

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**)
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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**)