

# THE CANDIDATE AND THE CHIEF FINANCIAL OFFICER



A Guide  
to the  
Election Finances  
and Contributions  
Disclosure Act





## **A Message From The Chief Electoral Officer Of Alberta**

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This guide has been prepared to inform all registered candidates and the chief financial officers of their duties and responsibilities as legislated in the *Election Finances and Contributions Disclosure Act*. This guide is provided for assistance only, please consult the Act for specific legal authority.

References to the Act are provided throughout the guide at the end of each paragraph.

Part I contains general information on the candidate, their registration, fund-raising and responsibilities.

Part II contains information for the chief financial officer on fund-raising and financial reporting.

If you are unable to find a suitable explanation in any of the guides prepared by this Office or in the appropriate Sections of the Act and wish assistance, please contact the Office of the Chief Electoral Officer.

July 2004

Chief Electoral Officer



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# PART I – THE CANDIDATE

## WHO MAY BE CONSIDERED A CANDIDATE?

A candidate is a person who:

- is a member of the Legislative Assembly, or
- is nominated as a candidate for an electoral division in accordance with the Election Act, or
- is nominated by a constituency association of a registered party in an electoral division for endorsement as the official candidate of that party in the electoral division, or
- on or after the date of the issue of a writ for an election in an electoral division, declares candidacy as an independent candidate at the election in the electoral division. (Section 1(1)(c))

## AS A CANDIDATE, WHAT ARE MY IMMEDIATE CONCERNS?

You must establish your campaign team or committee and prepare to register with the Chief Electoral Officer. You will be faced with some heavy commitments and onerous responsibilities and are advised to study the contents of this guide in conjunction with the Act. **As well, you must register with the Chief Electoral Officer prior to your nomination papers being accepted.**

Also, until you have been registered, you can neither raise

nor spend money for your campaign. You cannot spend any of your own money on your campaign before you are registered. As well, no person acting on your behalf can raise or spend money on your campaign. Failure to comply with the Act may result in prosecution. (Sections 9 and 50)

The Act requires that financial information about your political campaign be disclosed. A summary of the total amount of money raised and spent during the campaign will be made public. A list of the names and addresses of anyone who contributed more than \$375.00 to your campaign will be placed in the public files maintained by the Chief Electoral Officer. (Sections 11 and 32)

**Contribution means any money or real or personal property that is provided without compensation.** (Section 1(1)(e))

You are responsible for ensuring that all financial information



about your campaign is provided to the Chief Electoral Officer and that the information is complete and accurate. Whether you win or lose the election, this is your responsibility. The Act provides for penalties that range from fines to loss of your seat in the Assembly. (Sections 43 to 53)

## HOW DO I REGISTER AS A CANDIDATE?

You must complete, sign, and submit an Application for Registration of Candidates form to the Chief Electoral Officer (form displayed on page 14) or your nomination paper will not be accepted. You must appoint a chief financial officer (CFO) who will relieve you of all the bookkeeping and accounting duties. A Candidate may not be appointed as the CFO. You, however, are ultimately responsible to ensure that the provisions of the Act are met or your nomination paper will not be accepted.(Section 29)

You are advised to select a CFO with some knowledge of bookkeeping and accounting. The full name and mailing address of your CFO must be recorded on the Application for Registration of Candidates form. The CFO must complete and sign the Attestation of Chief Financial Officer block. The CFO named on the Application for Registration of Candidates form is the only member of your

campaign team who may be authorized to sign Official Receipts for campaign contributions. In the event your CFO is replaced during the campaign period, the Chief Electoral Officer must be notified within 30 days. (Section 9)

You and your CFO must decide which financial institution will be used for your campaign and who will have signing authority for the account. The name and address of the financial institution and the signing authorities are to be recorded on your registration application. The Act requires that funds collected from any source must be deposited in the financial institution you registered with the Chief Electoral Officer. (Sections 9 and 14)

A candidate of a registered party must ensure that the registration application form is properly endorsed in accordance with the administrative policy of the party.

