

# **CANADIAN AWARD FOR FINANCIAL REPORTING PROGRAM CAnFR**

## **APPLICATION FORM**

### **Instructions for Applicants**

**Participants in the Canadian Award for Financial Reporting Program may submit their annual financial report as hardcopies or electronically.**

**If submitting hardcopies, please submit the following to GFOA:**

- 1. Three copies of this completed application form. (When completing, please print or type.)**
- 2. Three copies of the government's annual financial report.**
- 3. Payment for the review process. (Please see item 5 on the next page of the application for fee information.)**
- 4. If the government's annual financial report was submitted to the program in the prior year, three copies of the government's responses to the comments and suggestions that had been made in the prior year.**

**The applications and accompanying material should be mailed to the GFOA at the address below within six months of the end of the government's fiscal year (i.e., June 30):**

**Government Finance Officers Association  
Canadian Award for Financial Reporting  
203 North LaSalle Street - Suite 2700  
Chicago, Illinois 60601 USA**

**If submitting electronically, please e-mail the following to [canfr@gfoa.org](mailto:canfr@gfoa.org) within six months of the end of the government's fiscal year (i.e., June 30):**

- 1. The electronic copy of this completed application form (PDF file).**
- 2. Either an electronic copy of the annual financial report (PDF file) or a hyperlink to the annual financial report. If including a hyperlink please include below:  
www.\_\_\_\_\_**
- 3. Payment for the review process. (Please see item 5 on the next page of the application for fee information.) If payment will be made by check rather than credit card, include a hardcopy of the first two pages of the application with the check to allow proper posting of the payment.**
- 4. If the government's annual financial report was submitted to the program in the prior year, An electronic copy of the government's responses to the comments and suggestions that had been made in the prior year (PDF file).**

The annual financial report, this application, responses to the comments and suggestions, and any other correspondence will be submitted to two selected GFOA Canadian Review Committee members for evaluation. The official requesting the review will be advised of the decision upon completion of the review process.

(If the space provided below is insufficient, please attach additional sheets as needed.)

1. Name of unit \_\_\_\_\_  
 (as it will appear on the plaque)

2. Fiscal year ended (month/day/year) \_\_\_\_\_

3. Independent auditor(s) (who signed the audit report)

Agency or firm name: \_\_\_\_\_

Address: \_\_\_\_\_

Suite/Room Number: \_\_\_\_\_

City/State/Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

4. Is the government unit a GFOA member? Yes \_\_\_ No \_\_\_

If yes, please provide your government's GFOA membership number (please note that this is not your provincial GFOA membership number): \_\_\_\_\_

5. *Please enclose a check made payable to Government Finance Officers Association with this application form or, if paying by credit card, enter the credit card information on the last page of the application.* Use the following schedule to determine the fee, which is based on total population. A government may join GFOA at the time of its report submission to qualify for membership rates by submitting a membership application and the appropriate membership fee. If a membership application is being submitted, please indicate that the government is a member in question 4 above.

<u>TOTAL POPULATION</u>	<u>GFOA MEMBER</u>	<u>NONMEMBER</u>
	(All fees are in U.S. Dollars)	
Less than 50,000	\$315	\$ 630
50,000 to 100,000	500	1,000
100,000 to 250,000	750	1,500
250,000 or more	950	1,900

6. Has the government unit previously participated in the CAnFR Program? Yes \_\_\_ No \_\_\_  
 If yes, what is the most recent year? \_\_\_\_\_

7. If the government unit is awarded a CAnFR, the Canadian Award for Financial Reporting Achievement (CAFRA) will be prepared for the person, governmental unit or department noted below as primarily responsible for the unit's success in earning award.

Name: \_\_\_\_\_

8. To whom (mayor, board chairman) would the government prefer that GFOA mail the formal announcement of the award of the CAnFR, the CAFRA, press release and the plaque?

(Detailed technical comments and suggestions for improvements are automatically mailed to the official requesting the review.)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Street Address(required): \_\_\_\_\_

City/Province/Postal Code: \_\_\_\_\_

P.O. Box: \_\_\_\_\_

City/Province/Postal Code: \_\_\_\_\_

9. Official requesting review:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Street Address(required): \_\_\_\_\_

City/Province/Postal Code: \_\_\_\_\_

P.O. Box: \_\_\_\_\_

City/Province/Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

10. With this application form, we are officially requesting a CAnFR review of our annual financial report. We agree to comply with the policies and procedures of the program.

If the review is successful, we wish to receive the CAnFR and CAFRA in the following language(s):

\_\_\_ English

\_\_\_ French

\_\_\_ Both

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of official requesting the review)

**CANADIAN AWARD FOR FINANCIAL REPORTING PROGRAM (CA<sub>n</sub>FR)**

**Please provide the following information if you wish to pay by credit card:**

Credit card type: \_\_\_\_\_ Account number: \_\_\_\_\_

Expiration date (*mandatory*): \_\_\_\_\_ Signature (*mandatory*): \_\_\_\_\_