

For Six Month Period Ending JUN 18 2003
(insert date)

I - REGISTRANT

1. (a) Name of Registrant (b) Registration No. 3078
NOVA SCOTIA INFORMATION OFFICE

(c) Business Address(es) of Registrant
468 COMMERCIAL STREET
PORTLAND, ME 04101

2. Has there been a change in the information previously furnished in connection with the following:

- (a) If an individual:
 - (1) Residence address Yes No
 - (2) Citizenship Yes No
 - (3) Occupation Yes No

- (b) If an organization:
 - (1) Name Yes No
 - (2) Ownership or control Yes No
 - (3) Branch offices Yes No

(c) Explain fully all changes, if any, indicated in items (a) and (b) above.

N/A

IF THE REGISTRANT IS AN INDIVIDUAL, OMIT RESPONSE TO ITEMS 3, 4, AND 5(a).

3. If you have previously filed Exhibit C¹, state whether any changes therein have occurred during this 6 month reporting period.
Yes No

If yes, have you filed an amendment to the Exhibit C? Yes No

If no, please attach the required amendment.

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1 The Exhibit C, for which no printed form is provided, consists of a true copy of the charter, articles of incorporation, association, and by laws of a registrant that is an organization. (a waiver of the requirement to file an Exhibit C may be obtained for good cause upon written application to the Assistant Attorney General, Criminal Division, Internal Security Section, U.S. Department of Justice, Washington, D.C. 20530.)

4. (a) Have any persons ceased acting as partners, officers, directors or similar officials of the registrant during this 6 month reporting period? Yes No

If yes, furnish the following information:

Name Position Date Connection Ended

(b) Have any persons become partners, officers, directors or similar officials during this 6 month reporting period? Yes No

If yes, furnish the following information:

Name Residence Address Citizenship Position Date Assumed

5. (a) Has any person named in item 4(b) rendered services directly in furtherance of the interests of any foreign principal? Yes No

If yes, identify each such person and describe his service.

(b) Have any employee or individuals, who have filed a short form registration statement, terminated their employment or connection with the registrant during this 6 month reporting? Yes No

If yes, furnish the following information:

Name Position or connection Date terminated

(c) During this six month reporting period, has the registrant hired as employees or in any other capacity, any persons who rendered or will render services to the registrant directly in furtherance of the interests of any foreign principal(s) in other than a clerical or secretarial, or in a related or similar capacity? Yes No

If yes, furnish the following information:

Name Residence Address Citizenship Position Date Assumed

6. Have short form registration statements been filed by all of the persons named in Items 5(a) and 5(c) of the supplemental statement? Yes No

NOT APPLICABLE

If no, list names of persons who have not filed the required statement.

II - FOREIGN PRINCIPAL

7. Has your connection with any foreign principal ended during this 6 month reporting period?

Yes No

If yes, furnish the following information:

Name of foreign principal

Date of termination

8. Have you acquired any new foreign principal² during this 6 month reporting period?

Yes No

If yes, furnish following information:

Name and address of foreign principal

Date acquired

9. In addition to those named in Items 7 and 8, if any, list foreign principals² whom you continued to represent during the 6 month reporting period.

This office is funded and operated by the NOVA SCOTIA Department of Tourism & Culture, Province of NOVA SCOTIA

10. EXHIBITS A AND B

(a) Have you filed for each of the newly acquired foreign principals in Item 8 the following:

Exhibit A³ Yes No

Exhibit B⁴ Yes No

NIA

If no, please attach the required exhibit.

(b) Have there been any changes in the Exhibits A and B previously filed for any foreign principal whom you represented during this six month period? Yes No

If yes, have you filed an amendment to these exhibits? Yes No

If no, please attach the required amendment.

2 The term "foreign principal" includes, in addition to those defined in section 1(b) of the Act, an individual organization any of whose activities are directly or indirectly supervised, directed, controlled, financed, or subsidized in whole or in major part by a foreign government, foreign political party, foreign organization or foreign individual. (See Rule 100(a) (9)). A registrant who represents more than one foreign principal is required to list in the statements he files under the Act only those principals for whom he is not entitled to claim exemption under Section 3 of the Act. (See Rule 208.)

3 The Exhibit A, which is filed on form CRM-157 (Formerly OBD-67) sets forth the information required to be disclosed concerning each foreign principal.

4 The Exhibit B, which is filed on Form CRM-155 (Formerly OBD-65) sets forth the information concerning the agreement or understanding between the registrant and the foreign principal.

