



6-Month Annual Report Checklist - Business and Consumer Publications

Download all mandatory forms from the Resources section at www.circulationaudit.ca. Discard all previous hard copy and electronic versions. Optional forms are also available for your use.

PLEASE NOTE THE FOLLOWING SUBMISSION INSTRUCTIONS DURING THE COVID-19 PANDEMIC:

1. Prepare your Six-Month 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.
- Form A: Age Breakdown of Request and Selected Circulation, if applicable.
- List of subscribers for the analyzed issue specified on Form X, page 1.

OPTIONAL:

- Form X.3: Distribution Summary

2. Gather 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)

3. Send the following digitally to the CMCA office:

- One (1) complete set of your completed forms and documentation. Upload files to a cloud-based solution such as MS OneDrive, Dropbox or Google Drive. Send the link for the folder location to audit@newsmediacanada.ca.

4. Send the following to your selected CMCA Auditor:

- Cheque for auditor's fee: Calculate your CMCA Auditor fee (see attached fee schedule). Cheque should be made payable to your selected auditor and mailed directly to the auditor.

WHAT HAPPENS NEXT:

- Your Annual report will be processed and a Publisher's Statement, bearing the phrase, "Subject to Audit," will be issued.
- The CMCA office will forward your Interim and Annual reports to the CMCA Auditor.
- The CMCA Auditor will invoice you for the Auditor Fee, if required.
- Your reports will be audited and the auditor's findings sent to the CMCA office.
- An Audit Report will be issued. You will receive a copy of the Audit Report and the auditor's findings.