You must indicate on your registration application form where your records will be maintained. They are subject to examination by the Chief Electoral Officer or a delegated representative. (Sections 5 and 9)

### **MAY I USE THE SERVICES OF SOMEONE ELSE'S CHIEF FINANCIAL OFFICER?**

Yes, you may decide in consultation with your registered political party to appoint the CFO of your registered constituency association, registered party or the CFO of another registered candidate. You must record the required CFO information on your Application for Registration of Candidates form and have your CFO complete and sign the Attestation of Chief Financial Officer block.

### **WHEN DO I BECOME A REGISTERED CANDIDATE?**

A candidate does not become registered until the Chief Electoral Officer has approved the application. You will receive a written acknowledgement from the Chief Electoral Officer advising you that your application has been accepted and the effective date of your registration. However, it remains your responsibility to ensure that your registration application form has been received and accepted by the Chief Electoral Officer prior to the close of nominations (Day 14 of the election period). (Section 9)

You may apply for registration as soon as you are qualified. If your application is accepted before the Writ has been issued, your name will be entered in the

Register of Candidates effective the date of the Writ.

If your application is received after the Writ has been issued and your application is accepted, your name will be entered in the Register of Candidates effective the date the application was received in the Office of the Chief Electoral Officer. If you register and decide later to withdraw from the election, you must notify the Chief Electoral Officer in writing. (Section 10(2))



### **WHEN MAY I RAISE MONEY FOR MY ELECTION CAMPAIGN?**

You may commence raising campaign funds and accepting contributions, after the Writ of Election has been issued, on the date you are registered. You may continue to do so for a period not exceeding two (2) months after polling day. (Sections 1(1)(b) and 17)

Any of your own money spent in support of your campaign must be recorded as a contribution. The total amount contributed, to your own campaign, cannot exceed \$2,000.00. Your own

contribution must be deposited in the depository on record with the Chief Electoral Officer. (Section 17)

### MAY I RETAIN SURPLUS CAMPAIGN FUNDS AFTER THE CAMPAIGN?

All surplus campaign funds held by a candidate at the end of the campaign period must be held in trust. No additional funds can be added to this trust with the exception of interest. The candidate may transfer funds from the trust to either a registered constituency association or a registered party between campaign periods. (Sections 12 and 13)

Should you not be a registered candidate at the next general election, all surplus funds must be disposed of in accordance with the Act. (Section 12)

### MAY I BORROW MONEY FOR MY CAMPAIGN?

Yes, but only from a financial institution other than a Treasury Branch. You must report all such loans with the Chief Electoral Officer. (Sections 1 and 40)

### WHAT ARE MY RESPONSIBILITIES AFTER THE ELECTION?

A Candidate's Campaign Period Financial Statement, shown on page 15, signed by you and your CFO must be filed with the

Chief Electoral Officer within four months after polling day. Your financial statement becomes part of the public files maintained by the Chief Electoral Officer. Copies can be obtained by the public. (Sections 11 and 43)

### WHAT ARE THE RESPONSIBILITIES OF MY CHIEF FINANCIAL OFFICER?

There are a number of Sections in the Act that deal with the responsibilities of a CFO. You should ensure that your CFO is familiar with this guide and the Act. In addition to the duties detailed by the Act, you may assign any other duties to your CFO, which you feel may be appropriate.

Once the Writ of Election has been issued, the individual who has agreed to be your CFO is responsible for all the campaign financial activities, including all revenues and all expenditures.

It is recommended that the candidate remain at arms length from the financial activities of the campaign.

## PART II – THE CHIEF FINANCIAL OFFICER

### HELPFUL HINTS FOR CHIEF FINANCIAL OFFICERS

The remainder of this guide will deal specifically with CFO financial duties and responsibilities. There are also some suggestions on bookkeeping, which will assist CFOs to set up accounting records and registers. The guide entitled “Instructions on the Preparation of Official Receipts” should be read in conjunction with this guide.

You are under no obligation to use the suggested accounting records and register, however, whatever system you adopt must be in sufficient detail to provide the necessary financial information to complete an accurate Candidate’s Campaign Period Financial Statement. You must maintain a record of all monies received and all monies paid out, and ensure that receipts, cheques, bank deposit slips, invoices or other supporting documents are retained on your files for a period of two years. During this two-year period, the Chief Electoral Officer or the delegated representative may examine any campaign records or documents. (Sections 5 and 30)

The columns contained in the suggested consolidation sheet, shown on page 16, may help you to identify the categories of accounts to be opened in your books. Throughout the guide,

we will be referring to the samples provided.