III - ACTIVITIES

-
11. During this 6 month reporting period, have you engaged in any activities for or rendered any services to any foreign principal named in Items 7, 8, and 9 of this statement? Yes No

If yes, identify each such foreign principal and describe in full detail your activities and services:

Please refer to attached letter detailing activities such as trade shows, conventions and general sales.

-
12. During this 6 month reporting period, have you on behalf of any foreign principal engaged in political activity⁵ as defined below? Yes No *NOT APPLICABLE*

If yes, identify each such foreign principal and describe in full detail all such political activity, indicating, among other things, the relations, interests and policies sought to be influenced and the means employed to achieve this purpose. If the registrant arranged, sponsored or delivered speeches, lectures or radio and TV broadcasts, give details as to dates, places, of delivery, names of speakers and subject matter.

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13. In addition to the above described activities, if any, have you engaged in activity on your own behalf which benefits any or all of your foreign principals? Yes No

If yes, describe fully.

⁵ The term "political activities" means any activity that the person engaging in believes will, or that the person intends to, in any way influence any agency or official of the Government of the United States or any section of the public within the United States with reference to formulating, adopting or changing the domestic or foreign policies of the United States or with reference to political or public interests, policies, or relations of a government, a foreign country or a foreign political party.

IV - FINANCIAL INFORMATION

14. (a) RECEIPTS-MONIES

During this 6 month reporting period, have you received from any foreign principal named in Items 7, 8, and 9 of this statement, or from any other source, for or in the interests of any such foreign principal, any contributions, income or money either as compensation or otherwise? Yes No

If no, explain why.

If yes, set forth below in the required detail and separately for each foreign principal an account of such monies⁶

Date	From Whom	Purpose	Amount
<p>The province of Nova Scotia reimburses the Nova Scotia INFORMATION CENTRE for its general operational expenses. Please refer to attached sheets for a breakdown of expenditures and the bank statements for deposits.</p>			
			Total

(b) RECEIPTS - FUND RASING CAMPAIGN

During this 6 month reporting period, have you received, as part of a fund raising campaign⁷, any money on behalf of any foreign principal named in items 7, 8, and 9 of this statement? Yes No

If yes, have you filed an Exhibit D to your registration? Yes No

If yes, indicate the date the Exhibit D was filed. Date _____

(c) RECEIPTS-THINGS OF VALUE

During this 6 month reporting period, have you received any thing of value⁹ other than money from any foreign principal named in Items 7, 8, and 9 of this statement, or from any other source, for or in the interests of any such foreign principal? Yes No

If yes, furnish the following information:

Name of foreign principal	Date received	Description of thing of value	Purpose
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6, 7 A registrant is required to file an Exhibit D if he collects or receives contributions, loans, money, or other things of value for a foreign principal, as part of a fund raising campaign. (See Rule 201(e).) 8 An Exhibit D, for which no printed form is provided, sets forth an account of money collected or received as a result of a fund raising campaign and transmitted for a foreign principal. 9 Things of value include but are not limited to gifts, interest free loans, expense free travel, favored stock purchases, exclusive rights, favored treatment over competitors, "kickbacks," and the like.

15. (a) **DISBURSEMENTS-MONIES**

During this 6 month reporting period, have you

(1) disbursed or expended monies in connection with activity on behalf of any foreign principal named in Items 7, 8, and 9 of this statement? Yes No

(2) transmitted monies to any such foreign principal? Yes No

If no, explain in full detail why there were no disbursements made on behalf of any foreign principal.

If yes, set forth below in the required detail and separately for each foreign principal an account of such monies, including monies transmitted, if any, to each foreign principal.

Date	To Whom	Purpose	Amount
------	---------	---------	--------

This office maintains an operating account to pay for services and general supplies such as postage, printing and telephone. The Province of Nova Scotia reimburses the offices for such expenditures. Please find attached the monthly bank statements and petty cash statements for the months of December - June 2003.

Total

(b) **DISBURSEMENTS-THINGS OF VALUE**

During this 6 month reporting period, have you disposed of anything of value¹⁰ other than money in furtherance of or in connection with activities on behalf of any foreign principal named in Items 7, 8, and 9 of this statement?

Yes No

If yes, furnish the following information:

Date disposed	Name of person to whom given	On behalf of what foreign principal	Description of thing of value	Purpose
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N/A

(c) **DISBURSEMENTS-POLITICAL CONTRIBUTIONS**

During this 6 month reporting period, have you from your own funds and on your own behalf either directly or through any other person, made any contributions of money or other things of value¹¹ in connection with an election to any political office, or in connection with any primary election, convention, or caucus held to select candidates for political office?

