

Financial Statements Submission Requirements 2014-15

Checklist & Examples

Please note the requirements below are required for both Child Care and Family Support Program funding:

→Funding *above* \$350,000

A.) To be printed from “ACTIVE” EFIS submission, signed by 2 signing authorities and sent to the Ministry of Education:

- ☐ Title (Cover) Page (**Example A**)
- ☐ Schedule 3.1/Entitlement Page (**Example B**)

B.) To be completed by your External Auditors and sent to the Ministry of Education along with the items above:

- ☐ Audited Financial Statements
- ☐ Schedule of Child Care Revenues and Expenses (**Example C**)
- ☐ Post audit management letter (**Example D**)

→Funding *under* \$350,000

A.)

- ☐ Signed copy of your completed Attestation form. (**Example E**)

B.) To be completed by your External Auditors and sent to the Ministry of Education along with the items above:

- ☐ Audited Financial Statements
- ☐ Schedule of Child Care Revenues and Expenses (**Example C**)
- ☐ Post audit management letter (**Example D**)