

**CANADIAN AWARD FOR FINANCIAL REPORTING PROGRAM (CAnFR)
Participant Application**

Section I: Government Information

Participants in the Canadian Award for Financial Reporting Program (CAnFR Program) may submit their Annual Financial Report using one of two formats. Accordingly, please indicate the format used for this submission of the annual financial report:

- Email Hardcopy (\$100.00 additional fee) *** Submit report in only one format

Please follow the submission instructions from Section III on page 2 for your chosen format.

Submissions should be sent (e-mailed or postmarked) to GFOA within six months of the government's fiscal year end (or, if that date falls on a weekend or holiday, the next business day). If the government is unable to complete its annual financial report within this deadline, an extension request can be sent to canfr@gfoa.org.

If you have any questions, e-mail canfr@gfoa.org or call the Technical Services Center at (312) 977-9700.

1. Name of Government: _____
(as it appears on the report cover and will appear on the plaque, if awarded)

2. Fiscal Year Ended (month, day, year): _____

3. Is the government a previous participant in the Canadian Award for Financial Reporting Program?
Yes No

If yes, what was the most recent fiscal year? _____

4. Official Requesting Review (receives notification of results, detailed comments and suggestions for improvement, the Canadian Award for Financial Reporting Achievement (CAFRA), a press release, and either the award medallion (each year) or the award plaque (after every ten award years):

Name: Mr. Ms. _____

Title: _____

Street Address (*required*): _____ Suite/Floor #: _____

City: _____ Province: _____

Zip Code: _____

PO Box (if applicable): _____ PO Box Zip Code (if applicable): _____

E-mail (*required*): _____ Phone: _____

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

Individual's or Department's Name: _____

Individual's Title: _____

For GFOA Office Use Only:

Date: _____ Check #: _____ Amount: _____

6. If the submission is awarded the Canadian Award for Financial Reporting (CANFR), to whom (mayor, board chair, etc.) should GFOA send a formal announcement of the award and a related press release?

Name: Mr. Ms. _____
Title: _____
Address: _____ Suite/Floor #: _____
City: _____ Province: _____
Zip Code: _____
E-mail: _____

Section II: Auditor Information

Agency or Firm Name: _____
Partner Name: *(required)* _____
Street Address: _____
Phone: *(required)* _____ E-mail: *(required)* _____
City: _____ Province: _____
Zip Code: _____

Section III: Submission Instructions

Email: Email one copy of the annual financial report and the completed application and responses to prior year comments (if applicable) in PDF format to canfr@gfoa.org. **If the annual financial report is too big to attach, provide the precise hyperlink to the specific page which contains the annual financial report in the body of the email.** If payment is being made by check, indicate clearly in the email that payment will be sent separately. Also, when sending the check, indicate that it is payment for a Canadian Award for Financial Reporting review and mail it to GFOA with a copy of the application ONLY.

Hardcopy: Mail 3 hard copies of the annual financial report, 3 copies of responses to prior year comments (if applicable), and 3 copies of the application.

Mailing address: Government Finance Officers Association
Canadian Award for Financial Reporting Program
203 North LaSalle Street, Suite 2700
Chicago, IL 60601

Section IV: Fee Calculation

Use the following schedule to determine the appropriate fee, which is based on the government's total population. Member rates apply if a government joins GFOA at the time of their submission (in this case, indicate below that the government is a GFOA member).

<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

***Please note that there is an additional \$100 fee if submitting a hardcopy report for review.**

To pay for this review, please mail a check payable to GFOA with a copy of this application form, or provide the following information if you wish to pay by credit card:

Credit card type: _____ Account number: _____

Expiration date (*mandatory*): _____

Signature (*mandatory*): _____

GFOA Member? Yes No If yes, please provide the exact name of the government as it is used for membership purposes: _____

What is your government's GFOA membership number (please note that this is not your personal GFOA membership number)? _____

***** If you prefer to not include credit card information on the application, you must pay by check.**

Section V: Authorization:

With this application form we are officially requesting that the Canadian Award for Financial Reporting Program review our annual financial report. We agree to comply with the policies and procedures of the program.

(Signature of official requesting review)

(Date)