Yes No

If yes, furnish the following information:

N/A

Date	Amount or thing of value	Name of political organization	Name of candidate
------	--------------------------	--------------------------------	-------------------

10, 11 Things of value include but are not limited to gifts, interest free loans, expense free travel, favored stock purchases, exclusive rights, favored treatment over competitors, "kickbacks" and the like.

V - INFORMATIONAL MATERIALS

16. During this 6 month reporting period, did you prepare, disseminate or cause to be disseminated any informational materials¹²?
Yes No

IF YES, RESPOND TO THE REMAINING ITEMS IN SECTION V.

17. Identify each such foreign principal.

SENT travel literature concerning Nova Scotia to interested parties.

18. During this 6 month reporting period, has any foreign principal established a budget or allocated a specified sum of money to finance your activities in preparing or disseminating informational materials? Yes No

If yes, identify each such foreign principal, specify amount, and indicate for what period of time.

Please find budget enclosed.

19. During this 6 month reporting period, did your activities in preparing, disseminating or causing the dissemination of informational materials include the use of any of the following:

- Radio or TV broadcasts
- Magazine or newspaper articles
- Motion picture films
- Letters or telegrams
- Advertising campaigns
- Press releases
- Pamphlets or other publications
- Lectures or speeches
- Other (specify) _____

20. During this 6 month reporting period, did you disseminate or cause to be disseminated informational materials among any of the following groups:

- Public Officials
- Newspapers
- Libraries
- Legislators
- Editors
- Educational institutions
- Government agencies
- Civic groups or associations
- Nationality groups
- Other (specify) *FULFILLED requests for travel information*

21. What language was used in the informational materials:

- English
- Other (specify) _____

22. Did you file with the Registration Unit, U.S. Department of Justice a copy of each item of such informational materials disseminated or caused to be disseminated during this 6 month reporting period? Yes No

23. Did you label each item of such informational materials with the statement required by Section 4(b) of the Act? Yes No

I have enclosed 2003 Nova Scotia travel guide.

12 The term informational materials includes any oral, visual, graphic, written, or pictorial information or matter of any kind, including that published by means of advertising, books, periodicals, newspapers, lectures, broadcasts, motion pictures, or any means or instrumentality of interstate or foreign commerce or otherwise. Informational materials disseminated by an agent of a foreign principal as part of an activity in itself exempt from registration, or an activity which by itself would not require registration, need not be filed pursuant to Section 4(b) of the Act.

VI-EXECUTION

In accordance with 28 U.S.C. § 1746, the undersigned swear(s) or affirm(s) under penalty of perjury that he/she has (they have) read the information set forth in this registration statement and the attached exhibits and that he/she is (they are) familiar with the contents thereof and that such contents are in their entirety true and accurate to the best of his/her (their) knowledge and belief, except that the undersigned make(s) no representation as to truth or accuracy of the information contained in the attached Short Form Registration Statement(s), if any, insofar as such information is not within his/her (their) personal knowledge.

(Date of signature)

(Type or print name under each signature¹³)

7/04/03

Sadie Thomas Frye

SADIE THOMAS - FRYE

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13 This statement shall be signed by the individual agent, if the registrant is an individual, or by a majority of those partners, officers, directors or persons performing similar functions, if the registrant is an organization, except that the organization can, by power of attorney, authorize one or more individuals to execute this statement on its behalf.

UNITED STATES DEPARTMENT OF JUSTICE
FARA REGISTRATION UNIT
CRIMINAL DIVISION
WASHINGTON, D.C. 20530

NOTICE

Please answer the following questions and return this sheet in triplicate with your Supplemental Statement:

1. Is your answer to Item 16 of Section V (Informational Materials - page 8 of Form CRM-154, formerly Form OBD-64-Supplemental Statement):

YES _____ or NO _____

(If your answer to question 1 is "yes" do not answer question 2 of this form.)

2. Do you disseminate any material in connection with your registration:

YES _____ or NO _____

(If your answer to question 2 is "yes" please forward for our review copies of all material including: films, film catalogs, posters, brochures, press releases, etc. which you have disseminated during the past six months.)

Sadie Thomas-Frye
Signature

7/10/03
Date

SADIE THOMAS-FRYE
Please type or print name of
signatory on the line above

Manager/Supervisor
Title

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**Nova Scotia Visitor Information Centre
468 Commercial Street
Portland, ME 04101**

July 3, 2003

United States Department of Justice
Criminal Division
Foreign Agents Registration Unit
P.O. Box 27800
Washington, D.C. 20038

Registration: #3078

To Whom It May Concern,

The following contains responses for the supplemental statements of the Foreign Agents Registration for the December 18, 2002 - June 18, 2003 period. I am also enclosing copies of our tourist literature that we distribute free of charge to the travel public.

