



# Interim Report Checklist - Newspapers

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 may also be downloaded from the website.

- Prepare your Interim 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:**

- Submit one complete set of your Interim report package to the CMCA office at **37 Front Street, Suite 200 Toronto, ON M5E 1B3**
- The CMCA office will process your report and issue a Publisher's Statement, bearing the phrase, "Subject to Audit."
- The CMCA office will store your Interim report and supporting documentation until your next Annual report is submitted.

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

- Send the following to the CMCA office at **37 Front Street, Suite 200, Toronto, ON M5E 1B3:**
  - One (1) copy of all mandatory forms;
  - If your average total circulation has changed by +/- five percent since your last report, also submit supporting documentation.
- Retain one copy of your completed Interim report and supporting documentation for eventual auditing by an independent chartered accountant.
- The CMCA office will process your Interim report and issue a Publisher's Statement, bearing the phrase, "Subject to Audit."