



Submitting an Annual Financial Statement (AFS)

**Cannabis Regulatory Agency
517-284-8599
mi.gov/cra
CRA-AFS@michigan.gov**

AFS Submission Instructions

The Annual Financial Statement (AFS) must be completed in its entirety upon submission. If the Cannabis Regulatory Agency (CRA) identifies a deficiency in the report, the CRA will notify the licensee or their designated contact person. The licensee must submit all missing information or proof that the deficiency has been corrected in its entirety to the CRA within the required timeframe of the date the licensee received the notice of deficiency. The failure of a licensee to completely correct a deficiency within the required timeframe of notification by the CRA may result in disciplinary action.

AFS Submission Instructions

- 180 days from the AFS due date, the licensee will receive the following email notification:

Dear [REDACTED]

Medical and adult-use marijuana business licensees are required to submit financial statements of their total operations to the Cannabis Regulatory Agency (CRA). See MCL 333.27701; Mich Admin Code, R 420.20.

[REDACTED] is required to submit an AFS covering all marijuana licenses held at any time during the reporting period. The AFS must be filed with the CRA by [REDACTED]. The reporting period is the designated twelve-month period that precedes the due date as indicated below. For example, the reporting period for an AFS due on December 31, 2023, is July 1, 2022 – June 30, 2023.

Report Due Date	Designated Twelve Month Reporting Period
June 30	January 1 - December 31
September 30	April 1 - March 31
December 31	July 1 - June 30
March 31	October 1 - September 30

You may verify the reporting period for your due date [here](#).

The AFS report must include the following licenses:

[REDACTED]

The CRA strongly encourages [REDACTED] to engage the services of a certified public accountant immediately upon receipt of this notice to allow sufficient time for the AFS to be completed prior to the deadline. Failure to file a complete AFS by the above due date may result in disciplinary action.

All AFS required forms, instructions, and online submission requirements are available [here](#).

If you have any questions regarding the AFS, please contact the Financial Compliance Section by phone at (517) 284-8599 or email at CRA-AFS@michigan.gov.

Thank You,

Financial Compliance Section
Cannabis Regulatory Agency
(517) 284-8599
CRA-AFS@michigan.gov
www.michigan.gov/cra

- Once this email is received, licensees should follow the link as indicated above and engage the services of a certified public accountant (CPA) immediately upon receipt.

AFS Submission Instructions

Before initiating the submission process, be advised the following documents are required:

- AFS Report
- AFS Contact Authorization Form

AFS Submission Instructions

- 90 days from the AFS due date, the licensee will receive the following email notification:

Dear [REDACTED]

[REDACTED] is required to submit to the Cannabis Regulatory Agency (CRA) an AFS report which covers all marijuana licenses held at any time during the reporting period. See MCL 333.27701; Mich Admin Code, R 420.20. The Accela Citizen Access (ACA) portal is now open for submissions due on [REDACTED].

The report must be filed with the CRA by [REDACTED]. The reporting period is the designated twelve-month period that precedes the due date as indicated below. For example, the reporting period for an AFS due on December 31, 2023, is July 1, 2022 – June 30, 2023.

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You may verify the reporting period for your due date [here](#).

For a list of licenses required to be included, please refer to the licensee's first notice of AFS Due [REDACTED] that was sent on [REDACTED] to the entity's email address on file with the CRA.

If [REDACTED] has not yet engaged the services of a certified public accountant, the CRA strongly encourages you to do so immediately upon receipt of this notice to allow sufficient time for the AFS report to be completed prior to the deadline. Failure to file a complete AFS report by [REDACTED] may result in disciplinary action.

Please note: The AFS report will NOT be accepted unless the CPA and the CPA firm are actively licensed AND registered in Peer Review prior to completing the AFS Report. The licensee should ensure that the CPA meets the requirements before engaging the CPA to complete the AFS Report.

Please note medical licensees are required to transmit a copy of the AFS to their respective municipalities pursuant to Section 701 of the MMFLA.

All AFS required forms, instructions, online submission requirements, and a link to the ACA portal are available [here](#).