This office in Portland, Maine operates for the purpose of promoting Nova Scotia as a tourist destination. As a branch office of the Nova Scotia Department of Tourism & Culture, the Province of Nova Scotia provides funds for my travel and the general operation of the office.

Supplemental Statement

Item 11

This office represented the Nova Scotia Department of Tourism & Culture at the following travel shows:

March 26-28	AAA So. New England/Worcester, MA Registration fee \$500 Travel Costs \$500.52
April 1-2	Pennsylvania Bus Association/York, PA Registration fee \$400 Travel Costs \$511.38
May 20	GLAMER/travel group leaders/West Springfield, MA

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Registration fee \$200 Travel Costs \$346.00

The Nova Scotia Department of Tourism & Culture pays the registration fees for travel events that I attend. I incur the travel costs and I am reimbursed after travel is completed. These events allow this office to promote Nova Scotia as a travel destination to the general public, travel agents, AAA counsellors and tour operators. I distribute Nova Scotia travel literature at these events and at our information centre in Portland. As mentioned, please find samples enclosed.

14(a)

The budget for this fiscal year of 2003/04 is stated below in Canadian funds. Please note it is the same as last year's budget.

Salaries & Benefits: \$116,200

Travel \$2,400

Supplies & Services \$20,070
(office expenses, postage, printing, stationary, freight, telecommunications, equipment repairs and maintenance contracts)

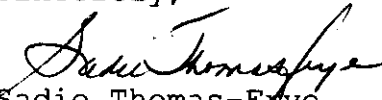
Other: \$10,100
(memberships, dues, subscriptions and all other expenditures)

Less salary recoveries: \$9700

Total: \$148,700CDN

For the period of December 18, 2002 to June 18, 2003, the Nova Scotia Department of Finance reimbursed this office in the amount of \$10,334.23 for purchases made directly from our operating account.

Sincerely,


Sadie Thomas-Frye
Manager/Supervisor

Enclosures

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BUDGET FORECAST TURNAROUND
2002-2003

PORTLAND VISITOR INFORMATION CENTRE

	Authority	Forecast
14100 Contract Employee	53,000	53,000
15100 Casual Employees	24,000	24,000
16100 Term Appointments	0	0
21100 Overtime	0	0
26100 Other Earnings	29300	29300
27100 Fringe Benefits	6500	6500
27400 PSSP Contributions	3100	3100
Salaries & Benefits Total	116200	116200
6300 Travel/inprovince	2400	2400
5100 Professional Service	0	0
6110 Support Service	9700	9700
761200 Misc. Office Expense	1200	1200
761300 Printing/Stationary	2000	2000
761400 Postage	8300	8300
761600 Freight,Duty	1000	1000
784100 Telecommunications	6870	6870
786100 Equipment Repairs	700	700
Supplies & Services Total	20070	20070
817100 Membership Dues	400	400
818100 Subscriptions	0	0
819100 Other	9700	9700
Other Totals	10100	10100
995100 Salary Recovery	-9700	-9700
Cost Centre Total	148700	148700

Canadian Funds

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KeyBank
 P.O. Box 22114
 Albany, NY 12201-2114

Business Banking Statement
December 31, 2002
 page 1 of 1

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NOVA SCOTIA INFORMATION CENTER
OPERATING ACCOUNT
468 COMMERCIAL ST
PORTLAND ME 04101-4637

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Beginning balance 11-30-02	\$8,460.15
15 Subtractions	-1,685.03
Net fees and charges	-5.31
Ending balance 12-31-02	\$6,769.81

Reg bal. 6,901.02

Subtractions

Checks * check missing from sequence

5472	12-3	\$269.64	5480	12-9	28.98	5486	12-16	43.25
*5474	12-11	130.00	5481	12-12	38.45	5487	12-20	188.85
*5476	12-9	24.98	5482	12-19	31.81	5488	12-26	35.34
5477	12-2	110.73	5483	12-12	131.21	Total checks paid		\$1,685.03
5478	12-2	423.35	5484	12-13	35.00			
5479	12-3	170.00	5485	12-12	23.44			

Fees and charges

Date	Description	Quantity	Unit charge	Total
12-31-02	Maintenance Service Charge	1	8.00	\$8.00
12-31-02	FDIC Charge	1	.06	-.06
12-31-02	Checks/Withdrawals Paid Charge	15	.18	-2.70
12-31-02	Earnings Credit	1	5.45	\$5.45
Fees and charges assessed this period				\$5.31

Some or all of your monthly maintenance and service charges may be offset by an Earnings Credit Allowance that is calculated based on your investable balance. To determine the Earnings Credit Rate that was used to calculate your Earnings Credit Allowance for this statement cycle, please call the number listed on the summary page of your statement.

