



## 6-Month 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 are also available for your use.

### 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)
- Scan all forms and supporting documentation to digital files. Retain the originals for your records.

### REPORT SUBMISSION INSTRUCTIONS:

### 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 or Dropbox.** Send the link for the folder location to [audit@newsmediacanada.ca](mailto:audit@newsmediacanada.ca).

### 4. Send the following to your selected CMCA Auditor:

- Cheque for auditor's fee: Calculate your CMCA Auditor fee (see enclosed fee schedule). Make the cheque payable to your selected auditor and mail it directly to the auditor.

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### 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.