



Regina & District Bee Club

Honey and Products of the Hive Sales Program

Occasionally, the Club facilitates the sale of local honey and products of the hive (beeswax, candles, cosmetics, etc.) to consumers at trade shows. The biggest such event is typically Agribition.

How it works:

1. The Board works with the trade show organizers to determine if honey and products of the hive can be sold at the event, as well as the show's safety requirements. *For example:*
 - Does the show require that the extraction facility be registered/licensed under Canadian Food Inspection Agency (CFIA) or provincially, or does honey processed in a residence qualify under the Home Food Processor exemption?
 - Do cosmetics need to meet federal Cosmetics Legislation?
2. To be eligible to submit products for sale, the individual must hold a RDDB membership for the current fiscal year. Although it is not a requirement, members are encouraged to volunteer at the event.
3. If the event receives sponsorship funding from another source (eg. Saskatchewan Beekeepers Development Commission), their members are also eligible to provide product for sale.
4. The Club charges a 15 percent administration fee on all sales.
5. GST and PST is collected for all products of the hive (except honey). These taxes are applied to the selling price including the administration fee. The Club will provide the member with a breakdown of taxes collected, and it is the members' responsibility to remit taxes.
6. To simplify sales at the event:
 - All products must be provided in full cases of 12 units per case – no half cases or one-offs.
 - Honey will be sold in three sizes only – 250 grams, 500 grams and 1 kilogram. The Board determines consistent selling prices for honey, lip balm and one pound of wax. The prices will be in line with what most members are currently selling their local honey for and will not be set at a low rate that de-values the product or too high to discourage sales.
 - Other products of the hive prices will be set by the member so that the final sale price including taxes (excluding honey) and the administration fee is a round number:

Example: Lip Balm

Wholesale Price		\$3.92
Admin Fee	15%	\$0.59
Sub-Total		\$4.51
PST	6%	\$0.27
GST	5%	\$0.23
Retail Price		\$5.00

7. The

* When calculating sale prices, actual prices may vary by 1 cent due to rounding

Board will notify members via Facebook and the newsletter (if timing permits) of the ability to participate. The notice will include the Event Organizer contact information, a Product Submission

Form, deadline to complete the form and a location, and deadline to deliver product.

8. By completing and submitting the Product Submission Form, the Member notifies the Event Organizer of their intention to provide product.
9. The Member is also encouraged to provide a one-page one-sided flyer about their product that will be placed on the table during the event. This flier may include the location of apiary, floral sources of the nectar, photos, and any specific details that would inform someone selling or buying that particular product.
10. The Member delivers the product and flyer to the Event Organizer by the deadline. The Event Organizer verifies the inventory of product received against the wholesale form. Both the Member and Event Organizer initial the Product Submission Form.
11. The Event Organizer brings the products to the event for sale. Each shift manages and reconciles sales and cash for their particular shift.
12. The Event Organizer provides deposit envelopes to the Treasurer.
13. The Member picks up their unsold products by a specified deadline. The Event Organizer and Member verify the inventory of product returned against the Product Submission Form. Both the Member and Event Organizer initial that form. Any product not picked up by the specified deadline will become the property of the RDBC and will be used as door prizes at the next Annual General Meeting.
14. The Treasurer creates an event reconciliation that summarizes taxes collected on behalf of Members and writes cheques to the Members for their product.
15. Members remit PST and GST.
16. The club reserves the right to limit quantities of product accepted for sale at any event.

Next Event: TBD

Honey must at minimum meet home food processor exemption under provincial regulation.

All other products must meet legislative requirements; eg. Balms, etc. Must meet the federal Cosmetics Legislation.

Deadline TBD

Last Selling Price

Honey will be sold in the following sizes and prices:

250 grams	\$5 (Wholesale \$4.25, Admin fee \$0.75)
500 grams	\$7 (Wholesale \$5.95, Admin fee \$1.05)
1 kilogram	\$12 (Wholesale \$10.20, Admin fee \$1.80)

Flavoured Additional \$2 per unit:

250 grams	\$7 (Wholesale \$6.09, Admin fee \$0.91)
500 grams	\$9 (Wholesale \$7.83, Admin fee \$1.17)

1 lb Wax \$10 (Wholesale \$7.94, PST \$0.48, GST \$0.40, Admin Fee \$0.87)

Lip balm tube \$5 (Wholesale \$3.97, PST \$0.024, GST \$0.20, Admin Fee \$0.60)

Prices for all other items are set by the Member providing the product.

Home Food Processor Exemption Requirements

All honey provided must meet the Home Food Processor exemption under the provincial food safety regulations. A Home Food Processor is defined as “a person who processes or otherwise prepares low risk food in his or her home or residence”. By providing honey, the Member verifies that they meet the regulatory criteria and: **haveve taken a food safety course that is approved by Saskatchewan Health.**

Practise Safe Food Handling methods:

- restrict certain groups, e.g. infants, small children, ill family members, and pets from entering the kitchen, while food is being prepared or processed;
- keep the kitchen and food storage areas clean and in good repair;
- keep the kitchen equipment and utensils clean and in good repair;
- ensure:
 - food handlers practice hand washing prior to handling food and when hands become contaminated;
 - good quality ingredients are used, i.e. not spoiled, mouldy or contaminated;
 - all food contact surfaces, e.g. counters, cutting boards, utensils are washed, rinsed and sanitized before each use;
 - all food preparation and storage areas are free of insects and rodents (using food-safe methods);
 - food handlers are not preparing or processing food while ill, e.g. experiencing symptoms of vomiting, diarrhea, fever, cough, severe abdominal pain, infected wounds or lesions that are open or draining on or about the hands, wrists, or exposed portion of the arms;
 - food is packaged or covered to protect it from contamination while being stored, displayed or transported; and
 - food is packaged in (new) containers that do not cause the food to become contaminated.