REGISTRATION UNIT
 2003 JUL 11 PM 1:06
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Statement of Petty Cash Expenditures P1

Document #		Reference Doc. #		Sample Doc. #	
Department Tourism & Culture			Division Tourism		
Cheque Payable to: (Name and Mailing address) Kay Bank of Maine C/O Sadie Thomas-Frye 468 Commercial Street, Portland, Maine 04101			Vendor Account Suppcode 50000087		Date 12/31/02
All Expenditures Must Be Supported By Receipts In Order Of Listing			PETTY CASH FUND: Expenditures on this Statement \$ 1,690.34 Cash on Hand \$ 6,901.02 Approved Fund Level		

DETAILS OF EXPENDITURES

Date	To Whom Paid And Item Description	Dept Use	Order	Distribution Cost Center	GLAcct	Amount
11/22/02	Scotia Prince Cruises/postage & high speed internet connection	5472			7614 7841	\$199.64 \$ 70.00
11/27/02	Greater Portland CofC/membership	5475			8171	\$ 130.00
11/27/02	DHL/courier to Halifax	5476			7616	\$ 24.98
11/27/02	AT & T Wireless/cell phone service	5477			7841	\$ 110.73
11/27/02	Verizon/2 mos. Line service	5478			7841	\$ 423.35
12/02/02	US Postmaster/box rental fee	5479			7614	\$ 170.00
12/09/02	Petty Cash/Xmas stationary	5480			7613	\$ 28.98
12/09/02	New England Business/Jan dues	5481			8191	\$ 38.45
12/09/02	DHL/courier	5482			7616	\$ 31.81
12/09/02	Scotia Prince Cruises/Nov postage internet service	5483			7614 7841	\$ 61.21 \$ 70.00
12/10/02	Portland Firefighters/directory ad	5484			8191	\$ 25.00
12/11/02	Borders/Xmas cards	5485			7613	\$ 23.44
Total Expenditures						\$ 1,417.59

Authorization and Approval

I certify that the above expenditures were incurred on Government Business

Custodian *Sadie Frye* Date 01/16/02

The above expenditures were authorized by me.

Signed _____ Date _____

Position _____ Date _____

Additions and extensions certified correct

Initialed _____ Date _____

Summary of Expenditure

Order	Distribution Cost Centre	GL Acct	Amount

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 REGISTRATION UNIT



Statement of Petty Cash Expenditures P1

Document #		Reference Doc. #		Sample Doc. #		
Department Tourism & Culture			Division Tourism			
Cheque Payable to: (Name and Mailing address) Kay Bank of Maine C/O Sadie Thomas-Frye 468 Commercial Street, Portland, Maine 04101			Vendor Account		Date 01/31/03	
			Suppcode 50000087			
All Expenditures Must Be Supported By Receipts In Order Of Listing			PETTY CASH FUND:			
			Expenditures on this Statement		\$ 681.77	
			Cash on Hand		\$ 5,621.86	
			Approved Fund Level			
DETAILS OF EXPENDITURES						
Date	To Whom Paid And Item Description	Dept Use	Order	Distribution Cost Center	GLAcct	Amount
12/17/02	Convention & Visitor Bureau/annual dues	5489			817100	\$ 310.00
01/13/03	New England Business Association/monthly insurance	5491			761200	\$ 38.45
01/24/03	Staples/modem card,files, inkjet	5494			761200	\$ 140.66
	(Please note that the modem card was returned to store,next statement will show					
01/27/03	Scotia Prince Cruises/Dec postage and high speed internet charge	5499			671400	\$ 118.83
					784100	\$ 70.00
01/31/03	Bank charge				794100	\$ 3.83
Total Expenditures						\$ 681.77

Authorization and Approval	
I certify that the above expenditures were incurred on Government Business	
Custodian <u>Sadie Frye</u>	Date <u>02/20/03</u>
The above expenditures were authorized by me.	
Signed _____	Date _____
Position _____	Date _____

Summary of Expenditure			
Order	Distribution Cost Centre	GL Acct	Amount

Additions and extensions certified correct
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KeyBank
P.O. Box 22114
Albany, NY 12201-2114

Business Banking Statement
January 31, 2003
page 1 of 2

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PORTLAND ME 04101-4637

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KeyNotes

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2003 JUL 11 PM 1:07
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Key Business Checking 28028611
NOVA SCOTIA INFORMATION CENTER
OPERATING ACCOUNT

