

Submission Checklist

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

- 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)
- Director's List
 - Signed
- Activities Report
 - Categorized
 - Signed
- Grant Form if applying to the yearend proportional grant
 - Signed by two officers
- Annual Meeting Minutes
- Membership sign in sheet (in attendance at AGM)
- Business Plan for 2009-2012
- Report on performance measures for 2008-2009