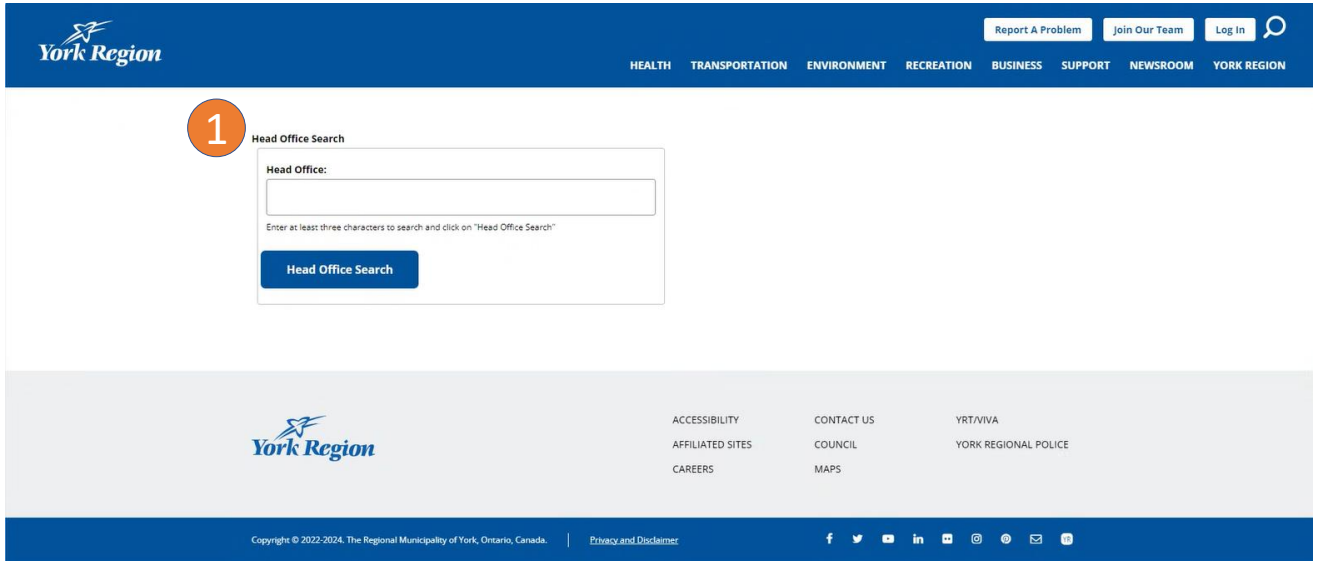
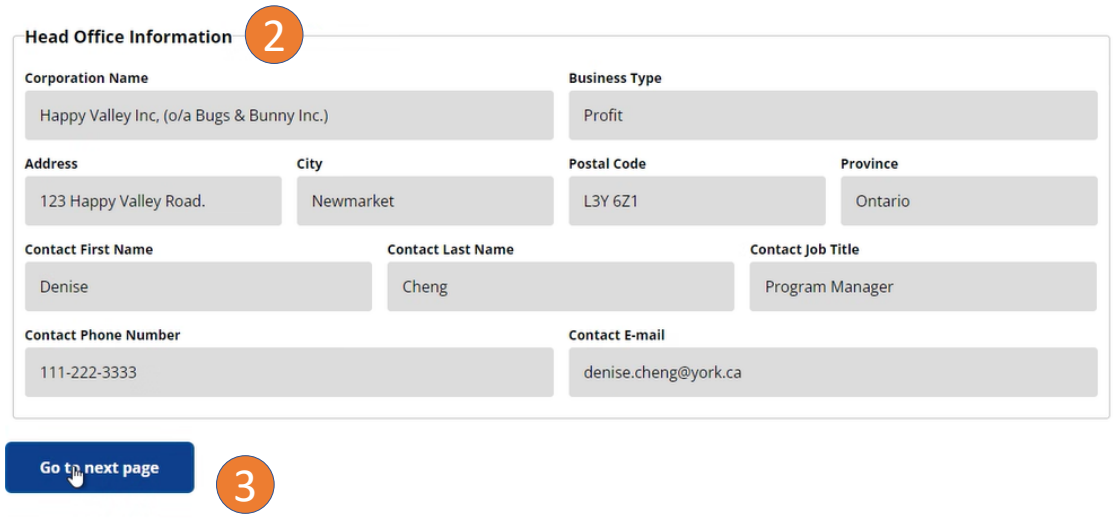
CANADA-WIDE EARLY LEARNING AND CHILD CARE (CWELCC) AUDITED FINANCIAL STATEMENT SUMMARY USER GUIDE