**It is mandatory that you deposit all revenue into the financial institution on record with the Chief Electoral Officer.** (Section 14)

You may accept contributions on the date the Writ of Election is issued provided your candidate is registered with the Chief Electoral Officer. Any person, corporation, trade union, or employee organization may contribute up to a maximum of \$2,000.00 to your candidate during the campaign period. **Contribution means any money or real or personal property that is provided without compensation.** (Sections 1(1)(e) and 17)

All contributions are to be recorded in the contribution portion of your Cash Receipt Book, regardless of the amount and source.

This will also include contributions for which Official Receipts were issued. For example:

- fund-raising functions,
- general meetings,
- value of contributed goods, services or advertising, and
- payment of your candidate’s bank loan from a source other than your campaign funds.

All contributions (in aggregate) must be segregated into two categories:

- \$375.00 or less, and
- \$375.01 and greater.

The full name and address of every contributor must be recorded. A list detailing the name and address of all the contributors over \$375.00 in aggregate **must be attached to your Candidate's Campaign Period Financial Statement.** (Section 32)

**Official receipts must be issued for all contributions.** (Section 33)

### REVENUE RECEIVED FROM FUND-RAISING FUNCTIONS

When organizing a fund-raising function at which there is an individual charge, by the sale of tickets or otherwise, there are two basic considerations when issuing Official Receipts:

- (i) **individual charge of \$50.00 or less.** If the price of the admission is \$50.00 or less, it is not a contribution unless the individual specifically requests it to be considered as a contribution. In which case,  $\frac{1}{2}$  of the ticket price may be treated as a contribution while the other  $\frac{1}{2}$  is allocated for expenses. For example, the price of a ticket to a

fund-raising function costs \$40.00. No Official Receipt is to be issued unless the purchaser so requests, in which case an Official Receipt for \$20.00 will be issued.

- (ii) **individual charge in excess of \$50.00.** Official Receipts are to be issued for the amount in excess of \$25.00. For example, if the individual admission charged at a fund-raising function was \$80.00, you must issue an Official Receipt for \$55.00 to the purchaser and the remaining \$25.00 is allocated for expenses. (Section 23)

Amounts not considered as contributions and for which Official Receipts are not issued are to be recorded as Other Income. The gross revenue less the contribution must be recorded in your Cash Receipt Book for fund-raising functions. You should keep a separate record of the date of the function, the number of people who attended, the number of tickets sold and the amount of the admission charged.

For a social event without a set entry fee, at which food or entertainment is provided and a voluntary donation is solicited, no Official Receipts are to be issued. You must, however, keep a financial record of the

social event and record the revenue collected as Other Income.



### WHAT ABOUT REVENUE FROM MEETINGS?

Any donation of \$50.00 or less collected at a meeting will not be considered a contribution. No Official Receipt shall be issued. You are required to record only the gross revenue received. You should always keep a record of the date and number of persons present at the meeting.

If, however, an individual gave more than \$50.00, the total amount is considered a contribution and you must issue the contributor an Official Receipt for the full amount. (Section 24)

### MAY I ACCEPT ANONYMOUS DONATIONS?

Money received from anonymous sources in the amount of \$50.00 or less may be retained and deposited in your bank account. For each

instance, you must record the date received and the amount in your Cash Receipt Book.

If you receive anonymous donations in excess of \$50.00, you must:

- a) if you cannot identify the contributor:
  - deposit the amount in your bank account,
  - record the amount in your Cash Receipt Book,
  - issue a cheque for this amount made payable to the Provincial Treasurer,
  - submit the cheque to the Chief Electoral Officer, and
  - record the amount in your Cash Disbursement Book.
- b) if you can identify the contributor:
  - (i) and the contributor agrees to comply with the provisions of the Act:
    - deposit the amount in your bank account,
    - record the amount in your Cash Receipt Book,
    - issue a Campaign Period Official Receipt, OR
  - (ii) if the contributor does not agree to comply with the provisions of the Act, the money shall be returned to the contributor. (Section 15)

