

Month:                      Year:

Category                      Producer Name:

Line 1	Inventory carried forward from the previous month		Litres
Line 2	<b>Monthly production</b>		Litres
Line 3	<b>Direct sales and sampling in province</b>		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	<b>Total product now in inventory</b>		Litres
Line 9	<b>Amount of product used for levy calculation</b>		Litres

**Did you do any contract manufacturing during the month?**

Yes  No 

**If Yes, complete Form 1A.**

**Did you contract with anyone to produce product on your behalf during the month?**

Yes  No 

**If Yes, complete Form 1B.**

**Did you have any out of province activity during the month?**

Yes  No 

**If Yes, complete Form 2**

## Submission Instructions:

- Line 1 – Enter the litres of finished product that were in **inventory** from the previous month – Inventory carried forward.
- Line 2 – Enter the litres of finished product that were **produced** this month.
- Line 3 – Enter the litres of finished product that were **sold directly in Saskatchewan** (other manufacturers, consumers, all retailers, including SLGA retail stores, commercial permittees, manufacturer on-site tasting room).
- Line 4 – Enter the litres of finished product **sold outside of Saskatchewan** this month.
- Line 5 – Enter the litres of finished product that were **sold to SLGA's Distribution Centre** and/or 3<sup>rd</sup> Party Distributor
- Line 6 – Enter the litres of finished product **destroyed** this month.
- Line 7 – Enter the litres of finished product **returned** this month.
- Line 8 - **Total product in inventory at the end of the month** – automatically filled in (Line 1 + Line 2 - Line 3 - Line 4 - Line 5 - Line 6 + Line 7).
- Line 9 - **Amount of product used for levy calculation** – automatically filled in (Line 3).

Definition:

**Finished Product:** ready for sale in whatever format (container type) you use.

**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