

VERIFICATION STATEMENT - GENERAL INFORMATION

Registration Number (R/WH): _____ For the fiscal months Ended (mm/dd/yyyy): _____

Legal Name: _____

Trade Name(s): _____

VERIFICATION STATEMENT - FINANCIAL INFORMATION

1. Total Sales	
2. Ontario Gross Sales (Form1 remittance)	
3. Ontario Cash Sales	
4. Net Income After Tax	
5. <u>Current Assets</u>	
a. General Account(s)/Cash	
b. Trust Account(s)/Cash	
c. Trust Supplier Prepayments	
d. Accounts Receivable and Other Prepaids (non-trust)	
e. Shareholder Advances	
f. Other (please specify) _____	
6. TOTAL CURRENT ASSETS	
7. Total Current Assets Plus Long-Term Assets (non-current)	
8. <u>Current Liabilities</u>	
a. Customer Deposits Liability (trust liability)	
b. Accounts Payable	
c. Shareholder Loans	
d. Loans Payable (current portion)	
e. Other (please specify) _____	
9. TOTAL CURRENT LIABILITIES	
10. Total Current Liabilities plus Long-term Liabilities (non-current)	
11. Total Equity (share capital + accumulated retained earnings)	
	Compliance Check
12. Working Capital compliance: <i>Current Assets minus Current Liabilities: line 6 minus line 9 minus line 5e. plus line 8c.)</i>	
13. Trust Compliance – <i>(Trust Asset minus Trust Liability: line 5b. plus line 5c. minus line 8a.)</i>	
Check (Note: balance must be 0: (line 7 minus line minus line 10 minus line 11))	

☐ Check if this Verification Statement was prepared by a Chartered Professional Accountant

I/We hereby attest, that the foregoing information is true and correct

Signature of Registrant/Director/Officer/Partner: _____

Print Name of Registrant/Director/Officer/Partner: _____

Date : _____ Title: _____

VERIFICATION STATEMENT – DEFINITIONS AND EXPLANATORY NOTES

Note: Term numbers on this page correspond to the term number as presented on the Verification Statement

VERIFICATION STATEMENT #	TERMS	DEFINITION	ADDITIONAL EXPLANATIONS AND EXAMPLE(S)
2.	Ontario Gross Sales (Form1 remittance)	The total amount paid or to be paid to or through the travel agent for all travel services sold in Ontario during the relevant period. Retailers report all sales made from Ontario location. Wholesalers report all sales made to retail agencies in Ontario.	Registrants sells air ticket, concert ticket, wine tour and hotel accommodations for a total price of \$3,500 to a customer. The customer finds own car rental. The Ontario Gross Sale is therefore, \$3,500.
3.	Ontario Cash Sales	Sales for which payment for travel services is received by the registrant, including but not limited to in the form of cash, cheques, e-transfers, direct deposit, wire transfer or other.	All Ontario cash sales must be deposited directly to trust account.
4.	Net Income/(loss) after tax	Net income results when revenues are greater than expenses. Net loss results when expenses are greater than revenues.	
5.	Current Assets	Assets that are realizable (used up/consumed, utilised or turned to cash) within one year or less from the balance sheet date.	Travel sale on December 1 st with a trip completion date December 15. The customer pays on January 5 th . On December 31 st , this would be recorded as a current Receivable because it was anticipated to be received within 12 months of the December 31 st year-end.
5. a) and b)	General and Trust Account(s) /Cash	Reconciled bank cash balance for general and trust account(s).	
5. c)	Trust Supplier Prepayments	Payments for which customer funds are received and passed on to suppliers ahead of the registrant providing the travel services. Payments made to suppliers ahead of the registrant providing travel services for which customer monies were not received should be recorded in other supplier prepaids.	\$500 payment to the supplier for the related deposit of \$1,000 may be recorded as a prepaid amount of \$500 and a customer deposits liability of \$1,000. Alternatively, \$500 customer deposits liability without any prepaid may be recorded.
5. d)	Accounts Receivable and Other Prepaids (non-trust)	Accounts Receivable are monies owed to business by its customers and /or other parties. Other prepaids are payments made to 3 rd parties in advance of receiving the goods or services.	\$1,500 annual insurance paid on July 1 st . Would be recorded as a \$750 prepaid as at December 31 st . Because there is 6months of services paid ahead of being received (i.e. January to June).
8.	Current Liabilities	Current Liabilities include amounts payable within one year of the balance sheet date	
8. a)	Customer Deposits Liability	Customer funds received and not yet passed to supplier or where services not yet provided.	Must be able to breakdown by customer name, invoice number and amount.
8. b)	Accounts Payable	The money that a business owes to its suppliers and other vendors for services and goods purchased and used up.	End suppliers, corporation credit cards, BSP etc.
8. d)	Loans Payable (current portion)	Portion of Long-term loan which is expected to be repaid within one year. Includes any other short-term loans.	5-year loan – payments within the next 12 months to be included in the short-term liability.
11.	Total Equity (share capital + accumulated retained earnings)	Assets that belong to the owner/corporation after providing for payment of all liabilities.	Includes retained earnings (deficit) since inception of the corporation.
12.	Working capital	Current Assets minus Current Liabilities adjusted for related party and shareholder balances.	Must be positive.