Beginning balance 12-31-02	\$6,769.81
4 Subtractions	-677.94
Net fees and charges	-3.83
Ending balance 1-31-03	\$6,088.04

681.77

Subtractions

Checks * check missing from sequence

5489	1-7	CVB	\$310.00	*5494	1-28	Staples	140.66	Total checks paid	\$677.94
*5491	1-21	NEBA	38.45	5495	1-28	SPC	188.83		

Fees and charges

Date	Description	Quantity	Unit charge	Total
1-31-03	Maintenance Service Charge	1	8.00	-\$8.00
1-31-03	FDIC Charge	1	.05	-.05
1-31-03	Checks/Withdrawals Paid Charge	4	.18	-.72
1-31-03	Earnings Credit	1	4.94	+4.94
Fees and charges assessed this period				-\$3.83





Statement of Petty Cash Expenditures P2

Justice report

Document #		Reference Doc. #		Sample Doc. #		
Department	Tourism & Culture		Division	Tourism		
Cheque Payable to: (Name and Mailing address)			Vendor Account		Date	
Kay Bank of Maine C/O Sadie Thomas-Frye 468 Commercial Street, Portland, Maine 04101					02/28/03	
			Suppcode		50000087	
All Expenditures Must Be Supported By Receipts In Order Of Listing			PETTY CASH FUND:			
			Expenditures on this Statement		\$537.43**	
			Cash on Hand		\$ 5,630.41	
			Approved Fund Level			
DETAILS OF EXPENDITURES						
Date	To Whom Paid And Item Description	Dept Use	Order	Distribution Cost Center	GLAcct	Amount
01/13/03	Great Works Internet/dial up modem	5492			784100	\$ 9.95
01/13/03	DHL Worldwide Express/courier	5493			761600	\$ 151.23
01/27/03	Great Works Internet/dial up service	5496			784100	\$ 9.95
01/31/03	Verizon/phone lines	5497			784100	\$ 144.90
01/31/03	AT & T/calling charges	5500			7841	\$ 75.75
02/03/03	Petty Cash/rug for office	5501			761200	\$ 36.76
02/03/03	Warren's Office Supply/calendar,organization	5502			761300	\$ 18.93
02/03/03	DHL Courier/courier	5503			761600	\$ 63.01
02/07/03	Petty Cash/mop	5504			763700	\$ 20.99
02/07/03	Deposit/return of modem card				782100	\$ (79.80)
02/28/03	Bank charge				794100	\$ 5.96
Total Expenditures						\$451.67***

Authorization and Approval

I certify that the above expenditures were incurred on Government Business

Custodian *S. Frye* Date 3/11/03

The above expenditures were authorized by me.

Signed _____ Date _____

Position _____ Date _____

Additions and extensions certified correct

Initialed _____ Date _____

Summary of Expenditure

Order	Distribution Cost Centre	GL Acct	Amount
Summary Total			



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P.O. Box 22114
Albany, NY 12201-2114

Business Banking Statement
February 28, 2003
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OPERATING ACCOUNT
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Questions or comments?
Call our Key Business Resource Center
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Beginning balance 1-31-03	\$6,088.04
1 Addition	+ 79.80
9 Subtractions	-531.47
Net fees and charges	-5.96
Ending balance 2-28-03	\$5,630.41

\$ 537.43

Additions	Deposits	Date	Serial #	Source	
		2-7		Customer Deposit	\$79.80
				Total additions	\$79.80

537.43

Subtractions

Checks * check missing from sequence

5492	2-4	\$9.95	* 5500	2-7	75.75	5504	2-7	20.99
5493	2-7	151.23	5501	2-7	36.76	Total checks paid		\$531.47
*5496	2-4	9.95	5502	2-7	18.93			
5497	2-4	144.90	5503	2-12	63.01			

457.63

Fees and charges

Date	Description	Quantity	Unit charge	
2-28-03	Maintenance Service Charge	1	8.00	-\$8.00
2-28-03	FDIC Charge	1	.04	-.04
2-28-03	Checks/Withdrawals Paid Charge	9	.18	-1.62
2-28-03	Charge For Deposits Made	1	.25	-.25
2-28-03	Earnings Credit	1	3.95	+3.95
Fees and charges assessed this period				-\$5.96





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Business Banking Statement
March 31, 2003
page 1 of 2

28028611

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Beginning balance 2-28-03	\$1,630.41
1 Addition	+ 1,690.34
14 Subtractions	- 4,089.89
Net fees and charges	- 7.88
Ending balance 3-31-03	\$3,222.98

