

2015-16

Financial Statements Submission Requirements

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
- Schedule 2.3
- Schedule 3.1-Summary of Entitlement

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 and/or Family Support Program Revenues and Expenditures ([Example A](#))
 - Post audit management letter ([Example B](#))
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→ Funding *under* \$350,000

A.) Signed copy of your completed Attestation form.

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 and/or Family Support Program Revenues and Expenditures ([Example A](#))
- Post audit management letter ([Example B](#))