



## Annual Report Checklist - Business and Consumer Publications

Download all mandatory forms from the Resources section at [www.circulationaudit.ca](http://www.circulationaudit.ca). Discard all previous hard copy and electronic versions. Optional forms may also be downloaded from the website.

**Prepare your Annual report, using mandatory and optional forms as required:**

MANDATORY:

- Form X: Publisher's Circulation Report (4-page Form X, publisher's and circulation manager's signature required)
- Form Z: Single Issue Circulation Report or equivalent report that has the same information
- Form Y: Press Run Certificate or Printer's invoices for all issues. Press manager's signature is required on Form Y.
- Provide list of subscribers for the analyzed issue specified on Form X, page 1.

OPTIONAL:

- Form X.3: Distribution Summary

**Provide all necessary supporting documentation (for more details, see page 4 of Form X)**

- For the month of the analyzed issue
- For the last month of each reporting period (note: analyzed issue cannot be from the last month of the reporting period)
- Make one copy of all forms and supporting documentation

**Send the following to the CMCA office at 37 Front Street East, Suite 200, Toronto, Ontario M5E 1B3:**

- Cheque for auditor's fee: Calculate your CMCA Auditor fee (see attached fee schedule). Auditor fees should be made payable to **TNY Consulting**.
- One (1) complete set of your forms and supporting documentation

**Once the above has been received:**

- The CMCA office will process your report and issue a Publisher's Statement, bearing the phrase, "Subject to Audit."
- The CMCA office will send both your Interim and Annual report packages and CMCA Auditor fee payment to the CMCA Auditor.
- The CMCA Auditor will audit the reports and forward the results to the CMCA office.
- The CMCA office will process the audit results and issue an Audit Report.