U.S. Department of Justice
Washington, DC 20530

Supplemental Statement
Pursuant to Section 2 of the Foreign Agents Registration Act of 1938, as amended

OMB NO. 1105-0002

For Six Month Period Ending DEC 18 2002
(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 St
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.

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

3. If you have previously filed Exhibit C[1], 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.

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 principal[2] 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 principals[2] 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 A[3] Yes ☐ No ☐
Exhibit B[4] Yes ☐ No ☐

N/A

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 fourth 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 separate letter detailing activities.

12. During this 6 month reporting period, have you on behalf of any foreign principal engaged in political activity[5] as defined below? Yes ☐ No ☒

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.

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

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 monies[6]

Date	From Whom	Purpose	Amount
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.			

$14,968.91 US
Total

(b) **RECEIPTS - FUND RASING CAMPAIGN**

During this 6 month reporting period, have you received, as part of a fund raising campaign[7], 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 value[9] 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

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 office for such expenditures. Please find attached the monthly bank statements and petty cash statements for the months of July 2002 - November 2002.

Total

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

During this 6 month reporting period, have you disposed of anything of value[10] 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

(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 value[11] 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:

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 materials[12]?
Yes ☑ No ☐

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

17. Identify each such foreign principal.

Sent travel literature via United States Postal Service and United Parcel Service on behalf of the Province of Nova Scotia

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 attached to this report.

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) Responded to general public enquiries for tourist 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 ☐

Nova Scotia travel guide was filed with in July 2002 with report.

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 signature[13])
January 14 2003	Sadie Thomas Frye
	SADIE THOMAS-FRYE

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2003 JAN 24 AM 8:26

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

01/14/03
Date

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

SUPERVISOR
Title

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Nova Scotia Department of Tourism & Culture

Nova Scotia Information Office
468 Commercial Street
Portland, ME 04101

The following contains responses for the supplemental statements of the Foreign Agents Registration for the June 18, 2002 to December 18, 2002 period. I have not enclosed copies of our tourist literature that we distribute free of charge, as this material was included in the last Foreign Agents Registration in July 2002.

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:

	Travel Show/Sponsor	Travel costs	Registration Fee
Aug.22/02	Landmark Cruises & Tours W. Springfield, MA	289.00	50.00
Oct. 27/02	ConwayTours Pawtucket, Rhode Island	140.00	400.00
Nov. 6-15/02	National Tour Association Los Angeles, CA	1555.00	1000.00
Dec. 5/02	Nova Scotia Christmas Reception	722.00	
Totals		$2706.00	$1450.00

Nova Scotia Department of Tourism & Culture pays the registration fees for travel events in the United States. As manager/Supervisor, I incur the travel costs and am reimbursed after travel is completed. These events allow this office to promote Nova Scotia as a travel destination to the general public and to travel trade parties such as tour operators and travel agents. I distribute Nova Scotia travel literature at these travel industry functions. Samples were enclosed with this the previous registration completed in July 2002.

14(a)

The budget for the fiscal year 2002/2003 is stated below, funds are in Canadian dollars.

Salaries & Benefits: $116,200

Travel: $ 2,400

Professional/Special Services $0

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

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

Less Salary recoveries $9700

Total: $148,700 CDN.

For the period of December 18, 2001 to June 18, 2002, the Nova Scotia Department of Finance reimbursed this office in the amount of $14,968.91 U.S. for purchases and services.

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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
July 31, 2002

Justice Report

28028611

20 B 0153 00020 R EM B1
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OPERATING ACCOUNT
468 COMMERCIAL ST
PORTLAND ME 04101-4637

Questions or comments?
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Access your available accounts, transfer funds and view your transactions right from your PC.

KeyNotes

Your account was overdrawn this period. Enjoy the peace of mind that overdraft protection offers by calling 1-888-KEY4BIZ, Key Business Resource Center for more information on all of KeyBank's overdraft protection services.

KeyBank offers an Account Analysis service which provides a method of pooling multiple business checking account balances to offset services fees and charges. To learn more about our Account Analysis service please call the Key Business Resource Center at 1-888-KEY4BIZ.

