

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Category \_\_\_\_\_ Producer Name: \_\_\_\_\_

Line 1	Inventory carried forward from the previous month		litres
Line 2	Monthly production		litres
Line 3	Direct sales and sampling in province		litres
Line 4	Sales outside of province (including bulk)		litres
Line 5	Sales to SLGA Distribution Centre and/or 3 <sup>rd</sup> Party Distributor		litres
Line 6	Product destroyed		litres
Details and Reason:			
Line 7	Product returned		litres
Details and Reason:			
Line 8	Other Adjustments		litres
Details and Reason:			
Line 9	<b>Total product now in inventory</b>		<b>litres</b>
Line 10	<b>Amount of product used for levy calculation</b>		<b>litres</b>

Did you do any contract manufacturing during the month? **If yes, complete Form 1A.** Yes No

Did you contract with anyone to produce product on your behalf during the month? **If yes, complete Form 1B.** Yes No

Did you have any out of province activity during the month? **If yes, complete Form 2.** Yes No

Submission Instructions - Enter the litres of **finished product**:

- **Line 1** – That were in inventory from the **previous month**.
- **Line 2** – Monthly **production** at your permitted manufacturing facility.
- **Line 3** – That were **sold directly** in Saskatchewan to consumers, all retailers including SLGA retail stores, commercial permittees, manufacturer hospitality suites, and other craft manufacturers (including contract manufactured product sold to the contractee).
- **Line 4** – **Sold outside** of Saskatchewan this month.
- **Line 5** – **Sales to SLGA Distribution Centre** and/or **3<sup>rd</sup> Party Distributor**.
- **Line 6** – **Destroyed** this month.
- **Line 7** – **Returned** this month.
- **Line 8** – For any **inventory adjustments** for this month. (enter negative value for reductions, positive value for additions)
- **Line 9** – Automatically filled in (Line 1 + L2 - L3 - L4 - L5 - L6 + L7 + L8).
- **Line 10** – Automatically filled in (Line 3).

Definitions:

- **Finished Product:** ready for sale in whatever format (container type) you use.
- **Other Adjustments:** Any inventory adjustments that would not be captured under product destroyed and/or product returned.

**This report must be emailed to [SKprodreport@slga.gov.sk.ca](mailto:SKprodreport@slga.gov.sk.ca) no later than the last day of the month after the reporting month.**

*The Canada Revenue Agency Excise Duty monthly report must also be emailed to [SKprodreport@slga.gov.sk.ca](mailto:SKprodreport@slga.gov.sk.ca).*

## Form 1A - Contractor Activity

Who did you Contract with?	Litres Produced For Someone Else This Month

\* Any contract produced product must be included in your monthly production (Form 1: Line 2)

\* Any transfer of product from contractor to contractee must be added to your direct sales (Form 1: Line 3)

## Form 1B – Contractee Activity

Who did you Contract with?	Litres Produced For You This Month

\* Any contract produced product is manually (by SLGA) added to the contractee’s monthly production (Form 1 – Line 2) for purposes of capturing global production, as outlined in the Contract Manufacturing Policy for SK Craft Alcohol Producers.

Definitions:

**Contract Manufacturing:** When a Saskatchewan (SK) Craft Alcohol Producer enters into a contract to make alcohol products that are branded as the product of a different alcohol producer, either as a contractor or contractee.

**Contractor:** A SK Craft Alcohol Producer who agrees to manufacture alcohol product(s) for another entity who brands the products as their own.

**Contractee:** A SK Craft Alcohol Producer who contracts with another Saskatchewan craft manufacturer to produce its products.

**Form 2 – Out of Province Production Activity**

Total product produced outside of the province during the month		Litres
Total unfinished product sent outside the province during the month		Litres