

ACCOUNTING ITEMS

Project Generated Invoices

1) All disbursements, other than pay and vendor invoices, must be supported by properly completed, detailed, and signed invoice as per attached **sample A**.

Pay

1) List of all workers' names after recruiting done.

2) Completed TD-1s for new hires (those who weren't last year's harvest).

3) Wage schedule (if different from last year's simple \$12 per animal & \$100 per day).

4) Pay is bi-weekly with a Friday close-off (same as last year) using time sheet/work record as attached **sample B**. For this year the pay period ends at the close of work this Friday, the time sheets come to me on Monday and the cheques will be ready for dispersal the following Friday (using the attached **sample C**).

-Who gives out the cheques?

-HTO must ensure that 2 authorized signatures are available to sign pay cheques every second Thursday.

Terms & Conditions of Work

1) Do we want to use something similar to **sample D**, if so are there any changes/suggestions regarding the draft.

2) Do you want to up the rental rate for haulers' ski-doo's & komatiks on condition that they provide own fuel & gas...as a means of reducing possible mis-use of same?

3) Advances?

4) Physical?

INVOICE

FROM:

INVOICE:

TUNNUQ HARVEST
P.O. Box 89
Coral Harbour
NWT, X0C 0C0

<i>SAMPLE</i>	

TOTAL DUE:

APPROVED:

[REDACTED]

[REDACTED] [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Lined writing area with various markings and a handwritten note.

SAMPLE

Terms & Conditions of Work

(DRAFT ONLY)

JOB

I accept the position of _____ with Tunnuq Harvest's 1996 season. I understand that although operational requirements may necessitate a re-assignment of job, Tunnuq Harvest will attempt to retain me in this position unless I request otherwise. I also understand that I may be expected to assist during camp mobilization and demobilization. I will be paid at the published rate for any position which I occupy.

ADVANCES

Every new employee may request an advance of up to \$300; this amount will be deducted in its entirety from the first pay cheque. No further advances may be requested or granted.

PAY

Pay calculations are based on bi-weekly time / work sheets which are prepared and authorized by the Project Manager. Each employee will initial verification of their time sheet prior to its submission to payroll.

Pay cheques are issued bi-weekly with the first cheque being issued the third Friday worked and then every second Friday thereafter. In the event of termination or resignation the final pay cheque (which will include any and all vacation pay earned to date) will be issued the first Friday following the week of termination.

BONUSES

Any bonuses will be awarded on the basis of project completion and individual evaluation and will be paid after the completion of the harvest. Those hired after project commencement will have their bonuses calculated on a pro-rated basis.

INDEMNIFICATION

Tunnuq Harvest is not responsible for the loss or damage of any personal items brought onto the job site and will not pay for any personal assets used or reimburse any expenses incurred by any employee if the use and/or expenditure was neither requested nor authorized prior to the occurrence as evidenced by a duly approved invoice or requisition form.

RENTALS

Tunnuq Harvest may rent from certain employees snowmobiles & komatiks to be used by those employees in the performance of their jobs. The combined daily rent will be \$75 and Tunnuq Harvest will provide the gas and oil consumed by this equipment while on the job. The maintenance and repair of this equipment is solely the responsibility of those employees and Tunnuq Harvest will not pay for any down time due to inoperative equipment.

OTHER

The Project Manager is the chief operational authority of the Project. He may, at his discretion, appoint a designated and subordinate authority.

No employee should be absent from his or her job without first obtaining permission from the Project Manager.

Unauthorized or improper use of Project assets may result in suspension or dismissal and theft of Project assets or supplies will result in immediate dismissal.

The conditions regarding the payment of bonuses and pay days may be waived only in the case of extreme medical emergency.

I have received and read a copy of the above terms and conditions of employment and accept them.

Signed: _____

SAMPLE