## WHAT ABOUT LOANS MADE DURING THE CAMPAIGN PERIOD?

Your registered candidate may borrow money only from a financial institution other than a Treasury Branch. You must maintain a record of the amount of the loan, the name of the financial institution and the terms of the loan agreement. You must attach the details concerning the loan to your Candidate's Campaign Period Financial Statement. (Sections 1 and 40)

Should part or all of the payment of the loan be made from other than campaign funds, the amount paid shall be considered a campaign contribution and the contributor making the payment is subject to the contribution limit of \$2,000.00. (Sections 17 and 40)

## ARE THERE ANY OTHER RULES REGARDING CONTRIBUTIONS?

Yes, several conditions apply to contributions received from sources other than individuals.

Corporations, **except** a prohibited corporation, may make contributions.

1(1)(l) "prohibited corporation" means

- (i) a Provincial corporation as defined in the *Financial Administration Act*, and includes a management body within the meaning of the

*Alberta Housing Act* and a regional health authority and a subsidiary health corporation under the *Regional Health Authorities Act*,

- (ii) a municipality,
- (iii) a Metis settlement,
- (iv) a school board under the *School Act*,
- (v) a public post-secondary institution under the *Post-secondary Learning Act*,
- (vi) any corporation that does not carry on business in Alberta, or
- (vii) any corporation designated by the Lieutenant Governor in Council as a prohibited corporation.

A listing of all Provincial corporations and their subsidiaries and the prohibited corporations designated by the Lieutenant Governor in Council is available from the Chief Electoral Officer. The CFO must ensure that contributions from prohibited corporations are not accepted. (Sections 1(1)(l) and 35)

Contributions from corporations must be carefully examined, as corporations associated with one another are considered a single corporation and the aggregate amount contributed cannot exceed \$2,000.00. You might, for example, receive \$1,300.00

from one corporation and \$900.00 from an associated corporation. If so, the aggregate amount is \$200.00 in excess of the available limit of contributions to your candidate. The excess amount must be returned. The Chief Electoral Officer must be notified in writing of the fact and circumstances of the excess contribution. (Sections 1(3) and 19)

For each separate contribution received from a corporation, you must record on the Official Receipt the date that the contribution was received, as well as the date the Official Receipt was issued. This requirement is necessary to comply with the provisions of the Income Tax Act.

Contributions may be accepted only from trade unions holding bargaining rights for employees in Alberta. All locals in Alberta of a trade union are deemed as one trade union. The maximum contribution, to your candidate, from all locals of a trade union cannot exceed \$2,000.00. (Sections 1(1)(p) and 17)

Similarly, contributions may be accepted only from employee organizations that have bargaining rights for their employees in Alberta. All branches in Alberta of an employee organization are deemed one organization. The maximum contribution, to your candidate, from all branches of

one employee organization cannot exceed \$2,000.00. (Sections 1(1)(g) and 17) Individuals residing outside of Alberta may not make contributions to a registered candidate. (Section 35)

No person, corporation, trade union or employee organization shall contribute, to any registered candidate, funds not actually belonging to that person, corporation, trade union or employee organization. (Section 34)

### WHAT ABOUT CONTRIBUTIONS FROM UNINCORPORATED GROUPS?

**Contributions cannot be accepted from unincorporated groups.** You must record the name, address and amount contributed by each individual. For example, you receive a cheque for \$300.00 from the firm of Green, Brown & White, you must either contact the firm and obtain the names of each individual contributor and amounts contributed by each member of the firm; or failing this, return the cheque. If you return the cheque, you need not record the contribution in your Cash Receipt Book as received and returned, as you have not accepted it and as such, it is not considered a contribution. (Section 27)

If you obtain the information required to accept the contribution, you must prepare an Official Receipt for each individual contributor with the full details in your Cash Receipt Book.

### MAY I ACCEPT CONTRIBUTION OTHER THAN MONEY?

Yes, under certain conditions. You may receive valued contributions under the general heading of goods, services or advertising.

Goods may include real or personal property; for example: stationery, office equipment, furniture, food or accommodation.

