



GUIDE TO THE PREPARATION OF
CANDIDATE'S CAMPAIGN PERIOD FINANCIAL STATEMENT

CAMPAIGN PERIOD OF AUGUST 17, 2009 to NOVEMBER 14, 2009

FILING DEADLINE JANUARY 14, 2010, 4:30 PM

This guide will assist you in the completing the Candidate's Campaign Period Financial Statement in compliance with Section 43(2) of the *Election Finances and Contributions Disclosure Act*. The guide will take you line by line through the financial statement completion process.

Other guides and resources are available on our website at www.elections.ab.ca, follow the links: Political Entities / Candidates / Resources.

**SUBMIT FINANCIAL STATEMENT TO
ELECTIONS ALBERTA (OFFICE OF THE CHIEF ELECTORAL OFFICER)
SUITE 100, 11510 KINGSWAY NW
EDMONTON AB T5G 2Y5**

IMPORTANT REMINDERS

PLEASE PRINT LEGIBLY WHEN COMPLETING ALL FORMS**OFFICIAL RECEIPTS**

Available from Elections Alberta - contact Teresa Griffiths at 780-643-1101 or by email at teresa.griffiths@elections.ab.ca specifying how many receipts you need and providing your name and mailing address, electoral division, and party affiliation, if applicable.

Not Transferable between candidates - Official Receipts for contributions are issued to a specific candidate only and are NOT transferable. If you are the Chief Financial Officer for more than one candidate, you must request the number of receipts you require for each candidate you represent. A block of pre-numbered Official Receipts will be issued for each candidate and tracked accordingly.

One name per receipt - Official Receipts must 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. If a sole contributor can not be identified, issue two receipts, each for 50% of the original contribution.

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 a voided receipt must be returned to Elections Alberta.

Unused/Surplus receipts - all unused receipts must be accounted for and returned to Elections Alberta.

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 campaign period.

REPORTING CHANGES IN REGISTRATION INFORMATION

If there have been any changes in the registration information required by Section 9(2) of *the Act* (e.g. new Chief Financial Officer, change in addresses, change in financial institution, etc.), the Chief Electoral Officer (CEO) is to be advised of the change within 30 days.

This notification to the CEO is to be in writing, either by completing a new Application for Registration of Candidate form or by clearly setting out the details of any changes in a letter. The written notification to the CEO may be delivered in person, by mail, e-mail, or fax.

RETENTION OF RECORDS

Unless specifically requested within the financial statement, you are not required to submit supporting documentation (invoices, receipts, etc) for the various expenses incurred by your candidate. However, all supporting documentation and records related to this financial statement must be retained for two years to accommodate any review and examination the Office of the Chief Electoral Officer may wish to undertake.

ORIGINAL DOCUMENTS

The original copy of the campaign period financial statement must be received by the Office of the Chief Electoral Officer; **fax or photocopies are not acceptable**. Some parties require that the candidate forward his/her campaign period 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, if any. Even if this occurs, the deadline date must still be met.

HEADER INFORMATION

A campaign period is defined as beginning on the date the writ is issued and ending two months after polling day. See cover page for campaign period dates. Please enter these dates in the space provided and please fill in the full names of: (1) the Electoral Division, (2) the Registered Political Party or "Independent" and (3) the candidate's name and mailing address.

SUMMARY OF CAMPAIGN PERIOD REVENUE

Points to observe in determining what goes where and how to report it:

- All amounts received (income/revenue) during the campaign period must be accounted for regardless of whether a receipt was or was not issued for the value received.
- Campaign period income/revenue includes any cash amounts contributed to the campaign as well as the value of any goods and /or services that were contributed to the campaign.
- Amounts received by the campaign during the campaign period must first be aggregated. Aggregation refers to calculating the sum of all amounts (regardless of whether the amount is in cash or the value of goods and services) received from the same person or organization, and/or a related organization.
- If the aggregate amount received from a single source is \$50 or more, an Official Receipt must be issued to the contributor. The amount is classified and reported under "Contributions".
- Aggregate amounts under \$50 are not considered to be a contribution and would be classified and reported under "Other Sources". [Exception: If the contributor requests a receipt for an aggregate amount less than \$50, then the amount becomes a contribution and it would then be accounted for on "Line 1 – Total of \$375 or less"].
- \$2,000 is the maximum aggregate contribution an individual or an organization is allowed to make to a candidate during the campaign period.

