



Frequently Asked Questions

Publisher Financial Form

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FREQUENTLY ASKED QUESTIONS

1. WHY WAS A NEW CADAC FORM CREATED FOR BOOK AND MAGAZINE PUBLISHERS?

Canadian publishers receiving funding from CADAC member agencies previously submitted their financial and statistical information manually, often using Excel or Word documents. Although the CADAC Standard form was not designed to capture publisher-specific data, some funders had already begun using it for their Publisher programs.

The new CADAC Publisher form was developed to streamline this process, improve data consistency, and reduce administrative burden by providing a standardized and more efficient way to collect the required information. The Publisher financial form was developed after extensive consultation with book and magazine publishers, funding agencies, and industry experts.

The goal of the consultations was to create a form that better reflects the financial realities of the publishing sector — including revenues from sales, subscriptions, and advertising, and expenses related to production, royalties, and inventory.

2. WHO IS REQUIRED TO USE THE PUBLISHER FORM?

The Publisher form is **mandatory** for all organizations identified by their funding agency as book or magazine publishers.

3. HOW DO I GET ACCESS TO THE PUBLISHER FORM?

You do not need to request access.

If your organization already **has a CADAC account with a CADAC ID**, and your funding agency identifies you as a book or magazine publisher, your account will be automatically assigned the Publisher financial form. You will receive a notification before this change takes effect.

While your previous submitted financial and statistical data will no longer be visible in your account, they remain securely stored in CADAC's system and can be retrieved by CADAC staff upon request.

If your organization is **new to CADAC and does not yet have a CADAC ID**, you will receive a registration invitation email from your funding agency. Once your user account is created, the Publisher financial form will appear under your organization's Financial Forms tab.

New publisher organizations joining CADAC for the first time will begin directly with the **Publisher financial form** and will be able to enter data starting from the **2020 fiscal year**.

4. WHEN WILL THE PUBLISHER FORM BE AVAILABLE?

The Publisher form is already available in CADAC, but there will be a gradual roll out access to the form. Your funding agency will notify you directly when it is time to begin reporting with the new form.

5. HOW IS THE PUBLISHER FORM DIFFERENT FROM THE STANDARD CADAC FORM?

The Publisher financial form was designed to better reflect the financial structure of book and magazine publishers. While it keeps the same overall framework as the Standard CADAC form (revenues, expenses, profit/loss, and balance sheet), many lines have been redefined or added to align with publishing industry practices.

Key differences include:

- **Sector-specific revenues** such as book and magazine sales, subscriptions, advertising, and royalties
- **Sector-specific expense categories** for printing, contributors, production, and distribution costs
- **Specific lines** for dividends paid, income taxes, and inventory count
- **Earned revenue and operating expense sections completely reworked** to reflect cost of goods sold and inventory management
- **Terminology updates** to match accounting language used by publishers
- **Subtotals restructured**, particularly in the expenses section, to better represent publishing operations

These changes make the form more relevant and accurate for the publishing sector, while still maintaining overall comparability and consistency with CADAC reporting principles.

6. HOW MANY YEARS DO WE HAVE TO POPULATE WITHIN THE PUBLISHER FORM?

The CADAC publisher form will allow you to enter financial data starting from the 2020 fiscal year. You can choose to enter data as of 2020, or you can follow your funder's funding guidelines, which could be for example "2 prior years, the current year and X number of years of projections". For more information on each funder's guidelines, contact your funder or look up the information in their websites.

7. WILL PUBLISHERS ALSO COMPLETE A STATISTICAL FORM?

Not at this time.

Publishers will only complete the financial form in CADAC.

A statistical form is being developed and is expected to launch in late 2026. Until then, publishers will submit only their financial data through CADAC as part of their funding application.

8. WHAT HAPPENS TO YOUR PAST FINANCIAL DATA? (FOR EXISTING CADAC USERS ONLY)

You will not lose any previously submitted financial data.

When your organization transitions to the Publisher financial form, your past financial data entered under the Standard form will be hidden. This means you will no longer see your previous financial forms in your account, but the data remains securely stored in the system.

If you, your funding agency or the CADAC team ever needs to reference this historical information, the data can be retrieved. No information is deleted — it is simply no longer visible to users once the transition occurs.

9. HOW DO WE ATTACH OUR FINANCIAL STATEMENTS?

You will attach your final, signed financial statements at the bottom of your Publisher financial form, the same way as other CADAC forms. Here is a short video that shows how to attach the document: [How to attach your financial statements](#)

Statements must be:

- Approved by your board of directors
- Signed by your accountant or auditor
- Uploaded preferably in PDF format

10. WILL THE PUBLISHER FORM BE RECONCILED BY CADAC?

Yes. Publisher forms will undergo the same **reconciliation process** as all other CADAC financial forms.

What is reconciliation?

Reconciliation is the process where CADAC staff review your submitted financial form and attached financial statements to ensure that the information is accurate, balanced, and complete. This process ensures that all financial data used by funders is consistent, reliable, and comparable across organizations.

What happens during reconciliation:

1. Verification

CADAC staff verify your data against your uploaded financial statements, ensuring that the statements are **final, balanced, and properly signed**. We check that the figures entered in your CADAC form match the information in your financial statements and that totals and sub-totals align correctly.

2. Revision

If corrections or clarifications are needed, **reconciliation notes** are added directly in your form to indicate what must be revised. The form is then sent back to you for review with a **REVISE** status. You can make the necessary adjustments and re-submit your form for another review.

3. Validation

Once the information is accurate and complete, CADAC will **lock the form**. This indicates to funding agencies that the data has been **verified and approved**. Locked forms cannot be edited further and are officially part of CADAC's validated national dataset.

This process ensures that all financial information submitted through CADAC is accurate, consistent, and ready for use by funding agencies for analysis and reporting.

11. WHAT KIND OF REPORTS WILL BE AVAILABLE FOR PUBLISHERS?

Publishers will have access to **dedicated Power BI reports** that include financial data from other publishers reporting in CADAC. These reports highlight **publisher-specific metrics and line items**, allowing you to view trends and comparisons within the publishing sector.

To access your reports, go to the **Reports** section in the top menu of your CADAC account. From there, you can explore, filter, and export the data most relevant to your organization.

12. CAN WE COMPARE OUR RESULTS TO OTHER ORGANIZATIONS USING OTHER FORM TYPES IN CADAC?

Not directly.

Since the Publisher form uses a unique set of financial lines, its data is not directly comparable to organizations using the other form types.

However, publishers will be able to benchmark themselves within the publishing sector through dedicated reports designed for book and magazine publishers.

13. WHAT KIND OF TRAINING AND SUPPORT ARE AVAILABLE?

Publishers transitioning to or joining CADAC will have access to a full suite of resources:

- Recorded webinars and live training sessions in English and French
- Step-by-step guides and FAQs on the CADAC Training for Organizations page
- Ongoing collaboration with agencies to ensure a smooth rollout

All documentation and resources for the Publisher form — including user guides, videos, and quick reference tools — will be available in the Training for Organizations section at www.cadac.ca

For additional help, contact CADAC Support at cadacinfo@cadac.ca.¹