



6-Month Annual Report Checklist - Newspapers

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.

- Prepare your Six-Month Annual report, using mandatory and optional forms as required:
 - Form X: Publisher's Circulation Report
 - Form X.3: Distribution Summary
 - Form Z: Single Issue Circulation Report or Weekly Circulation Report (Dailies) – for all issues
 - Form Y: Press Run Certificate – for all issues
 - Form G: Publisher's Deliver to Carriers, Dealers, Distributors, Street Boxes and Apartments (for Controlled Circulation) – for the month of the analyzed issue
 - Subscriber list – for the most recent issue
- Gather all necessary supporting documentation:
 - For the month of the analyzed issue
 - For the last month of the each reporting period (NOTE: analyzed issue cannot be from the last month of the reporting period)
- Obtain the signatures of the Circulation Manager and Publisher on page 4 of Form X.
- Scan all forms and supporting documentation to digital files. Retain the originals for your records.

REPORT SUBMISSION INSTRUCTIONS: (choose one of the following options)

OPTION A: If you are using the CMCA Auditor

1. Send the following to the CMCA office:
 - One (1) complete set of your completed forms and documentation. **Upload files to a cloud-based solution such as Microsoft OneDrive or Dropbox.** Send the link for the folder location to audit@newsmediacanada.ca.

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 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.

OPTION B: If you are using an **independent** chartered accountant:

1. Send the following to the CMCA office:
 - One (1) copy of all mandatory forms;
 - If your average total circulation has changed by +/-5% since your last report, also submit supporting documentation;
 - **Upload files to a cloud-based solution such as Microsoft OneDrive or Dropbox.** Send the link for the folder location to audit@newsmediacanada.ca.
2. Send your Interim and Annual reports to an **independent** chartered accountant. (The interim report covers the previous six-month reporting period.)

WHAT HAPPENS NEXT:

- Your Annual report will be processed and a Publisher's Statement, bearing the phrase, "Subject to Audit," will be issued.
- 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.