Ensure that water used for processing is safe.

- If using a private water supply, have that water tested at least yearly for bacteriological analysis.

Apply correct labels to the containers that must:

- be, at minimum, in 12-point font;
- contain the following statement, “Made in a Home Kitchen That is Not Inspected by a Government Agency”; and
- contain:
 - the name of the “low risk” food (Honey),
 - the name of the home food processor, including any business name,
 - the home food processor’s address, and
 - telephone number and
 - the date on which the “low risk” food was prepared or produced.

Products must be sold in federally regulated, metric Standard Container sizes

- To simplify sales at events, R&DBC is limiting sizes to 250 g, 500 g and 1 kilogram.

References:

- Provincial Health Department: <http://www.saskatchewan.ca/residents/environment-public-health-and-safety/food-safety>
- Provincial Regulations: <http://www.qp.gov.sk.ca/documents/english/regulations/regulations/p37-1r12.pdf>
- CFIA – Container Sizes: <http://www.inspection.gc.ca/food/labelling/food-labelling-for-industry/honey-products/eng/1392907854578/1392907941975?chap=0#c5>

Regina Bee Club

Product Submission Form – complete one per member

SAMPLE

Regina and District Bee Club Board determines honey prices for 250 g, 500 g and 1kg, 1 lb wax and lip balms. Vendor (honey/product seller) indicates quantity of honey and taxable items delivered (must be in multiples of cases of 12), and sets the wholesale price for all taxable items excluding wax and lip balm. The vendor signs off on products delivered and returned, and remits taxes.

Note: The sell price including taxes and administration fees must be a round number for ease of sale at the event. Event Organizer verifies quantity of product received and returned, manages cash at the event to reconcile to Total Cash, and submits the completed forms and cash/cheques for deposit to the Treasurer. Treasurer reconciles Total Cash column with cash received for deposit, manages the deposit, and pays vendors their amounts owing.

Item #	Product	Weight	Quantity Delivered (in)	Quantity Returned (Out)	Quantity Sold	Per Unit					Total Cash (Quantity sold x Retail Price)	Club Administration Fee	Payable to Member (incl tax)	Taxes Payable by Member	Notes	
						Wholesale Price	15% Admin Fee	SubTotal	PST	GST						Total Tax
Percentages for calculations																
						15.00%	6%	5%			PST	GST				
Non-Taxable Items																
1	Honey	250 g	12	0	12	\$4.35	\$0.65	\$5.00			\$5.00	\$60.00	\$7.83	\$52.17		
2	Honey	500 g	24	4	20	\$6.00	\$0.91	\$7.00			\$7.00	\$140.00	\$18.26	\$121.74		
3	Honey	1 kg	12	2	10	\$10.43	\$1.57	\$12.00			\$12.00	\$120.00	\$15.65	\$104.35		
4	Creamed Honey	250 g	12	0	12	\$4.35	\$0.65	\$5.00			\$5.00	\$60.00	\$7.83	\$52.17		
5	Creamed Honey	500 g	0	0	0	\$6.00	\$0.91	\$7.00			\$7.00	\$0.00	\$0.00	\$0.00		
6	Creamed Honey	1 kg	0	0	0	\$10.43	\$1.57	\$12.00			\$12.00	\$0.00	\$0.00	\$0.00		
7	Flavoured Honey	250 g	0	0	0	\$6.00	\$0.91	\$7.00			\$7.00	\$0.00	\$0.00	\$0.00		
8	Flavoured Honey	500 g	0	0	0	\$7.83	\$1.17	\$9.00			\$9.00	\$0.00	\$0.00	\$0.00		
Taxable Items – Vendor to add a list of items providing in the space provided. Sell price may be off by 1 cent due to rounding.																
9	Lip Balm	Small	12	4	8	\$3.92	\$0.59	\$4.51	\$0.27	\$0.23	\$0.50	\$40.03	\$4.70	\$35.33	\$2.16	\$1.80
10	Wax	1 lb	12	1	11	\$7.84	\$1.18	\$9.02	\$0.54	\$0.45	\$0.99	\$110.09	\$12.94	\$97.15	\$5.95	\$4.96 \$10 sell price
11	Candles	Small	12	12	0	\$6.27	\$0.94	\$7.21	\$0.43	\$0.36	\$0.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	Candles	Large	12	0	3	\$18.80	\$2.82	\$21.62	\$1.30	\$1.08	\$2.38	\$71.99	\$8.46	\$63.53	\$3.99	\$3.24
13	Food Wrap	n/a	12	5	7	\$8.62	\$1.29	\$9.91	\$0.59	\$0.50	\$1.09	\$77.02	\$9.05	\$67.97	\$4.16	\$3.47
14					0									\$0.00	\$0.00	
15					0									\$0.00	\$0.00	
16					0									\$0.00	\$0.00	
TOTAL – non-taxable and taxable											\$679.14	\$84.72	\$594.42	\$16.17	\$13.47	

Initial to verify inventory in and out: _____

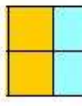
Member _____

Club _____

Ship From (Name/Address for of _____

By providing products for sale, I verify that my honey and other products of the hive meet all legal requirements for sale within the Province of Saskatchewan.

I also accept that I am responsible to remit the PST and GST collected and payable for the sale of these items.



Vendor Signature _____ Date _____

Phone: _____

E-mail: _____