Audited Financial Statement Summary





1

- Child care operators will be emailed a link to access and complete the Audited Financial Statement Summary.
- Type at least 3 characters of your Head Office name
- Click on “Head Office Search”
- The enter key will generate a search

2

- Click on the head office
- Your head office information will automatically be populated
- Please review your information to ensure it is correct. Contact your Contract Funding Coordinator (CFC) if you require any changes

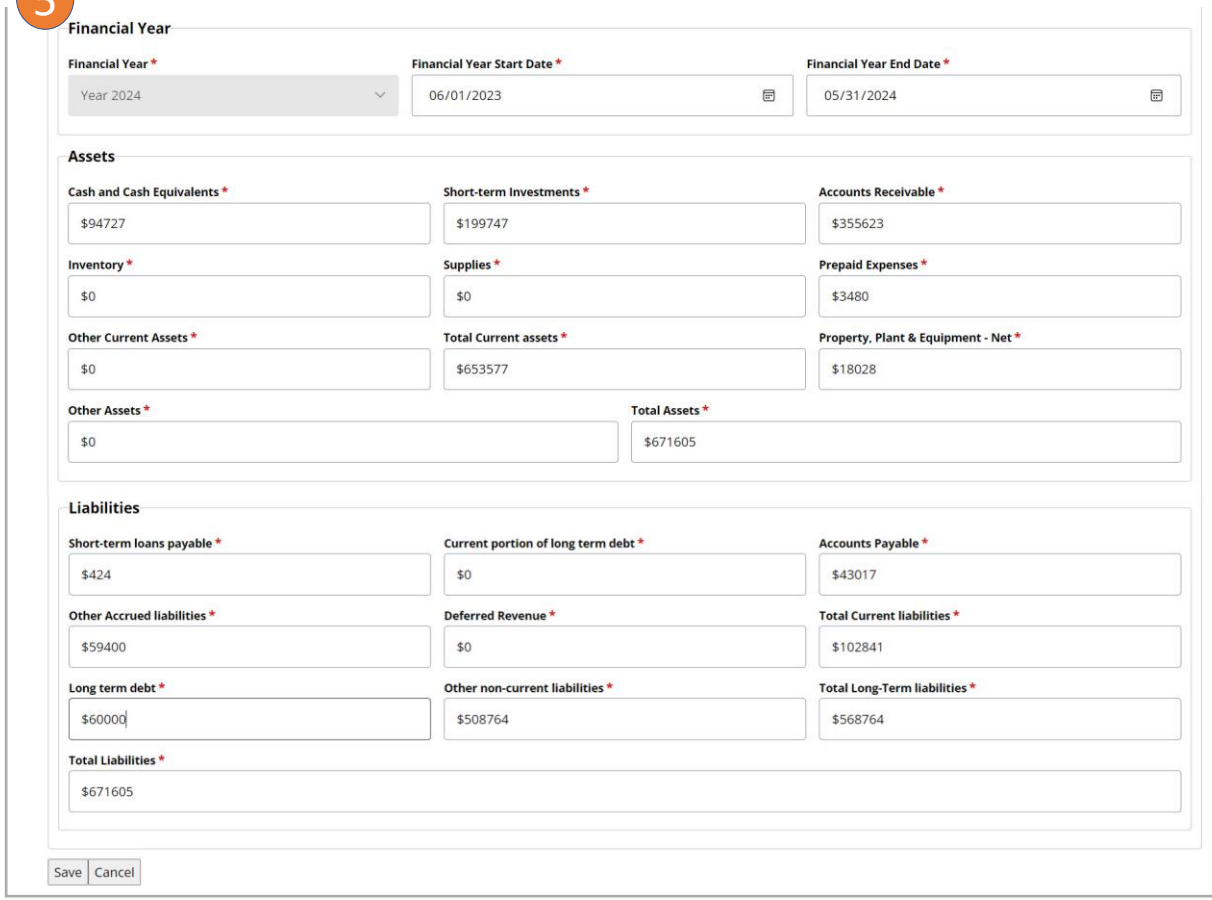
- No Reference ID is needed if this is the first time completing this document. If this isn’t the first time accessing this document, enter your previously generated Reference ID
- Contact your CFC if you cannot locate it

3

- Click on “Go to next page”

Audited Financial Statement Summary





4

- Navigate to the Balance Sheet Section and select “Add” to input your financial information using the Audited Financial Statement