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2003 JAN 24 AM 8:26

Key Business Checking 28028611
NOVA SCOTIA INFORMATION CENTER
OPERATING ACCOUNT

Beginning balance 6-30-02	$3,034.12
2 Additions	+6,755.38
21 Subtractions	-6,848.67
Net fees and charges	-103.25
Ending balance 7-31-02	**$2,837.58**

Additions

Deposits	*Date*	*Serial #*	*Source*	
	7-15		Customer Deposit	$3,427.69
	7-30		Customer Deposit	3,327.69
			Total additions	**$6,755.38**

28028611

Subtractions

Checks

** check missing from sequence*

5407	7-15	$48.00	5415	7-1	9.95	5424	7-23	202.52
5409	7-1	7.45	5416	7-3	33.87	5425	7-19	37.95
5410	7-11	68.15	5417	7-5	262.44	5426	7-22	229.78
5411	7-1	40.16	*5419	7-3	52.75	5427	7-24	229.78
5412	7-2	127.95	5420	7-3	78.09	5428	7-18	70.00
5413	7-3	58.80	*5422	7-23	510.68	5429	7-18	1,200.46
5414	7-2	215.50	5423	7-22	36.70	**Total checks paid**		**$3,520.98**

Withdrawals	*Date*	*Serial #*	*Location*	
	7-19		Chargeback	$3,327.69
			Total subtractions	**$6,848.67**

Fees and charges

Date		*Quantity*	*Unit charge*	
7-23-02	Overdraft Item Charge	1	27.00	-$27.00
7-24-02	Overdraft Item Charge	1	27.00	-27.00
7-29-02	Recurring Overdraft Service Charge	1	27.50	-27.50
7-31-02	Chargeback Fee	1	10.00	-10.00
7-31-02	Maintenance Service Charge	1	8.00	-8.00
7-31-02	FDIC Charge	1	.02	-.02
7-31-02	Checks/Withdrawals Paid Charge	20	.18	-3.60
7-31-02	Charge For Deposits Made	2	.25	-.50
7-31-02	Foreign Deposited Items Charge	2	.09	-.18
7-31-02	Uncollected Funds Charge	1	.71	-.71
7-31-02	Earnings Credit	1	1.26	+1.26
	Fees and charges assessed this period			**-$103.25**

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.

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

Business Banking Statement
August 31, 2002

28028611

Justice Report

12 B 0153 **00012** R EM B1
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PORTLAND ME 04101-4637

305.00 ✓
412.30
113.94

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Access your available accounts, transfer funds and view your transactions right from your PC.

Key Business Checking 28028611

NOVA SCOTIA INFORMATION CENTER
OPERATING ACCOUNT

Beginning balance 7-31-02		$2,837.58
2 Additions		+5,634.70
12 Subtractions	2130.64 ✓	-2,124.04
Net fees and charges		-6.60
Ending balance 8-31-02		**$6,341.64**

Additions

Deposits	*Date*	*Serial #*	*Source*		
	8-6		Customer Deposit	petty cash reimburs't	$3,103.55
	8-20		Customer Deposit	P.C. Reimbursement	2,531.15
			Total additions		**$5,634.70**

Subtractions

Checks * *check missing from sequence*

5405	8-12	$113.94	5434	8-21	94.05	5439	8-26	25.00
*5421	8-9	305.00	5435	8-19	9.95	5440	8-28	1,411.43
*5431	8-6	3.54	5436	8-16	37.95	**Total checks paid**		**$2,124.04**
5432	8-9	73.00	5437	8-14	16.69			
5433	8-21	26.60	5438	8-15	6.89			

Fees and charges

Date		*Quantity*	*Unit charge*	
8-30-02	Maintenance Service Charge	1	8.00	-$8.00
8-30-02	FDIC Charge	1	.05	-.05
8-30-02	Checks/Withdrawals Paid Charge	12	.18	-2.16
8-30-02	Charge For Deposits Made	2	.25	-.50
8-30-02	Foreign Deposited Items Charge	2	.09	-.18
8-30-02	Earnings Credit	1	4.29	+4.29
	Fees and charges assessed this period			**-$6.60**

CRM/ REGISTRATION UNIT

2003 JAN 24 AM 8:27

Statement of Petty Cash Expenditures

Document #		Reference Doc. #		Sample Doc. #	
Department	Tourism & Culture		Division	Tourism	
Cheque Payable to: (Name and Mailing address) Gay Bank of Maine C/O Sadie Thomas-Frye 468 Commercial Street, Portland, Maine 04101			Vendor Account Suppcode 50000087		Date August 31, 2002
All Expenditures Must Be Supported By Receipts In Order Of Listing			PETTY CASH FUND: Expenditures on this Statement Cash on Hand Approved Fund Level		$ 2,130.64 6341. 64