If you have any questions regarding the AFS, please contact the Financial Compliance Section by phone at (517) 284-8599 or email at CRA-AFS@michigan.gov.

Thank You,

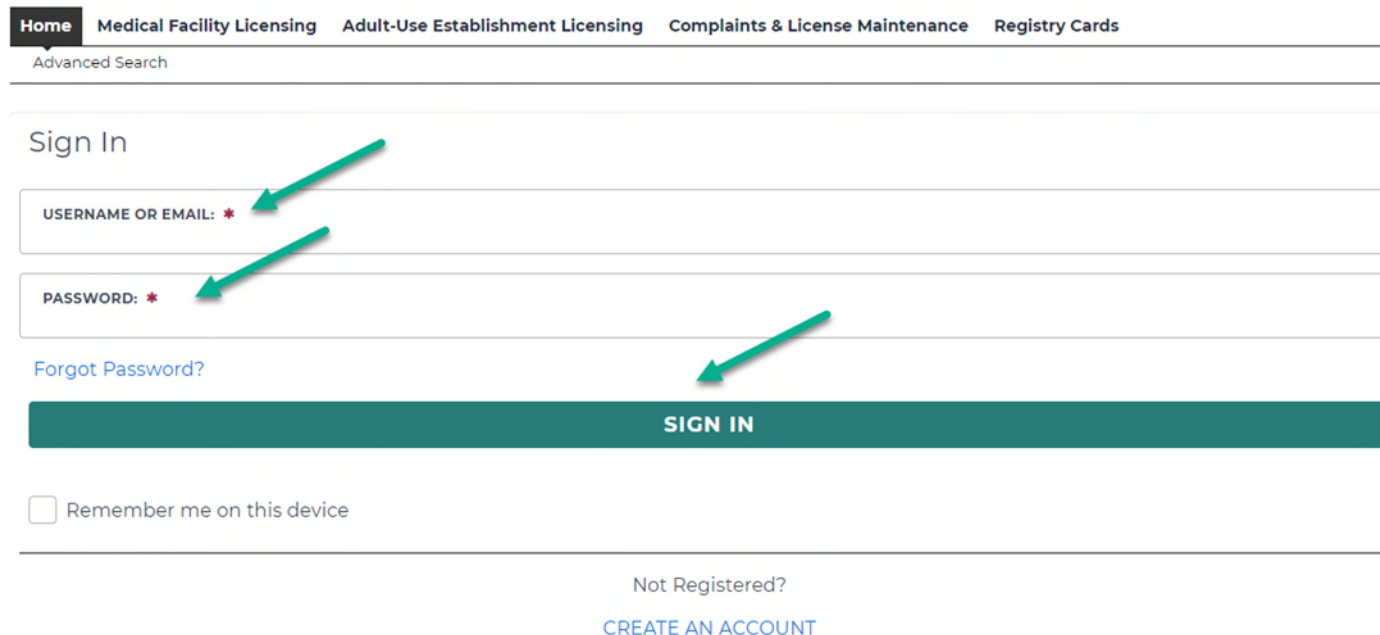
Financial Compliance Section
Cannabis Regulatory Agency
(517) 284-8599
CRA-AFS@michigan.gov
www.michigan.gov/cra

- Once this email notification is received, the licensee can submit their Annual Financial Statement online. [Link to Online Portal](#)
- Licensees will receive a similar email 60 days prior to the AFS due date (and again 30 days prior to the AFS due date) if the Annual Financial Statement has not been submitted.

AFS Submission Instructions

To begin the AFS submission process, go to the online portal. [Link to Online Portal](#)