Additions	Deposits	Date	Serial #	Source	
		3-17		Customer Deposit	\$1,690.34
				<i>pretty cash presentation</i>	
				Total additions	\$1,690.34

Subtractions

Checks * check missing from sequence

5490	3-4	\$305.00	5508	3-5	150.00	*5512	3-20	141.98
*5498	3-10	51.52	5509	3-10	33.50	5513	3-11	38.45
*5505	3-4	50.67	5510	3-6	248.41	5514	3-14	1,000.00
5506	3-5	38.45	5511	3-5	475.00	5515	3-20	1,500.00
5507	3-4	6.45	5512	3-12	50.46	Total checks paid		\$4,089.89

#5499 VOID

Fees and charges	Date	Description	Quantity	Unit charge	
	3-31-03	Maintenance Service Charge	1	8.00	-\$8.00
	3-31-03	FDIC Charge	1	.03	-.03
	3-31-03	Checks/Withdrawals Paid Charge	14	.18	-2.52
	3-31-03	Charge For Deposits Made	1	.25	-.25
	3-31-03	Foreign Deposited Items Charge	1	.09	-.09
	3-31-03	Earnings Credit	1	3.01	+3.01

Fees and charges assessed this period **-\$7.88**

5516 400





Statement of Petty Cash Expenditures *P.2.*

Document #		Reference Doc. #		Sample Doc. #		
Department Tourism & Culture			Division Tourism			
Cheque Payable to: (Name and Mailing address) Kay Bank of Maine C/O Sadie Thomas-Frye 468 Commercial Street, Portland, Maine 04101			Vendor Account Suppcode 50000087		Date 3/31/03	
All Expenditures Must Be Supported By Receipts In Order Of Listing			PETTY CASH FUND: Expenditures on this Statement \$ 4,097.77 Cash on Hand \$ 2,822.98 Approved Fund Level			
DETAILS OF EXPENDITURES						
Date	To Whom Paid And Item Description	Dept Use	Order	Distribution Cost Center	GLAcct	Amount
3/13/03	US Postmaster/business reply account	5514			761400	\$ 1,000.00
3/19/03	US Postmaster/replentish postal account	5515			761400	\$ 1,500.00
3/31/03	Bank charges				794100	\$ 7.88
Total Expenditures						\$ 2,500.00

Authorization and Approval

I certify that the above expenditures were incurred on Government Business

Custodian *Sadie Frye* Date 04/8/03

The above expenditures were authorized by me.

Signed _____ Date _____

Position _____ Date _____

Additions and extensions certified correct

Initialed _____ Date _____

Summary of Expenditure

Order	Distribution Cost Centre	GL Acct	Amount
Summary Total			\$0.00



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KeyNotes

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Beginning balance 3-31-03	\$3,222.98
10 Subtractions	-1,321.13
Net fees and charges	-7.94
Ending balance 4-30-03	\$1,893.91

171730

Subtractions

Checks * check missing from sequence

5516	4-4	\$400.00 ✓	5522	4-22	243.43 ✓	5526	4-24	46.86 ✓
*5519	4-21	106.61 ✓	5523	4-14	19.90 ✓	5527	4-22	203.22 ✓
5520	4-22	196.99 ✓	5524	4-11	49.95 ✓	Total checks paid		\$1,321.13
5521	4-17	33.50 ✓	5525	4-17	20.67 ✓			





Statement of Petty Cash Expenditures P.1

Document #	Reference Doc. #	Sample Doc. #	
Department Tourism & Culture		Division Tourism	
Check payable to: (Name and Mailing address) Kay East of Maine C/O Sadie Thomas-Frye 468 Commercial Street, Portland, Maine 04101		Vendor Account	Date 4/30/03
		Suppcode 50000087	
All Expenditures Must Be Supported By Receipts In Order Of Listing		PETTY CASH FUND: Expenditures on this Statement \$ 1,329.06 Cash on Hand \$ 1,717.30 Approved Fund Level	
DETAILS OF EXPENDITURES			
Date	To Whom Paid And Item Description	Dept Use	Order Distribution Cost Center GLAcct Amount
3/26/03	US Postmaster/business reply account - accounting fee	5516	
4/09/03	DHL Courier/shipments of BRC's	5519	761600 \$ 106.61
4/09/03	Scotia Prince/March postage	5520	761400 \$ 126.99
	high speed internet connection	5520	748100 \$ 70.00
4/08/03	AT & T Wireless/office cell phone	5521	784100 \$ 33.50
4/09/03	Scotia Prince Cruises/Feb. Postage	5522	761400 \$ 173.43
	high speed internet connection	5522	784100 \$ 70.00
4/09/03	Great Works Internet/dial up	5523	784100 \$ 19.90
4/09/03	Portland Newspapers/subscription	5524	818100 \$ 49.94
4/17/03	Petty Cash/stand,garbage bags	5525	763200 \$ 20.67
4/17/03	At & T Wireless/cell and charges	5526	784100 \$ 46.86
4/17/03	Verizon/phone lines	5527	784100 \$ 203.22
4/30/03	Bank charges		794100 \$ 7.94
			Total Expenditures \$1,329.06

