



Annual Report Checklist - Newspapers

- Prepare your 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.
- Make one copy of all forms and supporting documentation.
- Choose one of the following two options, and follow the instructions:

OPTION A: If you are using the CMCA Auditor:

- Calculate your CMCA Auditor fee. See enclosed fee schedule. Cheque should be made payable to CCNA.
- Send the following to the CMCA office at 890 Yonge Street, Suite 200 Toronto, ON M4W 3P4:
 - One (1) complete set of your forms and documentation;
 - Cheque for CMCA Auditor fee.
- 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.

OPTION B: If you are using an independent certified or chartered accountant:

- Submit one copy of all mandatory forms to the CMCA office. If your circulation has changed by +/- five percent since your last report, submit supporting documentation.
- Send both your Interim and Annual report packages to the chartered accountant. The interim report covers the previous six-month report period.
- The CMCA office will process your Annual report and issue a Publisher's Statement, bearing the phrase, "Subject to Audit."
- Upon successful completion of the audit, the chartered accountant will forward the results to the CMCA office on or before the Audit Results due date.

The CMCA office will process the audit results and issue an Audit Report.

Mandatory forms may be downloaded at www.circulationaudit.ca. Discard all previous hard copy and electronic versions.

Optional forms may also be downloaded from the web site.