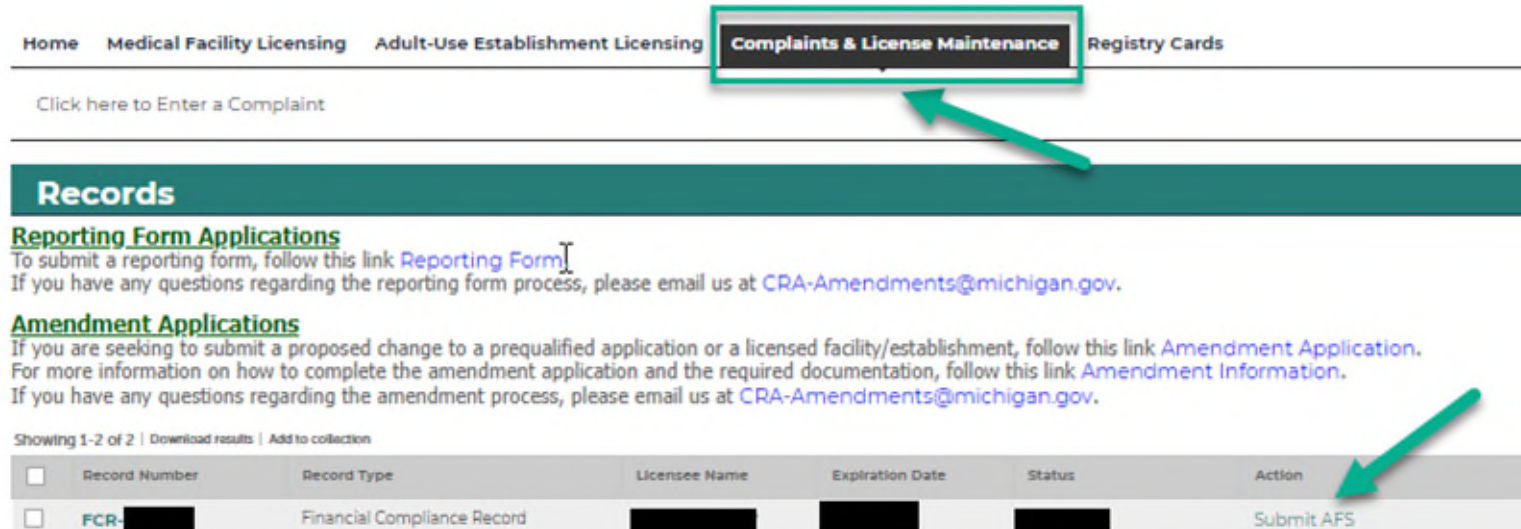
- Enter **User Name or E-mail** of an account that has access to the license record you are seeking to submit an AFS for.
 - If you do not have an online account or are unable to access the license record you are seeking to submit an AFS for, please contact CRA-AdultUseRenewals@michigan.gov to request assistance gaining online access.
- Enter **Password**.
- Select **Login**.



The screenshot shows the top navigation bar with links: Home, Medical Facility Licensing, Adult-Use Establishment Licensing, Complaints & License Maintenance, and Registry Cards. Below the navigation is an "Advanced Search" field. The main section is titled "Sign In" and contains two input fields: "USERNAME OR EMAIL: *" and "PASSWORD: *". A "Forgot Password?" link is located below the password field. A large green "SIGN IN" button is positioned below the input fields. At the bottom of the form, there is a checkbox labeled "Remember me on this device". Below the form, there is a "Not Registered?" link and a "CREATE AN ACCOUNT" link.

AFS Submission Instructions

- Select **Complaints & License Maintenance**.



Home Medical Facility Licensing Adult-Use Establishment Licensing **Complaints & License Maintenance** Registry Cards

[Click here to Enter a Complaint](#)

Records

Reporting Form Applications
To submit a reporting form, follow this link [Reporting Form](#).
If you have any questions regarding the reporting form process, please email us at CRA-Amendments@michigan.gov.

Amendment Applications
If you are seeking to submit a proposed change to a prequalified application or a licensed facility/establishment, follow this link [Amendment Application](#).
For more information on how to complete the amendment application and the required documentation, follow this link [Amendment Information](#).
If you have any questions regarding the amendment process, please email us at CRA-Amendments@michigan.gov.

Showing 1-2 of 2 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Record Number	Record Type	Licensee Name	Expiration Date	Status	Action
<input type="checkbox"/>	FCR- [REDACTED]	Financial Compliance Record	[REDACTED]	[REDACTED]	[REDACTED]	Submit AFS

- Select **Submit AFS** in the action column of the licensee you are trying to submit an AFS for.

