

# Financial Statements Submission Requirements 2013-14 Checklist & Examples

## →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 (**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**)