Services, other than purely personal services, shall be considered contributions. **Volunteer campaign workers are not entitled to an Official Receipt.**

Advertising provided free of charge by any commercial advertising media is considered a contribution.

As CFO, it is your responsibility to establish the market value of the goods, services, and advertising at the time you receive them. You must issue the contributor an Official Receipt for the market value established. If you purchase or are provided with goods, services or advertising at less than the market value, you must

establish the market value and issue an Official Receipt to the contributor for the amount by which the market value exceeds the price you paid. (Section 22)

If, later, you sell the contributed goods, you must deposit the



amount received in your bank account. (Section 22)

### ARE THERE OTHER SOURCES OF ELECTION CAMPAIGN FUNDS?

You may receive funds transferred from your registered party, registered constituency association or from another registered candidate. The date of receipt, the source of the funds and amount received must be recorded in the Cash Receipt Book. These transfers are not contributions. (Section 38)

You may also receive funds from your party, which have been transferred from the party foundation. Your registered party must indicate to you that the funds have been transferred from the foundation and you, in turn, must record this information in your Cash Receipt Book. These transfers are not contributions. (Section 13(1))

You may receive a transfer of funds from the trust fund of a candidate who was not nominated to contest the current election. The date of receipt, the source of the funds and the amount received must be recorded in your Cash Receipt Book. These transfers are not contributions. (Section 12(3))

You may receive funds from a trust fund set up with surplus funds from a previous election at which you were candidate. The date of receipt, the source of the funds and amount received must be recorded in your Cash Receipt Book. These transfers are not contributions. (Section 12(1))

#### ARE THERE ANY OTHER AMOUNTS NOT TREATED AS CONTRIBUTIONS?

Yes, if a person, corporation, trade union or employee organization provides money or property that does not exceed \$50.00 in aggregate, an Official Receipt does not have to be issued unless the donor specifically requests that the amount be considered a contribution. (Section 13(2))

#### WHAT ABOUT EXPENSES?

The Act does not place any controls on the types of expenditures, which may be made or how much may be spent on any particular item. The amount spent on the campaign is limited only by the

total amount of revenue that you are able to raise.

The CFO must ensure that any expenses incurred on behalf of the candidate, by either registered party or registered constituency association, for the election campaign or prior to the current election, are reported on the Candidate's Campaign Period Financial Statement. The necessary information would be available from the CFO of either the registered party or registered constituency association as the case may be. (Section 43(2))

#### PREPARATION OF THE CANDIDATE'S CAMPAIGN PERIOD FINANCIAL STATEMENT

If you used the Suggested Consolidations, shown on page 16, you will be able to transcribe the required information from your books of account and then enter the amounts on the appropriate lines on the Candidate's Campaign Period Financial Statement.

#### SUBMISSION OF YOUR RETURN

The Candidate's Campaign Period Financial Statement, with original signatures, must be received by the Office of the Chief Electoral Officer no later than 4:30 p.m. on the filing deadline, which is four months following polling day. **To complete the filing of the Candidate's Campaign Period**

**Financial Statement, you must attach the following documents:**

- Chief Electoral Officer's copies of all valid Official Receipts,
- all copies of Official Receipts issued in error or for which valid receipts were re-issued.
- a reconciliation of the serial numbers of all Official Receipts provided by the CFO,
- all unused Official Receipts,
- a list of the names, addresses and amounts in aggregate from a single source of all contributors in excess of \$375.00, and
- details of amounts borrowed from financial institutions, including the source, terms, and conditions of the loan.

You will receive detailed instructions for the preparation of the Candidate's Campaign Period Financial Statement prior to the close of the campaign period from the Chief Electoral Officer. You may also receive additional instructions from your party regarding filing instructions. Whatever these instructions are, it remains the responsibility of the CFO and candidate to ensure that the Chief Electoral Officer receives Candidate's Campaign Period Financial Statements by the due date.

Filing by the required deadline will result in one half of the candidate deposit being refunded to the candidate.

