**2016-17**

*Financial Statements Submission Requirements*

**Checklist & Examples**

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**Funding *above* $350,000**

1. **To be printed from “ACTIVE” EFIS submission, signed by 2 signing authorities and e-mailed/mailed to the Ministry of Education:**

**☐ Title (Cover) Page**

**☐ Schedule 2.3**

**☐ Schedule 3.1-Summary of Entitlement**

1. **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)**

**Funding *under* $350,000**

1. ☐ **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)**