



CWELCC Audited Financial Statement
Summary User Guide
Canada-Wide Early Learning and Child Care (CWELCC)

Audited Financial Statement Summary

The screenshot shows the York Region website header with navigation links: HEALTH, TRANSPORTATION, ENVIRONMENT, RECREATION, BUSINESS, SUPPORT, NEWSROOM, and YORK REGION. A search bar is present with buttons for 'Report A Problem', 'Join Our Team', and 'Log In'. Below the header is a 'Head Office Search' form with a text input field, a 'Head Office Search' button, and a note: 'Enter at least three characters to search and click on "Head Office Search"'. A red circle with the number '1' is placed to the left of the search bar.

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- 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

The screenshot shows the 'Head Office Information' form with a red circle with the number '2' to its left. The form contains the following fields:

Corporation Name Happy Valley Inc. (o/a Bugs & Bunny Inc.)		Business Type Profit	
Address 123 Happy Valley Road.	City Newmarket	Postal Code L3Y 6Z1	Province Ontario
Contact First Name Denise	Contact Last Name Cheng	Contact Job Title Program Manager	
Contact Phone Number 111-222-3333		Contact E-mail denise.cheng@york.ca	

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- 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 when 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

A blue button with the text 'Go to next page' and a red circle with the number '3' to its right.

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- Click on “Go to next page”

Please note: child care operators must complete this form, even those who have already submitted their 2024 Financial Statements

Audited Financial Statement Summary

Balance Sheet *

Financial Year	Total Current assets	Total Assets	Total Current liabilities	Total Long-Term liabilities	Total Liabilities
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Add **5**

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Balance Sheet

Financial Year

Financial Year *
 Financial Year Start Date *
 Financial Year End Date *

Assets

Cash and Cash Equivalents *
Short-term Investments *
Accounts Receivable *

Inventory *
Supplies *
Prepaid Expenses *

Other Current Assets *
Total Current assets *
Property, Plant & Equipment - Net *

Other Assets *
Total Assets *

Liabilities

Short-term loans payable *
Current portion of long term debt *
Accounts Payable *

Other Accrued liabilities *
Deferred Revenue *
Total Current liabilities *

Long term debt *
Other non-current liabilities *
Total Long-Term liabilities *

Total Liabilities *

Save Cancel

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- Scroll down to the Balance Sheet Section and select "Add" to input financial information based on the information from the Audited Financial Statement
- For 2024, operators must complete two entries; one for 2023 and one for 2024

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- Input the Financial Year, Financial Year Start Date and Financial Year End Date. Complete the Assets and Liabilities entry accordingly. The following field 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
- The select "Save"

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- Saved records can be updated by selecting the pencil image on the right of the entry, and deleted by selecting the garbage bin image on the right of the entry

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Financial Year	Total Current assets	Total Assets	Total Current liabilities	Total Long-Term liabilities	Total Liabilities	
2023	\$280.00	\$450.00	\$15.00	\$13.00	\$28.00	📎🗑️
2024	\$2,800.00	\$4,500.00	\$15.00	\$13.00	\$28.00	📎🗑️

Audited Financial Statement Summary

Income Statement *

Financial Year	Total Revenue	Total Expenses	Net Income/Loss
Add			

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Income Statement

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Financial Year *	Total Revenue *	Total Expenses *
Year 2024 ▾	\$600,000.00	\$500,000.00
Net Income/Loss *		
\$100,000.00		
Save Cancel		

Balance Sheet *

Financial Year	Total Current assets	Total Assets	Total Current liabilities	Total Long-Term liabilities	Total Liabilities
Add					

Income Statement *

Financial Year	Total Revenue	Total Expenses	Net Income/Loss
Add			

Go To Next Page

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- Scroll down to the Income Statement section and select "Add"

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- Complete an Income Statement record for the financial year based on the Total Revenue, Total Expenses and Net Income/Loss based on the information from the Audited Financial Statement.
- For 2024, please complete a record for both 2023 and 2024.
- Select "Save" to complete the entry

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

Audited Financial Statement Summary

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Required Attachments

Please attach Audited Financial Statements and Funding Declaration Form. Minimum one attachment is required, in order to 'Complete and Submission' the form.

Attachments *

Choose Files No file chosen

Unlimited number of files can be uploaded to this field.
25 MB limit.
Allowed types: pdf, xlsx, jpg, gif, png, doc, docx.

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- Operators must attach this financial 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 appropriate files. Each file can only be a maximum of 3 MB. Any documents larger than 3 MB must be separated and sent by 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". All attachments 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.

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- Fill out the certification section and check box

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- If this is the first time completing this form, a Reference ID will be generated here for future access to completing this form if you select "Save and Close" at the bottom of the page. If you select "Complete and Submit", you will not be able to re-access your form

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- Operators must select "Save and Close" to save the document prior to submitting it. Once completed, select "Complete and Submit" to submit application to your CFC.

Certification

As a signing authority for this organization, I certify that the information included in this application is accurate and represents the positions that are counted towards adult to child ratios under the Child Care and Early Years Act (CCEYA) *

Name of Signing Authority *

Signer Title *

Signer Email *

Date

Reference ID

07/19/2024

384313795149

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Save and Close

Complete and Submit

Go To Previous Page

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