5

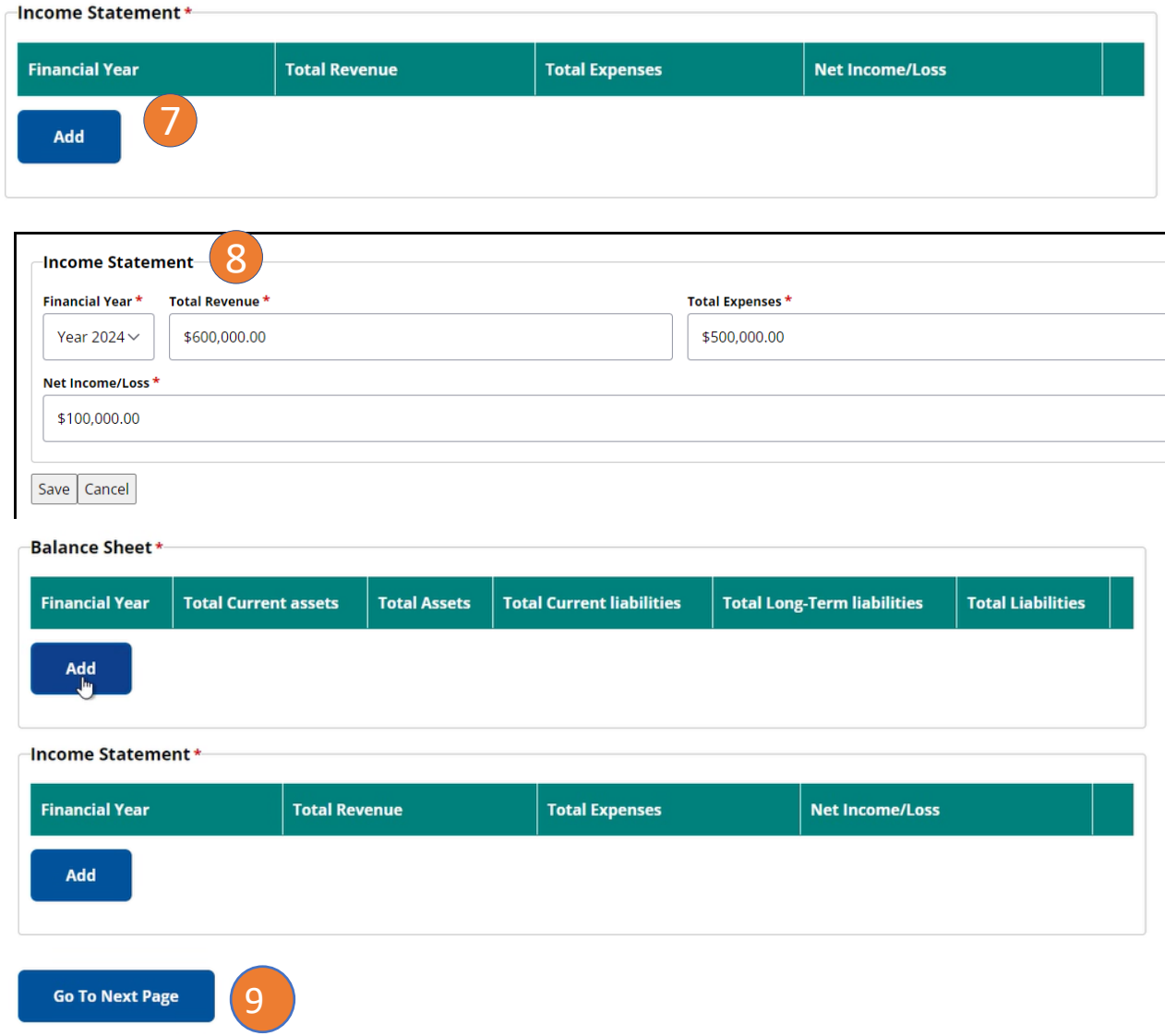
- Input the Financial Year, Financial Year Start Date and Financial Year End Date. Complete the Assets and Liabilities sections accordingly. The following fields are system generated based on information inputted:
  - Total Current Assets
  - Total Assets
  - Total Current Liabilities
  - Total Long-Term Liabilities
  - Total Liabilities
- Fields cannot be left blank. For any field that does not apply, please put zero
- Then select “Save”

6

- Saved records can be updated by selecting the pencil image in the far right column, and deleted by selecting the garbage bin image in the far right column



Audited Financial Statement Summary



7

- Navigate to the Income Statement section and select "Add"