DETAILS OF EXPENDITURES

Date	To Whom Paid And Item Description	Dept Use	Distribution Order	Cost Center	GLAcct	Amount
8 /02	Staples/inkjet cartridges,gen.supplies	5405			7613	$ 113.94
8/5/02	Paul Nedimovich/office keys	5431			8191	$ 3.54
8/07/02	Scotia Prince /fam rate L.Sheppard	5432			4312	$ 73.00
	have not yet received #5427					
8/13/02	DHL Worldwide Express/courier	5433			7616	$ 26.60
8/13/02	DHL/courier BRC's	5434		550107	7616	$ 94.05
8/13/02	Great Works Internet/dial up service	5435			7841	$ 9.95
8/13/02	New England Bus. Associ./dental	5436			8191	$ 37.95
8/30/02	Bank Charges				8191	$ 6.60
8/13/02	Petty Cash/tote, misc office	5437			8191	$ 16.69
8/14/02	Petty Cash/reimburse laminate signs	5438			7613	$ 6.89
8/19/02	Smart Tech/computer class	5439			8191	$ 25.00
8/28/02	Scotia Prince Cruises/July postage	5440		550107	7614	$ 1,239.18
	cheque amount $1411.43				7614	$ 172.25
				Total Expenditures		$ 1,825.64

Authorization and Approval

I certify that the above expenditures were incurred on Government Business

Custodian _____ Date 9/24/02

The above expenditures were authorized by me.

Signed _____ Date _____

Position _____ Date _____

Summary of Expenditure

Order	Distribution Cost Centre	GL Acct	Amount

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2003 JAN 24 AM 8:27

NOVA SCOTIA

Statement of Petty Cash Expenditures P2

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 August 31, 2002
All Expenditures Must Be Supported By Receipts In Order Of Listing			PETTY CASH FUND: Expenditures on this Statement Cash on Hand Approved Fund Level		 $ 2,130.64 $ 6,341.64

DETAILS OF EXPENDITURES

Date	To Whom Paid And Item Description	Dept Use	Distribution Order	Cost Center	GLAcct	Amount
7/17/02	FARA Registration Unit/foreign					
	agents fee	5421			8191	$ 305.00
				Total Expenditures		$ 305.00

Authorization and Approval

I certify that the above expenditures were incurred on Government Business

Custodian Sadfye Date 9/24/02

The above expenditures were authorized by me.

Signed _____ Date _____

Position _____ Date _____

Additions and extensions certified correct

Initialed _____ Date _____

Summary of Expenditure

Distribution Order	Cost Centre	GL Acct	Amount
		Summary Total	

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

Justice Report
28028611

18 B 0153 00018 R EM B1
NOVA SCOTIA INFORMATION CENTER
OPERATING ACCOUNT
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Questions or comments?
Call our Key Business Resource Center
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Access your available accounts, transfer funds and view your transactions right from your PC.

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NOVA SCOTIA INFORMATION CENTER
OPERATING ACCOUNT

Beginning balance 8-31-02	$6,341.64
18 Subtractions	-2,126.52
Net fees and charges	-7.59
Ending balance 9-30-02	**$4,207.53**
	− 37.95
	4169 58

Subtractions

Checks * *check missing from sequence*

5449 Void

5441	9-4	$52.49	*5450	9-6	15.15	5457	9-27	28.11
5442	9-3	922.32	5451	9-9	23.25	5458	9-19	48.00
5443	9-4	15.04	5452	9-16	46.39	5459	9-24	45.00
*5445	9-9	9.95	5453	9-25	4.20	5460	9-27	207.01
5446	9-9	45.11	5454	9-23	29.95	**Total checks paid**		**$2,126.52**
5447	9-10	201.13	5455	9-24	33.38			
5448	9-16	90.37	5456	9-24	309.67			

11. 444 $ 37.95

Fees and charges

Date		*Quantity*	*Unit charge*	
9-30-02	Maintenance Service Charge	1	8.00	-$8.00
9-30-02	FDIC Charge	1	.04	-.04
9-30-02	Checks/Withdrawals Paid Charge	18	.18	-3.24
9-30-02	Earnings Credit	1	3.69	+3.69
	Fees and charges assessed this period			**-$7.59**

NOVA SCOTIA

Statement of Petty Cash Expenditures

Document #		Reference Doc. #		Sample Doc. #	
Department	Economic Development & Tourism		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	Suppcode 50000087	September 30/02
All Expenditures Must Be Supported By Receipts In Order Of Listing	PETTY CASH FUND:	
	Expenditures on this Statement	$ 2,134.11
	Cash on Hand	$ 4,169.58
	Approved Fund Level	