(Section 62(2.1) of the *Election Act*)

Failure to file the Candidate's Campaign Period Financial Statement with the Chief Electoral Officer by the filing deadline may result in prosecution. (Section 48)

In addition, failure to file the Candidate's Campaign Period Financial Statement will result in the registered candidate and their chief financial officer being prohibited from being nominated as a candidate for 5 – 8 years (Section 57 of the *Election Act*)

**SUMMARY**

It is not possible to cover each and every situation that may arise. If you are unable to find a suitable explanation in the Act or the materials provided by the Chief Electoral Officer, you may write, phone or visit the Office of the Chief Electoral Officer to obtain additional information.

Chief Electoral Officer  
Suite 100  
11510 Kingsway Avenue  
Edmonton, AB T5G 2Y5  
Telephone: (780) 427-7191  
Fax: (780) 422-2900

E-mail:  
[info@electionsalberta.ab.ca](mailto:info@electionsalberta.ab.ca)

Copies of the Election Finances and Contributions Disclosure Act and the Election Act may be obtained from the Queen's Printer Bookstore at the following addresses:

Main Floor, Park Plaza  
10611 – 98 Avenue  
Edmonton, AB T5K 2P7  
(780) 427-4952

OR

Main Floor, McDougall Centre  
455 – 6 Street SW  
Calgary, AB T2P 4E8  
Telephone: (403) 297-6251

Public access to provincial legislation is also available over the Internet at:  
[www.gov.ab.ca/qp](http://www.gov.ab.ca/qp)



**APPLICATION FOR REGISTRATION  
OF CANDIDATES**

<b>CANDIDATE</b>	
<input type="checkbox"/> Initial Registration	<input type="checkbox"/> Change to Registration Information
FULL NAME OF CANDIDATE	MAILING ADDRESS, TELEPHONE AND FACSIMILE NUMBER OF CANDIDATE ..... .....
FULL NAME OF REGISTERED POLITICAL PARTY	
<b>PLACE(S) WHERE RECORDS ARE MAINTAINED</b>	
Name	..... Mailing Address, Telephone Number, Facsimile Number
<b>CHIEF FINANCIAL OFFICER</b>	
Name	..... Mailing Address, Telephone Number, Facsimile Number
<b>ATTESTATION OF CHIEF FINANCIAL OFFICER</b>	
I, ..... confirm that I have accepted the appointment as Chief Financial Officer and that I am Name of Chief Financial Officer – Print aware of the duties and responsibilities of that position as prescribed by the Election Finances and Contributions Disclosure Act.	
..... Signature of Chief Financial Officer	..... Date
<b>FINANCIAL DEPOSITORIES</b>	
(Additional names etc., if any to be attached) Name of Bank or other depository	
.....	..... Mailing Address, Telephone Number, Facsimile Number
Signing Officer	..... Mailing Address
Signing Officer	..... Mailing Address
<b>ATTESTATION OF PRINCIPAL OFFICER</b>	
I, ..... confirm that the candidate named herein is the candidate officially endorsed by the Name of Principal Officer – Print registered political party recorded on this page.	
..... Signature of a Principal Officer of the Constituency Association or Political Party	..... Date
<b>ATTESTATION OF CANDIDATE</b>	
I, ..... declare that the information given herein is correct and that I am qualified to be Name of Candidate – Print registered subject to Section 9, (2) (a), ..... of the Election Finances and Contributions Disclosure Act, in the named Electoral (i) (ii) (iii) (iv) Division of .....	
..... Signature of Candidate	..... Date

OFFICE OF THE CHIEF ELECTORAL OFFICER  
SUITE 100, 11510 KINGSWAY AVENUE NW, EDMONTON, AB T5G 2Y5 TELEPHONE (780) 427-7191 FAX (780) 422-2900  
**FORWARD ALL COPIES TO THE CHIEF ELECTORAL OFFICER**



OFFICE OF THE CHIEF ELECTORAL OFFICER  
ELECTION FINANCES AND CONTRIBUTIONS DISCLOSURE ACT  
**CANDIDATE'S CAMPAIGN PERIOD FINANCIAL STATEMENT**

Campaign Period from \_\_\_\_\_ 20\_\_ to \_\_\_\_\_ 20\_\_

Full Name of Registered Candidate		Party Abbreviation or Independent
Electoral Division	Mailing Address	

