

# Submission Checklist

Annual Reports being handed in to Agriculture and Rural Development **MUST** include:

- Director's List
  - Signed
- Annual Meeting Minutes
- Membership sign in sheet (in attendance at AGM)
- Activities Report(s)
  - Categorized  Signed
- Grant Application if applying for the year-end proportional grant
  - Signed by two officers**
- Financial Statements that:
  - have been approved at your annual general meeting by your membership
  - are signed by **TWO DIRECTORS** of the agricultural society and the **ACCOUNTANT**
  - are a review engagement report or audit report prepared by a: Certified General Accountant (CGA) or a Certified Management Accountant (CMA) or a Chartered Accountant (CA)
- Business Plan for 2011-14
- Farm Safety Report: {Not applicable if completed in previous year}

**DIRECTORS SIGNATURES VERIFY THAT ALL THE INFORMATION REQUIRED IS ENCLOSED.**

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President/Director

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Director