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

Official Receipts should have been issued for all amounts included on this line. Copies of these receipts must accompany your financial statement.

Separate the amounts reported into "Valued Contributions" (being the value of goods and services received) and "Cash/Cheque" contributions (being the total value of money received).

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

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

As above, Official Receipts should have been issued for all amounts included on this line and copies of the receipts you issued must accompany your financial statement. 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 candidate mistakenly accepts a prohibited or excess contribution (e.g. over \$2,000 in aggregate), **the CEO must immediately be advised in writing**, indicating the name of the contributor and the circumstances. The total of any prohibited or excess contributions returned to contributors by the candidate is to be reported on Line 3.

Line 4 - Sub Total

Total the Valued Contribution column. Next total the Cash/Cheque column. Please note that the total of the Valued Contribution column will also form part of the candidate's campaign-period expenses on Line 18.

Line 5 - NET CONTRIBUTIONS

Combine the totals of the Valued Contribution column and the Cash/Cheque column. This total should match the total of all the Official Receipts you have issued.

TRANSFERS RECEIVED FROM:**Line 6 - Registered Party**

Funds (money) transferred to the candidate from the Registered Party.

Line 7 - Registered Constituency Association(s)

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

Line 9 - Trust Fund(s)

Funds (money) transferred to the candidate from any trust fund, including a trust fund that the candidate may have established to hold surplus campaign funds from the previous campaign.

Line 10 - TOTAL TRANSFERS RECEIVED

Combine all transfers received by adding Lines 6, 7, 8, and 9

OTHER SOURCES:**Line 11 - Fund-raising function(s)**

Events at which tickets are sold are termed fund-raising functions. If the ticket price is \$50 or less, one-half of the ticket price is deemed to cover the expense of the function and the other half is deemed to be a contribution. On the other hand, if the ticket price is more than \$50, then \$25 is deemed to cover the expense of the function and the remainder is deemed to be a contribution. An Official Receipt must be issued if the contribution portion of a ticket is \$50 or greater. If the ticket buyer requests an Official Receipt for an amount of less than \$50, it also must be issued. Accordingly, on Line 10 you should include as revenue the total amount of any ticket sales minus any amounts you classified and reported as contributions (i.e. amounts for which you issued Official Receipts).

Line 12 - 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 any meetings
- interest earned on deposits (not the bank balance in the account)
- 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 13 - TOTAL OTHER SOURCES

Combine other sources of income by adding Lines 11 and 12

VALUE OF ELECTION MATERIALS RECEIVED FROM:**Line 14 - Registered Party**

The value of materials and/or services paid for by the Registered Party but used by, or made available to, the candidate's campaign. Examples include printing signs and brochures, campaign office rental, and advertising.

Line 15 - Registered Constituency Association(s)

The value of materials and/or services paid for by a Registered Constituency Association prior to the issuance of a writ of election but used by, or made available to, the candidate's campaign. Examples include printing signs and brochures, campaign office rental, advertising.

Line 16 - TOTAL VALUE OF ELECTION MATERIAL RECEIVED

Combine total value of all election materials received by adding Lines 14 and 15

Line 17 - TOTAL CAMPAIGN-PERIOD REVENUE

Add Lines 5, 10, 13 and 16.

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

SUMMARY OF CAMPAIGN-PERIOD EXPENDITURES

CAMPAIGN PERIOD EXPENSES:**Line 18 - Expenses**

Add up the cost of all your campaign-related expenses that have been paid, or are still payable, by your campaign. In the spaces provided, show the amount that has already been paid and the amount, if any, that still remains to be paid at the end of the campaign period. Include a listing of all unpaid invoices with your financial statement submission showing the name and address of the supplier, the invoice number, date, amount, and a brief description of the goods/services purchased.