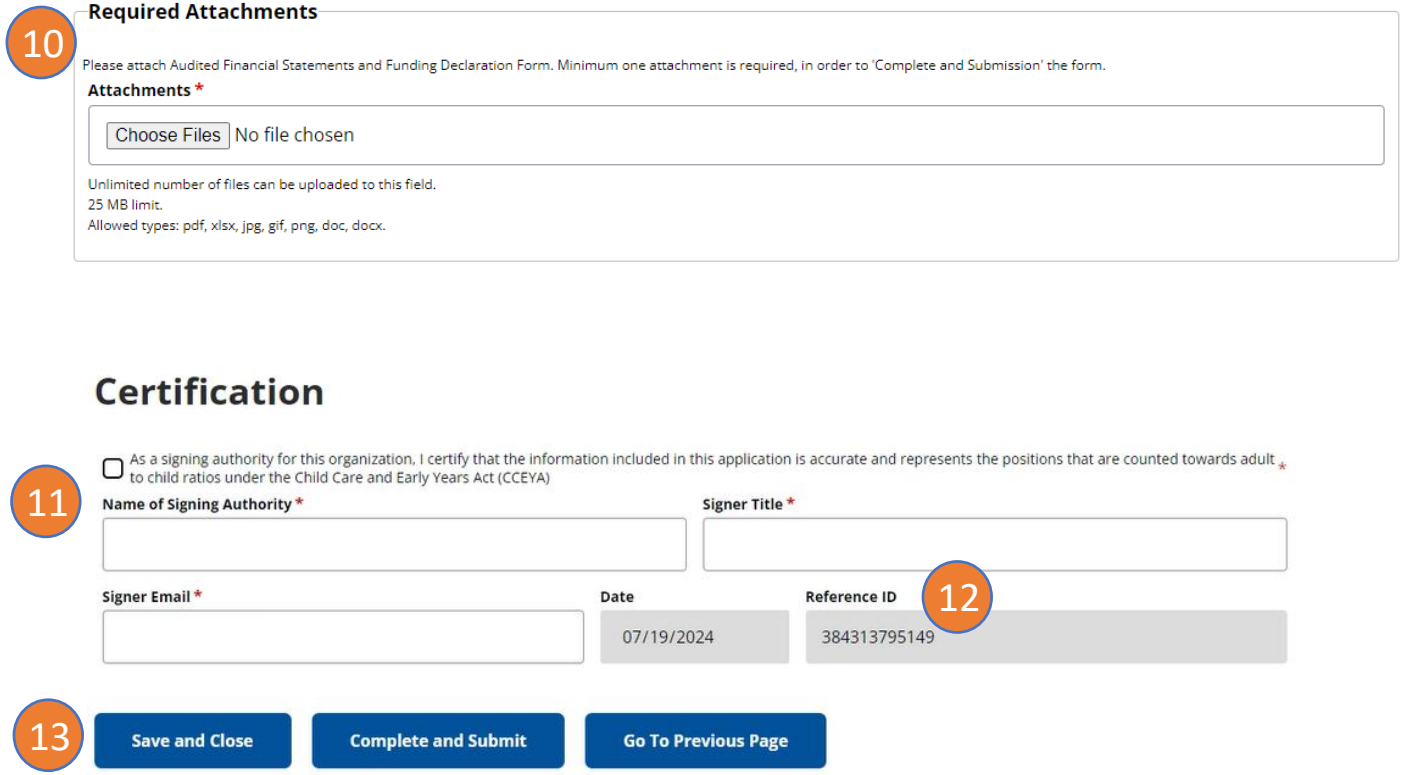
8

- Complete an Income Statement record for the financial year based on the Total Revenue, Total Expenses and Net Income/Loss using the information from the Audited Financial Statement.
- Select "Save" to complete the entry

9

- Once Balance Sheet and Income Statement entries are completed, select "Go To Next Page" to complete the submission

Audited Financial Statement Summary



10

- Operators must attach this year's Audited Financial Statement, Funding Declaration and supporting documents. The documents must be submitted through this portal, even if they have previously been emailed to your Contract and Funding Coordinator. For more information on what is required and a copy of the Funding Declaration Form, see York.ca/ChildCareOperators.
- Under the "Attachments" heading, select "Choose Files".
- Attach the appropriate files. Each file can only be a maximum of 3 MB. Any documents larger than 3 MB must be separated and sent as multiple attachments. There is a maximum total of 25 MB for all attached documents.
- Any document attached will be lost if you select "Save and Close" and will need to be reattached when you return to the form. Only when you select "Complete and Submit" at the bottom of the page will the attachments save.

11

- Fill out the certification section and check box

12

- If this is the first time you are filling out this form, a Reference ID will be generated here, if you select "Save and Close" at the bottom of the page, so you can access it again to complete it. NOTE: Operators must first select "Save and Close" to save the document for their records, prior to submitting it.

13

- Once you have completed the form, saved it and attached your supporting documents, select "Complete and Submit" to submit the application to your CFC. Note: You will not be able to re-access your form once you submit it.


York Region