



---

## chief electoral office

### GUIDE TO THE PREPARATION OF THE CONSTITUENCY ASSOCIATION ANNUAL FINANCIAL STATEMENT

FOR THE PERIOD JANUARY 1, 2009 TO DECEMBER 31, 2009

**FILING DEADLINE MARCH 31, 2010, 4:30 PM**

This guide will assist you in the completion of the Constituency Association Annual Financial Statement in compliance with Section 42(1)(b) of the *Election Finances and Contributions Disclosure Act*. For ease of use, the guide will take you line by line through the financial statement completion process.

***SUBMIT FINANCIAL STATEMENT AND ALL REQUIRED ATTACHMENTS TO  
ELECTIONS ALBERTA (OFFICE OF THE CHIEF ELECTORAL OFFICER)  
SUITE 100, 11510 KINGSWAY NW  
EDMONTON, AB T5G 2Y5  
(780) 427-7191***

---

**IMPORTANT REMINDERS**

---

\*\*\*\* **PLEASE PRINT LEGIBLY WHEN COMPLETING ALL FORMS** \*\*\*\*

**ORIGINAL DOCUMENTS**

The original copy of the annual financial statement must be received in the Office of the Chief Electoral Officer; **fax transmissions or photocopies are not acceptable**. Some parties may require that the constituency association forward its annual financial statement to the Party's office in advance of the filing date so that the Party is able to review the statement and attach required documents. Even if this occurs, the deadline date must still be met.

**OFFICIAL RECEIPTS**

Contact your Party for advice – If you are unsure on the policy of your party in regards to Official Receipts, please contact the party prior to making a request to Elections Alberta.

Not Transferable between constituencies - Official Receipts are issued to a specific constituency association only and are NOT transferable. If you are the Chief Financial Officer for more than one constituency association, you must request the number of receipts you require for **each** constituency and pre-numbered Official Receipts will be issued for each individual constituency and tracked as such.

Completed in full - Official Receipts must be completed in their entirety, including full name, full address, date funds were received, and date the receipt was issued.

One name per receipt - An Official Receipt **can not** be issued in the name of more than one contributor (for example: Bob & Mary Smith). Any such receipts must be marked VOID and a new receipt must be issued to each individual contributor. You may need to contact the contributor to determine how to split the amounts between the two contributors.

"Valued" and "Cash/Cheque" contributions - Contributions from the same person or organization, can not be combined on the same Official Receipt. A separate Official Receipt must be issued for each component. **In addition, "Valued Contributions" must be supported by documentation which identifies how the value was determined.**

Distribution of copies - The "Chief Electoral Officer's Copy" of all Official Receipts issued must accompany your Financial Statement. Send the "For Income Tax Credit - Contributor's Copy" to the contributor, and keep the "Chief Financial Officer's Copy" for your records.

Spoiled/Cancelled receipts - All 3 copies of voided receipts must be returned to Elections Alberta.

Unused/Surplus receipts - all unused/surplus receipts must be accounted for.

**CONTRIBUTION REPORTING**

You MUST attach a list showing the name, address and contribution amount for every person, corporation, trade union, or employee association who, in aggregate, contributed \$375.01 and greater during the calendar year. Also, a second copy of this list without address information should be enclosed for our use in publishing the list to the public website.

**REPORTING CHANGES IN REGISTRATION INFORMATION**

If there have been any changes in the registration information required by Section 8(2) of *the Act* (that is: new Principal Officers, new Chief Financial Officer, different or additional financial institutions, etc.), the Chief Electoral Officer (CEO) must be advised within 60 days of the change in accordance to Section 8(4) of *the Act*.

This notification to the CEO is to be in writing, either in the form of a letter or by completing a Change to Registration Form. You may deliver the written notification to the CEO in person, by mail, or facsimile.

**RETENTION OF RECORDS**

Although it is not necessary to include details of the expenses your constituency association has incurred, you are reminded that all back-up records for this financial statement must be retained for two years after the filing deadline to accommodate any review the Office of the Chief Electoral Officer may wish to make.

**PAGE 1 - HEADER INFORMATION**

Please start by filling in the year at the top of the page.

Enter the full name of the constituency association, the full name of the Party, and the mailing address of the constituency association.

**PAGE 1 - SUMMARY OF ANNUAL REVENUE****CONTRIBUTIONS:**

- **\$1,000** is the maximum **aggregate** (combined) contribution that can be accepted by a constituency association from any one contributor.
- Aggregate means the sum of all contributions during the calendar year from the same person or organization and/or related organizations, regardless of whether the contribution was given as money, as goods and services, or both.
- Valued Contributions and Cash/Cheque contributions can not be combined on the same Official Receipt.
- As per Section 13(2) of the *Act*, money or property received that does not exceed \$50 in aggregate is not considered to be a contribution. However, if the contributor requests a receipt, then the amount becomes a contribution and must then be included as such on "Line 1 – Total of \$375 or less".
- All other amounts under \$50.00 for which official receipts were not issued must be added up (combined) and reported on "Line 11-Other Income".

