

OYAP 2011-12 INTERIM FINANCIAL REPORT

INSTRUCTIONS

1. Complete the Interim Financial Report template. Please refer to the OYAP 2011-12 Financial Reporting Guidelines. Any expenditures not clearly defined in the guidelines should be reviewed with the Service Delivery Manager of your local MTCU apprenticeship office.
2. Obtain required signatures.
3. Save the completed and signed report as a PDF with the DSB name and "OYAP 11-12 Interim Financial Report." For example, "Algoma DSB OYAP 11-12 Interim Financial Report."
4. Email by **February 24, 2012** to:
 - The Service Delivery Manager of your local MTCU apprenticeship office**AND**
 - Anita Webb
Program Consultant (OYAP)
Apprenticeship Unit, Service Delivery Branch
Ministry of Training, Colleges and Universities
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