AFS Submission Instructions

- All Required Documents must be submitted.
- Each document must be uploaded individually; documents cannot be combined and uploaded as a single PDF.
- Note: The CPA Attestation of Practice Authority is only required to be submitted with FY23 AFS Reports and older.

- To attach documents, Select **Add** on the attachments page.
- Select **Add** on the file upload pop out window. *Please see next page to continue.*

Attachment

Please attach the following documents:

Required Documents

- AFS Report
- Contact Authorization Form

Supporting Documents

The following document categories are available for the licensee's use to supplement information in the AFS report but are not required at the time of submission:

- Expenditures Supporting Documents
- Ownership Supporting Documents
- Revenue Supporting Documents
- Tax Supporting Documents
- Distribution Supporting Documents

*Failure to submit any of the required items may result in disciplinary action.

The maximum file size allowed is 500 MB.
 ade;adp;bat;chm;cmd;com;cpl;exe;heic;hta;htm;html;ins;isp;jar;js;json;lib;lnk;mde;mht;mhtml;msc;mst;pages;php;pif;scr;sct;...
 This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit the following types of documents: **Contact Authorization Form, AFS Report**

Name	Type	Size
No records found.		

Add
←
1

File Upload

The maximum file size allowed is 500 MB.
 ade;adp;bat;chm;cmd;com;cpl;exe;heic;hta;htm;html;ins;isp;jar;js;json;lib;lnk;mde;mht;mhtml;msc;mst;pages;php;pif;scr;sct;...
 are disallowed file types to upload.

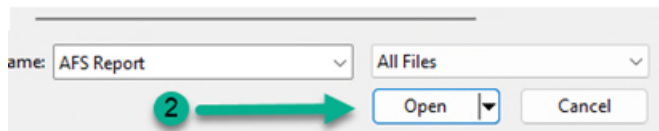
Continue
Add
Remove All

↘
2

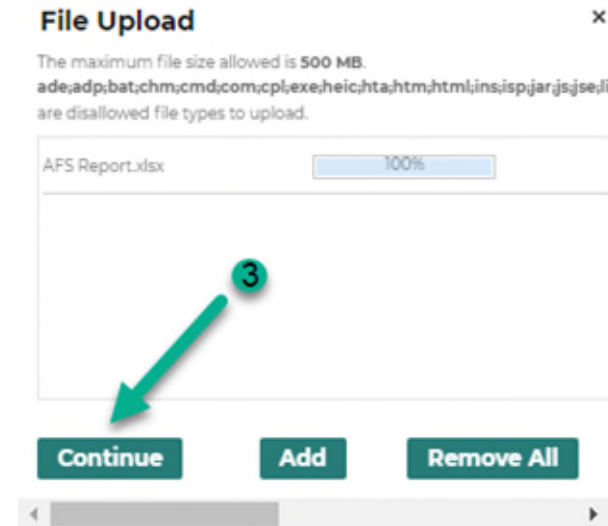
AFS Submission Instructions

- **Select** and **Open** the file(s) you wish to upload.
 - All documents should be uploaded in PDF format except for the AFS Report.
 - The AFS Report should be uploaded in Excel format.
 - Files should be named according to their document type. For example, the Contact Authorization Form PDF should be named "Contact Authorization Form".

<input type="checkbox"/>	Name	Date modified	Type
<input checked="" type="checkbox"/>	AFS Report	4/10/2024 8:44 AM	Micr