2003 JAN 24 AM 8:27
BRM/ISS
REGISTRATION UNIT

DETAILS OF EXPENDITURES

Date	To Whom Paid And Item Description	Dept Use	Distribution Order	Cost Center	GLAcct	Amount
9/4/02	AT&T Wireless/Jul-Aug cell plan	5446			7841	$ 45.11
9/16/02	AT&T Wireless/Aug-Sep plan	5455			7841	$ 33.38
9/4/02	DHL Worldwide Express, courier shipments	5448			7616	$ 90.37
9/16/02	DHL Wordlwide Express, courier documents 7616	5457			7616	$ 28.11
9/4/02	Great Works Internet	5445			7841	$ 9.95
8/4/02	Paul Nedimovich/office supplies	5443			8191	$ 15.04
9/16/02	Paul Nedimovich, Laminate 2 signs	5453			7613	$ 4.20
9/6/02	Paul Nedimovich, reimburse for bank charges	5451			8191	$ 23.25
9/5/02	Petty Cash, reimburse for tote, mix	5450			8191	$ 15.15
9/23/02	Petty Cash, Reimburse Laura Sheppard for bank charges	5459			8191	$ 45.00
9/16/02	Portland Press Herald, 13 weeks to December	5454			8181	$ 29.95
8/30/02	Rite Aid, Lexmark Printer	5441			7613	$ 52.49
9/17/02	American Red Cross, First Aid Training	5458			8191	$ 48.00
				Total Expenditures		$ 440.00

Authorization and Approval

I certify that the above expenditures were incurred on Government Business

Custodian Sat/Frye Date 10/20/02

The above expenditures were authorized by me.

Signed _____ Date _____

Position _____ Date _____

Additions and extensions certified correct

Initialed _____ Date _____

Summary of Expenditure

Distribution Order	Cost Centre	GL Acct	Amount
Summary Total			$0.00

NOVA SCOTIA

Statement of Petty Cash Expenditures P.2

Document #		Reference Doc. #		Sample Doc. #	
Department	Economic Development & Tourism		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	Suppcode 50000087	September 2002
All Expenditures Must Be Supported By Receipts In Order Of Listing	PETTY CASH FUND:	
	Expenditures on this Statement	$ 2,134.
	Cash on Hand	$ 4,169.
	Approved Fund Level	

2003 JAN 24 AM 8:27

CRM/ISS REGISTRATION UNIT

DETAILS OF EXPENDITURES

Date	To Whom Paid And Item Description	Dept Use	Distribution Order	Cost Center	GLAcct	Amount
	Balance Forward					$ 440.00
8/30/02	Scotia Prince, August Postage	5442			7614	$ 922.32
9/10/02	Staples, office supplies	5452			8191	$ 46.39
9/4/02	Verizon/line & directory charges	5447			7841	$ 201.13
9/24/02	Verizon/same	5460			7841	$ 207.01
9/16/02	Warren's Office Supplies, Rotary brochure rack	5456			8191	$ 309.67
	Bank charges				8191	$ 7.59
				Total Expenditures		$ 2,134.11

Authorization and Approval

I certify that the above expenditures were incurred on Government Business

Custodian Sat Frye Date 10/30/02 Sat Frye

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

NOVA SCOTIA

Statement of Petty Cash Expenditures

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 10/31/02
All Expenditures Must Be Supported By Receipts In Order Of Listing			PETTY CASH FUND: Expenditures on this Statement Cash on Hand Approved Fund Level		$ 911.28 $ 6,690.84

DETAILS OF EXPENDITURES

Date	To Whom Paid And Item Description	Dept Use	Distribution Order	Cost Center	GLAcct	Amount
9/25/02	New England Business/dental	5444			5444	$ 37.95
10/03/02	Scotia Prince/postage,internet	5461			7614	$ 736.51
10/02	Petty Cash/sweater for lobby work	5462			8191	$ 15.75
10/28/02	Petty Cash/kettle,toaster for staff roo	5465			8191	$ 19.21
	American Red Cross/Balance owed from first aid course	5463			8191	$ 10.00
10/31/02	Bank Charges				8191	$ 4.36
10/02/02	Bank charge for checks printed				7613	$ 87.50
	#5464 void					
				Total Expenditures		$ 911.28

Authorization and Approval

I certify that the above expenditures were incurred on Government Business

Custodian Sat Frye Date 01/09/03

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

CRM/ISS REGISTRATION UNIT
2003 JAN 24 AM 8:27

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

28028611

5 B 0153 00005 R EM B1
NOVA SCOTIA INFORMATION CENTER
OPERATING ACCOUNT
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PORTLAND ME 04101-4637

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KeyNotes

KeyBank offers an Account Analysis service which provides a method of pooling multiple business checking account balances to offset services fees and charges. To learn more about our Account Analysis service please call the Key Business Resource Center at 1-888-KEY4BIZ.