Authorization and Approval	
I certify that the above expenditures were incurred on Government Business	
Custodian <u>Sadie Frye</u>	Date <u>6/9/03</u>
The above expenditures were authorized by me.	
Signed _____	Date _____
Position _____	Date _____
Additions and extensions certified correct	
Initialed _____	Date _____

Summary of Expenditure			
Order	Distribution Cost Centre	GL Acct	Amount
Summary Total			\$0.00



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Business Banking Statement
May 31, 2003
page 1 of 2

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Beginning balance 4-30-03	\$1,893.91
2 Additions	+ 7,732.61
12 Subtractions	-1,467.27
Net fees and charges	-7.77
Ending balance 5-31-03	\$8,151.48

Additions	Deposits	Date	Serial #	Source	
		5-8		Customer Deposit	\$3,634.84
		5-28		Customer Deposit	4,097.77
				Total additions	\$7,732.61

Subtractions

Checks * check missing from sequence

5517 ✓	5-8	\$38.45	5533 ✓	5-8	41.72	5539 ✓	5-20	210.14
*5528 ✓	5-1	250.00	5534 ✓	5-19	130.00	*5541 ✓	5-28	15.09
5529 ✓	5-6	104.31	5535 ✓	5-20	38.45	Total checks paid		\$1,467.27
*5531 ✓	5-9	256.98	5536 ✓	5-16	170.00			
5532 ✓	5-13	11.90	*5538 ✓	5-21	200.23			

Fees and charges

Date	Description	Quantity	Unit charge	
5-30-03	Maintenance Service Charge	1	8.00	-\$8.00
5-30-03	FDIC Charge	1	.04	-.04
5-30-03	Checks/Withdrawals Paid Charge	12	.18	-2.16
5-30-03	Charge For Deposits Made	2	.25	-.50
5-30-03	Foreign Deposited Items Charge	2	.09	-.18
5-30-03	Earnings Credit	1	3.11	+3.11

Fees and charges assessed this period - \$7.77

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Statement of Petty Cash Expenditures P.1

Document #		Reference Doc. #		Sample Doc. #		
Department	Tourism & Culture		Division	Tourism		
Cheque Payable to: (Name and Mailing address)			Vendor Account		Date	
Kay Bank of Maine C/O Sadie Thomas-Fry 468 Commercial Street, Portland, Maine 04101			550108 Suppcode 5000087		3/31/03	
All Expenditures Must Be Supported By Receipts In Order Of Listing			PETTY CASH FUND:			
			Expenditures on this Statement		\$ 1,908.27	
			Cash on Hand		\$ 7,908.32	
			Approved Fund Level			
DETAILS OF EXPENDITURES						
Date	To Whom Paid And Item Description	Dept Use	Order	Distribution Cost Center	GLAcct	Amount
4/09/03	New England Business Association May dental coverage	5517			817100	\$ 38.45
4/29/03	Randall Scott/accommodations for Laura Sheppard	5528			631200	\$ 250.00
5/01/03	Walmart/vacuum,cleaning supplies	5529			763700	\$ 104.31
5/02/03	DHL Worldwide Express/courier shipments of BRC's	5531			761600	\$ 256.98
5/05/03	Moonlight Cleaners/cleaning of staff vests and shirts	5532			792300	\$ 11.90
5/08/03	Petty Cash/ supplies per receipt	5533			773200	\$ 41.72
5/16/03	Greater Portland Chamber of Commerce/semi annual dues	5534			817100	\$ 130.00
5/16/03	New England Business Association June dues	5535			817100	\$ 38.45
5/16/03	US Postmaster/box rental fee	5536			761400	\$ 170.00
Total Expenditures						\$ 1,041.73

Authorization and Approval	
I certify that the above expenditures were incurred on Government Business	
Custodian <u><i>Sadie Frye</i></u>	Date <u>6/10/03</u>
The above expenditures were authorized by me.	
Signed _____	Date _____
Position _____	Date _____
Additions and extensions certified correct	
Initialed _____	Date _____

Summary of Expenditure			
Order	Distribution Cost Centre	GL Acct	Amount
Summary Total			\$0.00