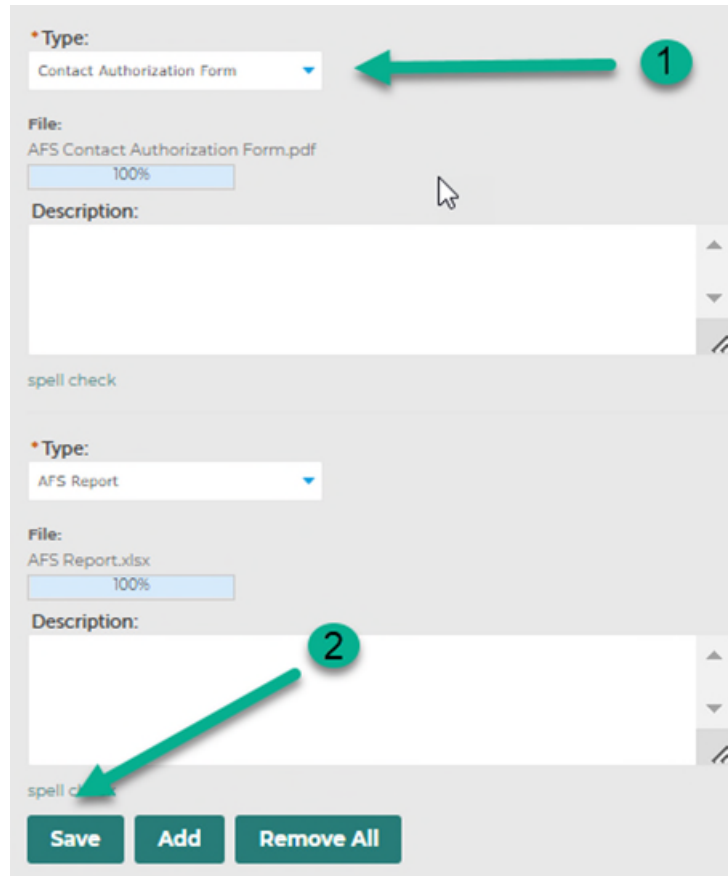


- Confirm the file(s) are 100% uploaded and select **Continue**.



AFS Submission Instructions

- Select document **Type**.
 - All documents on the checklist have a corresponding type. You must choose the corresponding document type for each document that is uploaded. For example, when uploading the AFS Contact Authorization Form, you must select the “Contact Authorization” type.
- Select **Save**.
- **You must repeat the process for all required documents.**



The screenshot displays a web interface for submitting documents. It features two distinct entry forms, each with a 'Type' dropdown menu, a 'File' upload section, and a 'Description' text area. The first entry is for a 'Contact Authorization Form' and the second is for an 'AFS Report'. Both files are shown as 100% uploaded. A red arrow labeled '1' points to the 'Type' dropdown of the first entry, and another red arrow labeled '2' points to the 'Type' dropdown of the second entry. At the bottom of the interface, there are three buttons: 'Save', 'Add', and 'Remove All'.

AFS Submission Instructions

- After all applicable documents have been uploaded and **their corresponding document types have been selected and saved**, select **Next**.

Attachment

Please attach the following documents:

Required Documents

- AFS Report
- Contact Authorization Form

Supporting Documents

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*Failure to submit any of the required items may result in disciplinary action.

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;heic;hta;htm;html;ins;isp;jar;js;lib;lnk;mde;mht;mhtml;msc;msp;mst;pages;php;pif;scr;scshb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Contact Authorization Form, AFS Report

Name	Type	Size	Description	Action
AFS Contact Authorization Form.pdf	Contact Authorization Form	1.42 MB		Actions ▾
AFS Report.xlsx	AFS Report	1.21 MB		Actions ▾

Add



AFS Submission Instructions

- After reviewing , **check** the box to electronically sign and file the AFS submission thus certifying that the submission is true, complete, correct, and that no material information has been omitted.
- Select **Next** to submit.


Attachment Edit

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cp1;exe;heic;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;mssc;msp;mst;pages;php;plf;scr;sc1;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Contact Authorization Form, AFS Report

Name	Type	Size	Description	Action
AFS Contact Authorization Form.pdf	Contact Authorization Form	1.42 MB		Actions ▾
AFS Report.xlsx	AFS Report	1.21 MB		Actions ▾

I certify that the licensee provided licensee records to the CPA completing this annual financial statement that are true, complete, and correct and that no material information was omitted. By checking the box below, I understand that I am electronically signing and submitting a full and complete annual financial statement as prepared by the CPA.

By checking this box, I agree to the above certification. Date:

 **Next**

AFS Submission Instructions

- The Annual Financial Statement has now been submitted. **Retain a copy of the record number.**

Annual Financial Statement Report



Step 3: Submit AFS



Your record has been successfully submitted.
Please print and retain a copy of this page for your records.

Thank you for using our online services.

Your record number is AFS- [REDACTED]



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