2** This amount represents the total amount of receipts recorded for this disclosure expense category in the current reporting period from **Oct. 1, 2024 to Dec. 31, 2024**

**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, 2024 to Dec. 31, 2024**

**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 2024/2025

Period: Quarter 3 - Oct. 1, 2024 to Dec. 31, 2024

Member Name: Higginson, Stephanie

Expense Category: **Communications and Advertising**

	<u>Note</u>	<u>Amount</u>
Cumulative Balance at End of Prior Reporting Period:	<b>Note 1</b>	\$0.00
<b>Add:</b> Total Amount of Receipts for Current Reporting Period:	<b>Note 2</b>	<u>\$497.70</u>
Balance at End of Current Reporting Period:	<b>Note 3</b>	<u><u>\$497.70</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, 2024 to Sep. 30, 2024**

**Note 2** This amount represents the total amount of receipts recorded for this disclosure expense category in the current reporting period from  
**Oct. 1, 2024 to Dec. 31, 2024**

**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, 2024 to Dec. 31, 2024**

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

- 3475 Advertising
- 3476 Subscriptions/Memberships
- 3477 Website Maintenance/Design
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# TAKE 5 Print & Digital Media

PO Box 59  
 #203 - 622 First Avenue  
 Ladysmith, BC V9G 1A1  
 (250) 245-7015  
 www.take5.ca

# INVOICE

Invoice No.: 75112  
 Date: 12/01/2024  
 Ship Date:  
 Page: 1  
 Re: Order No.

Sold to:

NDP-Stephanie Higginson



Ship to:

NDP-Stephanie Higginson



Business No.: 88602 4892RT

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
11-E	Each	1	1/4 Page Colour	G	474.00	474.00
			G - GST @ 5%			23.70
			GST			
Shipped By: _____ Tracking Number: _____					Total Amount	497.70
Comment: Dec24/Jan2025 issue. Thank you for supporting local, independent journalism.					Amount Paid	0.00
Sold By: _____					Amount Owing	497.70

TAKE 5 Print & Digital Media GST: #88602 4892RT

**Summary of Constituency Office Expense Receipts**

**Fiscal 2024/2025**

**Period: Quarter 3 - Oct. 1, 2024 to Dec. 31, 2024**

**Member Name:** Higginson, Stephanie

**Expense Category:** Office Supplies

	<u>Note</u>	<u>Amount</u>
Cumulative Balance at End of Prior Reporting Period:	<b>Note 1</b>	\$0.00
<b>Add:</b> Total Amount of Receipts for Current Reporting Period:	<b>Note 2</b>	<hr/>
Balance at End of Current Reporting Period:	<b>Note 3</b>	<hr/> <hr/>

**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, 2024 to Sep. 30, 2024**

**Note 2** This amount represents the total amount of receipts recorded for this disclosure expense category in the current reporting period from **Oct. 1, 2024 to Dec. 31, 2024**

**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, 2024 to Dec. 31, 2024**

**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 2024/2025**

**Period: Quarter 3 - Oct. 1, 2024 to Dec. 31, 2024**

**Member Name:** Higginson, Stephanie

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

	<u>Note</u>	<u>Amount</u>
Cumulative Balance at End of Prior Reporting Period:	<b>Note 1</b>	\$0.00
<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>                    </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, 2024 to Sep. 30, 2024**

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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, 2024 to Dec. 31, 2024**

**Note 4** This disclosure expense category consists of the following accounts:  
3485 In-Constituency Staff Travel  
3486 Out-of-Constituency Staff Travel  
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**Summary of Constituency Office Expense Receipts**

**Fiscal 2024/2025**

**Period: Quarter 3 - Oct. 1, 2024 to Dec. 31, 2024**

**Member Name:** Higginson, Stephanie

**Expense Category:** **Other Office Expenses**

	<u>Note</u>	<u>Amount</u>
Cumulative Balance at End of Prior Reporting Period:	<b>Note 1</b>	\$0.00
<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>                    </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, 2024 to Dec. 31, 2024**

**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