We believe the best approach to correctly reporting your contributions is to first aggregate (add-up) all contributions from the same source (i.e. from the same individual or from the same organization) in order to determine if that contributor has exceeded the \$375 reporting threshold. All contributors who have not exceeded the \$375 threshold will be accounted for on line 1 of the Financial Statement, whereas all contributors who did exceed the \$375 threshold will be accounted for on line 2 of the statement. The contributions associated with each grouping (i.e. the Line 1 group and the Line 2 group) can then be further sub-divided into "Valued Contributions" and "Cash/Cheque" contributions.

**Line 1 - Total of all contributions of \$375 or less**

Show the total value of goods and services received as "Valued Contributions" and the total value of money received as "Cash/Cheque" contributions. Copies of the receipts you issued must accompany your financial statement.

**Line 2 - Total of all contributions of \$375.01 and greater**

As above, separate the contributions by "Valued" and "Cash/Cheque".

Copies of receipts issued must accompany your financial statement and, in addition, you must attach a list showing the name, address, and amount received from each contributor.

**Line 3 - Deduct total amount returned**

If a constituency association mistakenly accepts an excess contribution (i.e. over \$1,000 in aggregate) or a prohibited contribution (e.g. from an out-of-province contributor or from a town/city), **the Chief Electoral Officer must be advised in writing within 30 days of the occurrence**, indicating the name of the contributor, the Official Receipt numbers involved, and the circumstances associated with the incident. In addition, to correct the prohibited contribution or the over contribution:

- the Official Receipts associated with the infraction should be retrieved and cancelled;
- all copies of the cancelled receipt(s) must be submitted to Elections Alberta;

- the funds involved must either be returned to the contributor or, if this not possible, then the prohibited contribution or the over contribution must be remitted to the Minister of Finance by sending a cheque to Elections Alberta for deposit to the general revenue fund; and
- the total of any prohibited or excess contributions returned to contributors or remitted to the Minister of Finance is to be reported on Line 3.

**Line 4 - Sub Total**

Total the Valued Contribution column and the Cash/Cheque column. Please note that the total of the Valued Contribution column will also form part of the constituency association's annual expenses on Line 18.

**Line 5 - NET CONTRIBUTIONS**

Combine the total of Valued Contribution column and Cash/Cheque column.

**TRANSFERS RECEIVED FROM:**

**Line 6 - Registered Party**

Funds transferred to the constituency association from the Registered Party.

**Line 7 - Registered Constituency Association(s)**

Funds received from any other constituency association. List each constituency association and the corresponding amount received. Attach a separate sheet if space is insufficient.

**Line 8 - Registered Candidate(s)**

Funds received from any Registered Candidate. List each Registered Candidate and the corresponding amount received. Attach a separate sheet if space is insufficient.

**Line 9 - TOTAL TRANSFERS RECEIVED**

Combine all transfers received by adding Lines 6, 7, and 8.

**OTHER SOURCES:**

**Line 10 - Fund-raising function(s)**

Include as revenue that portion of ticket proceeds NOT considered to be a contribution (any contribution portion will already have been reported on Lines 1 and 2).

**Line 11 - Other Income**

Include any other revenue received (excluding contributions, transfers, and fund raising functions which were already reported above) For example:

- anonymous contributions of less than \$50 each
- the gross collections from general meetings
- annual membership fees that do not exceed \$50 each
- interest earned on investments and/or bank deposits
- selling price of any goods and services sold (e.g. pins, buttons, etc)
- funds collected of less than \$50 for which Official Receipts were NOT issued

**Line 12 - TOTAL OTHER SOURCES**

Combine other sources of income by adding Lines 10 and 11.

**Line 13 - TOTAL ANNUAL REVENUE**

Add Lines 5, 9, and 12.

If no revenue was received during the reporting period, enter "NIL".

**PAGE 1 - SUMMARY OF ANNUAL EXPENDITURES**

**TRANSFERS PAID TO:**

**Line 14 - Registered Party**

Funds transferred to a Registered Party from the constituency association.

**Line 15 - Registered Constituency Association(s)**

Funds transferred to any other constituency association. List each constituency association and the corresponding amount paid. Attach a separate sheet if space is insufficient.

**Line 16 - Registered Candidate(s)**

Funds transferred to any Registered Candidate. List each Registered Candidate and the corresponding amount paid. Attach a separate sheet if space is insufficient.

**Line 17 - TOTAL TRANSFERS PAID**

Combine all transfers made by adding Lines 14, 15, and 16.

**Line 18 - ANNUAL EXPENSES**

Expenses related to an election campaign are to be isolated/separated from the general ongoing activities of the constituency association and are reported separately. Therefore, the constituency expenses you have incurred during the year should first be separated into:

- (a) expenses related to an election campaign, if any. Add these up and show the total on "Line 19 – Expenses that Relate to an Election"; and
- (b) expenses that relate to non-election activities. Enter the total expenses incurred during the calendar year. This would include the sum of all cheques written, bank charges, bank debit memos and/or any expenditure from petty cash. In addition, be sure to also include as annual expenses:

*(i) the sub total amount from the Valued Contribution column (Line 4): and*

*(ii) the totals of unpaid liabilities/debts shown on lines 31, 32, and 33.*

Add all these together and show the total on "Line 18 – Annual Expenses".