**SUMMARY OF CAMPAIGN PERIOD REVENUE**

**CONTRIBUTIONS:**

	Valued Contribution	Cash/ Cheque
① Total of \$375.00 or less	\$ _____	\$ _____
② Total of \$375.01 and greater (attach details)	_____	_____
③ Deduct total amount returned	( _____ )	( _____ )
④ Sub total	_____	_____
⑤ <b>NET CONTRIBUTIONS</b> (total of all valid Official Receipts issued)		\$ _____

**TRANSFERS RECEIVED FROM:**

⑥ Registered Party		\$ _____
⑦ Registered Constituency Association(s)		_____
⑧ Other Registered Candidate(s)		_____
⑨ Trust Funds		_____
⑩ <b>TOTAL TRANSFERS RECEIVED</b>		\$ _____

**OTHER SOURCES:**

⑪ Fund-raising function(s)		\$ _____
⑫ Other income (attach details)		_____
⑬ <b>TOTAL OTHER SOURCES</b>		\$ _____

**VALUE OF ELECTION MATERIAL RECEIVED FROM:**

⑭ Registered Party		\$ _____
⑮ Registered Constituency Association(s)		_____
⑯ <b>TOTAL VALUE OF ELECTION MATERIAL RECEIVED</b>		\$ _____
⑰ <b>TOTAL CAMPAIGN PERIOD REVENUE</b> (add lines 5, 10, 13 and 16)		\$ _____

**SUMMARY OF CAMPAIGN PERIOD EXPENDITURES**

**CAMPAIGN PERIOD EXPENSES:**

⑱ Expenses (paid and unpaid)		\$ _____
⑲ Valued Contribution(s)		_____

**VALUE OF ELECTION MATERIAL RECEIVED FROM:**

⑳ Registered Party		\$ _____
㉑ Registered Constituency Association(s)		_____
㉒ <b>TOTAL CAMPAIGN PERIOD EXPENSES</b>		\$ _____

**TRANSFERS PAID TO:**

㉓ Registered Party		\$ _____
㉔ Registered Constituency Association(s)		_____
㉕ Registered Candidate(s)		_____
㉖ <b>TOTAL TRANSFERS PAID</b>		\$ _____
㉗ <b>TOTAL CAMPAIGN PERIOD EXPENDITURES</b> (add lines 22 and 26)		\$ _____

⑳ **CAMPAIGN PERIOD SURPLUS (DEFICIT)** (line 17 less line 27) \$ \_\_\_\_\_  
 Surplus funds are to be held in Trust in accordance with Section II of the Act

**ATTESTATION of the CANDIDATE and the CHIEF FINANCIAL OFFICER**

This is to certify that to the best of my knowledge, this Financial Statement and the attachments accurately reflect all the financial transactions of the above named Registered Candidate.

Signature of Candidate \_\_\_\_\_ Date \_\_\_\_\_ Signature of Chief Financial Officer \_\_\_\_\_ Date \_\_\_\_\_

**ORIGINAL - CHIEF ELECTORAL OFFICER**

NOTE: TO BE FILED WITH THE CHIEF ELECTORAL OFFICER WITHIN 4 MONTHS AFTER POLLING DAY.

# SUGGESTED CONSOLIDATIONS

## 1. CASH RECEIPT BOOK

1	2	3	4	5	6	7	8		
Date	Source Name and Address	Amount to Depository Account	Contributions		Fund Raising	Meetings	Transfers from all Sources	Other Receipts	
			\$375.00 or less	\$375.01 and greater	Gross Revenue less Contributions	Gross Revenue less Contributions		Description	Amount
Note: Column 4 will include the amounts shown in Columns 5 and 6 of Cash Disbursement Book.									

## 2. CASH DISBURSEMENT BOOK

1	2	3	4	5	6	7
Date	Paid To	Authorized Transfer Paid Out	Paid Expenses	Amount of Contributions Contributed Goods	Contributions Returned	Unpaid Expenses

## 3. RECORD OF CONTRIBUTIONS OF GOODS, SERVICES AND ADVERTISING

1	2	3	4	5
Date	Source Name and Address	Gross Value of Goods, Services, Advertising	Deduct Amounts Paid, if any	Amount of Contributions (Col 3 less Col 4)

**SAMPLE FORMAT 1**  
(to be reproduced locally)



