

2017-18

Financial Statements Submission Requirements Checklist & Examples

→Funding *above* \$350,000

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

Child Care:

- Certificate Page
- Schedule 2.3 – Total Gross Expenditures
- Schedule 3.1 – Summary of Entitlement

Child and Family Programs:

- Certificate Page
- Schedule of Adjusted Gross Expenditures
- Schedule 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 Child and Family Programs 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

- Excel File 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 Child and Family Programs Revenues and Expenditures (Example A)
- Post-Audit Management Letter (Example B)