**Line 19 - EXPENSES THAT RELATE TO AN ELECTION**

The total expenses incurred by your constituency association during the calendar year that relate to a campaign during a general election and/or a by-election(s).

**Line 20 - TOTAL ANNUAL EXPENDITURES**

Combine Lines 17, 18, and 19.

If no expenditures occurred during the reporting period, enter "NIL".

**PAGE 1 - SUMMARY OF ANNUAL REVENUE AND EXPENDITURES**

**Line 21 - TOTAL ANNUAL REVENUE**

Enter the amount from Line 13.

**Line 22 - TOTAL ANNUAL EXPENDITURES**

Enter the amount from Line 20.

**Line 23 - ANNUAL SURPLUS (DEFICIT)**

Subtract the amount on Line 22 from the amount on Line 21. A negative result indicates a deficit and should be shown in brackets.

**PAGE 2 - HEADER INFORMATION**

Enter the full name of the constituency association followed by the party name.

Also write in the year (e.g. 2009) on the top of the page.

**PAGE 2 - STATEMENT OF ASSETS AND LIABILITIES**

**ASSETS**

**Line 24 - Cash on Deposit**

Enter the Dec 31, 2009 balance in the constituency association bank account(s).

**Line 25 - Petty cash & other funds**

Enter the total of all cash funds (e.g. petty cash) as of Dec 31, 2009.

**Line 26 - Accounts receivable**

Prepare a list showing the name, address, and amount still owing to the constituency association as of Dec 31, 2009. Enter the total here.

**Line 27 - Bonds, Stocks, Securities, etc.**

Make a list of all investments held as of Dec 31, 2009 showing the type of investment, its purchase price, and its value as of Dec 31, 2009. Record total purchase price on line 27.

**Line 28 - Other assets at cost**

List any other assets the Constituency Association has (other than those already listed above in Lines 25 to 27) and show the respective purchase cost for each item. An example may include the year-end value of membership shares in a Credit Union.

**Line 29 - TOTAL ASSETS**

Combine Lines 24 to 28.

**LIABILITIES**

**Line 30 - Funds on loan**

Enter the unpaid balance of any borrowed funds as of Dec 31, 2009. Attach a copy of the loan agreement or attach a sheet which provides particulars such as the lender's name and address, date of the loan, amount, interest rate, repayment schedule/term, etc.

**Line 31 - Accounts payable to suppliers**

Prepare a list of all unpaid invoices from suppliers as of Dec 31, 2009 showing the date of the invoice, the vendor name, the invoice number, the amount, and a description. Include total on line 31.

**Line 32 - Debts incurred but not yet billed**

Prepare a list of all debts owing to suppliers or others that the constituency association has not been invoiced for as of Dec 31, 2009 showing the date of the transaction, the vendor name, the amount, and a description. Include total on line 32.

**Line 33 - Other liabilities**

List the type and cost of any other financial obligation not yet accounted for above.

**Line 34 - TOTAL LIABILITIES**

Combine Lines 30 to 33.

**Line 35 - Equity**

Subtract the amount on Line 34 from the amount on Line 29. A negative result indicates a deficit and should be shown in brackets.

**PAGE 2 - CONSOLIDATION**

**Line 36 – Surplus (Deficit) from previous year's Statement**

This number can be found on Line 38 of last year's (i.e. 2008) constituency association annual financial statement; or, if 2009 was the first year that the constituency association was registered, use the figure from Line 12 of the Statement of Assets and Liabilities filed with the Application for Registration of a Constituency Association.

**Line 37 - Annual Surplus (Deficit)**

Balance from Line 23 on Page 1.

**Line 38 - TOTAL**

Add Line 36 and Line 37 (if there is a deficit, that number would be a negative). The result should be the same as Line 35; if it is not the same, review the statement and correct any errors found.

**ATTESTATION of the CHIEF FINANCIAL OFFICER and a PRINCIPAL OFFICER**

The Financial Statement must be signed by both the Chief Financial Officer and a Principal Officer. The Financial Statement will **not** be accepted without both signatures.

**Documents to be attached to the financial statement:**

- Copies of all official receipts issued for the campaign (Chief Electoral Officers Copy)
- Unused, surplus, spoiled, and cancelled official receipts (voided)
- A list of contributions \$375.01 and greater in aggregate, to include the name and address of the contributor and the total amount contributed
- A second copy of the \$375.01 and greater list with addresses and postal codes suppressed
- Bank Statement as at December 31, of the filing year

***Please ensure that the signed original Financial Statement is received by the Chief Electoral Officer by 4:30 PM on March 31, 2010.***