

Form 14: Occupancy Use Certificate

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To be forwarded to the local office of the Ministry of Education (ministry)

School number _____

School name _____

MOE block number _____ MOE block name _____

Project description

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Practical completion date _____ (the date that the building is available for use NOT when the COC is issued)

(All amounts GST exclusive)

Ministry Funding	Project ID	Financial Year	Paid To Date	Budget
5 Year Agreement			\$	\$
Roll Growth			\$	\$
SPG Deficiencies			\$	\$
Other ministry (please specify)			\$	\$
			\$	\$

Total ministry funding

\$

Total ministry funding paid to date

\$

Total Board of Trustees (board) contribution

\$

Total project cost (contract price)

\$

Spending Summary

Total project cost	<table border="1" style="width: 100%; text-align: center;"><tr><td>\$</td></tr></table>	\$
\$		
- Total ministry funding paid to date	<table border="1" style="width: 100%; text-align: center;"><tr><td>\$</td></tr></table>	\$
\$		
- Total board contribution	<table border="1" style="width: 100%; text-align: center;"><tr><td>\$</td></tr></table>	\$
\$		
Balance (Final invoice to be attached)	<table border="1" style="width: 100%; text-align: center;"><tr><td>\$</td></tr></table>	\$
\$		

If returning funds to the Ministry, please add GST to the figure above

Note: Where a school is allocated a fixed budget for a project under the 5YA, roll growth or SPG programme and the project comes under budget, the board is required to return the funds to the ministry. Any project savings will be credited to the next Priority 1, Priority 2, Priority 3 project undertaken by the school which can include modernisation of existing buildings or adding additional square metres if the school has an SPG deficiency. It is required that another project is set up from the funding source of the remaining funds.

When funding is provided for a specific project such as unforeseen work or a special needs modification, unspent funds must be returned to the ministry.

Certification

Attached are, if required:

- A Construction Observation Certificate (Form 16)
- Updated building plans in CAD format¹
- A completed Project Component Information (Form 11)²
- A cheque for unspent funds when funding is provided for a specific project
- Confirmation of PMIS update forms

This project has been completed to the satisfaction of the board (subject to the normal maintenance period and retentions applying to the contract) and the funds provided by the ministry have only been expended on the project as detailed above.

Name of project manager _____
 Signed _____
 Date _____

Name of board representative³ _____
 Signed _____
 Date _____

Schedule of Payments and Receipts		
Income received from MOE, BOT contribution or other Name/Details	Projected	Actual
Total Income:	\$ -	\$ -
Expenditure on this project - please include all costs/expenditure Name/Details	Projected	Actual
Total Expenditure:	\$ -	\$ -
Balance owing to school/Ministry	\$ -	\$ -

¹ Not required if no change to building walls

² Only required if changed from form submitted earlier

³ An authorised board representative is a current board member with delegated signing authority and may sign off documentation on behalf of the entire board of trustees. The instrument of delegation should be kept in the project file eg board minutes.