

# Annual Financial Report Exemption Request

For projects with a CFI contribution of \$200,000 or less, the CFI may permit institutions to submit a financial report once every two years instead of annually.

Institutions must request the exemptions annually by June 15<sup>th</sup>. Institutions may not submit an exemption request for the same project in two consecutive years. Institutions may wish to plan ahead which exemptions they will request each year in an attempt to create an even workload every year.

The CFI reserves the right to deny exemption requests if important issues were noted in previous monitoring or auditing activities, or if questions or concerns have been raised about the implementation of a specific project.

**PLEASE NOTE: This exemption applies to the annual financial report only. Final financial reports are due within six months of completion of the project. Also, this exemption does not affect the requirements for institutional and project progress reports.**

The request must be signed by the CFI Account Administrator. A copy must be sent to the attention of Marie-Josée Forgues at the following address : 230 Queen Street, Suite 450, Ottawa, ON, K1P 5E4, or by fax at (613) 996-3254.

Institution:

Financial Reporting Year:

An exemption is requested for the following projects:

Project ID	Project Leader	CFI Contribution

\_\_\_\_\_  
Account Administrator

\_\_\_\_\_  
Date