2003 JAN 24 AM 8:27

Key Business Checking 28028611

NOVA SCOTIA INFORMATION CENTER
OPERATING ACCOUNT

Beginning balance 9-30-02	$4,207.53
1 Addition	+3,394.59
6 Subtractions	-906.92
Net fees and charges	-4.36
Ending balance 10-31-02	**$6,690.84**

906.92
4.36
911.28

Additions

Deposits	*Date*	*Serial #*	*Source*	
	10-3		Customer Deposit	$3,394.59
			Total additions	**$3,394.59**

Subtractions

Checks * *check missing from sequence*

#5437 Void

5444	10-3	$37.95	5462	10-7	15.75	*5465	10-28	19.21
*5461	10-4	736.51	5463	10-11	10.00	**Total checks paid**		**$819.42**

Withdrawals	*Date*	*Serial #*	*Location*	
	10-2		Check/Supply Purchase	$87.50
			Total subtractions	**$906.92**

28028611

Fees and charges

Date		Quantity	Unit charge	
10-31-02	Maintenance Service Charge	1	8.00	-$8.00
10-31-02	FDIC Charge	1	.06	-.06
10-31-02	Checks/Withdrawals Paid Charge	5	.18	-.90
10-31-02	Charge For Deposits Made	1	.25	-.25
10-31-02	Foreign Deposited Items Charge	1	.09	-.09
10-31-02	Earnings Credit	1	4.94	+4.94
	Fees and charges assessed this period			**-$4.36**

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.

32
37.95
736.51
25.75
19.21
4.36
823.78
87 50
911.28

CRM/ISS
REGISTRATION UNIT
2003 JAN 24 AM 8:27

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

Business Banking Statement
November 30, 2002

28028611

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OPERATING ACCOUNT
468 COMMERCIAL ST
PORTLAND ME 04101-4637

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NOVA SCOTIA INFORMATION CENTER
OPERATING ACCOUNT

Beginning balance 10-31-02	$6,690.84
1 Addition	+2,130.64
7 Subtractions	-356.99
Net fees and charges	-4.34
Ending balance 11-30-02	**$8,460.15**

Reg. BAL 8,060.51

361.33

Additions

Deposits	*Date*	*Serial #*	*Source*	
	11-20		Customer Deposit	$2,130.64
			Total additions	**$2,130.64**

Subtractions

Checks ** check missing from sequence*

5466	11-6	$75.90	5470	11-6	96.57	*5475	11-29	75.00
5467	11-6	19.90	5471	11-14	49.72	**Total checks paid**		**$356.99**
*5469	11-26	29.95	*5473	11-29	9.95			

11 6468 Void

Fees and charges

Date		*Quantity*	*Unit charge*	
11-29-02	Maintenance Service Charge	1	8.00	-$8.00
11-29-02	FDIC Charge	1	.06	-.06
11-29-02	Checks/Withdrawals Paid Charge	7	.18	-1.26
11-29-02	Charge For Deposits Made	1	.25	-.25
11-29-02	Foreign Deposited Items Charge	1	.09	-.09
11-29-02	Earnings Credit	1	5.32	+5.32
	Fees and charges assessed this period			**-$4.34**

NOVA SCOTIA

Statement of Petty Cash Expenditures

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	Suppcode 50000087	11/31/02

All Expenditures Must Be Supported By Receipts In Order Of Listing	PETTY CASH FUND:	
	Expenditures on this Statement	$ 361.33
	Cash on Hand	$ 8,660.51
	Approved Fund Level	

DETAILS OF EXPENDITURES

Date	To Whom Paid And Item Description	Dept Use	Distribution Order	Cost Center	GLAcct	Amount
11/04/02	New England Business/dental	5466			8191	$ 75.90
11/04/02	Great Works Internet	5467			7841	$ 19.90
11/04/02	Saltscape/extend subscription	5469			8181	$ 29.95
11/04/02	Warren's Office Supply/printer supplies	5470			7613	$ 96.57
11/04/02	DHL/courier shipments to Halifax	5471			7616	$ 49.72
11/27/02	Great Works Internet/dial up service	5473			7841	$ 9.95
11/27/02	Eastern Carpet/carpet cleaning	5475			8191	$ 75.00
11/31/02	Bank charges				8191	$ 4.34
				Total Expenditures		$ 361.33

Authorization and Approval

I certify that the above expenditures were incurred on Government Business

Custodian _____ Date 01/09/03

The above expenditures were authorized by me.

Signed _____ Date _____

Position _____ Date _____

Additions and extensions certified correct

Initialed _____ Date _____

Summary of Expenditure

Distribution Order	Cost Centre	GL Acct	Amount

2003 JAN 24 A 8:27

CRM/ISS REGISTRATION UNIT