Line 19 - Valued Contributions

Include the value of any goods or services that individuals or organizations contributed to your campaign and for which you have issued Official Receipts. This number will be the same as the Line 4 Sub-total for "Valued Contributions".

VALUE OF ELECTION MATERIALS RECEIVED FROM:**Line 20 - Registered Party**

The value of materials and/or services paid for by the Registered Party but used by, or made available to, the candidate's campaign. The amount shown in Line 14 should be included here.

Line 21 - Registered Constituency Association(s)

The value of materials and/or services paid for by a Registered Constituency Association prior to the issuance of a writ of election but used by, or made available to, the candidate's campaign. The amount shown in Line 15 should be included here.

Line 22 - TOTAL CAMPAIGN-PERIOD EXPENSES

Combine Lines 18, 19, 20, and 21.

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

TRANSFERS PAID TO:**Line 23 - Registered Party**

Funds (money) transferred from the campaign to a Registered Party.

Line 24 - Registered Constituency Association(s)

Funds (money) transferred from the campaign to a constituency association. List each constituency association and the corresponding amount paid. Attach a separate sheet if space is insufficient.

Line 25 - Registered Candidate(s)

Funds (money) transferred from the candidate's campaign to another Registered Candidate. List each Registered Candidate and the corresponding amount paid. Attach a separate sheet if space is insufficient.

Line 26 - TOTAL TRANSFERS PAID

Combine all transfers of money paid out by adding Lines 23, 24, and 25.

Line 27 - TOTAL CAMPAIGN-PERIOD EXPENDITURES

Combine Lines 22 and 26.

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

Line 28 - CAMPAIGN-PERIOD SURPLUS (DEFICIT)

Subtract the amount on Line 27 from the amount on Line 17.

Please note: information on how to avoid a potential deficit balance or how to manage a surplus follows below.

Deficits - If a negative balance occurs this indicates that campaign period expenditures have exceeded campaign period revenues. Technically, this suggests that someone has not been paid for the goods or services supplied to the campaign. Ideally, this should be resolved by selecting one or more of the following options:

- (a) raise additional revenues from what ever sources you have available including further contributions from supporters, or the candidate. Note that this must be done within the campaign period and Official Receipts must be issued. No one contributor (including the candidate) may contribute in excess of \$2,000;
- (b) Have the Constituency Association and/or your Party transfer additional funds to the campaign to pay the outstanding bills;
- (c) Issue an Official Receipt to an unpaid supplier (if agreed to by the supplier) to cover the value of the goods/services that were provided to the campaign. Again, note that no one may contribute in excess of \$2,000;

If any of these options above are chosen, the Campaign Period Financial Statement will require modification to reflect the additional contributions and/or transfers received.

Surplus - If a surplus occurs, the surplus funds may be retained by the Candidate in a trust account pending use for the next campaign. No new contributions may be added to the trust account outside the campaign period. Only interest income may accrue to the account. If the candidate does not run in the next campaign, the candidate must pay out the funds held in trust to the registered party, a registered constituency association, a registered candidate, or the Crown (Minister of Finance and Enterprise). Alternatively, candidates may choose to transfer their campaign surplus now and thereby dispense with the need to maintain and report on a trust account.

ATTESTATION of the CANDIDATE and the CHIEF FINANCIAL OFFICER

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

Please ensure that the signed original copy of the Financial Statement is received by the Chief Electoral Officer by 4:30 PM on the filing deadline (see cover page).

FINANCIAL STATEMENT FILING CHECKLIST

Documents to be attached to the financial statement:

- Copies of all official receipts issued for the campaign (Chief Electoral Officers Copy)
- Unused, spoiled, and void official receipts
- 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
- Terms and details of loans from financial institutions (if any)
- Bank Statement as at the close of the account or the filing of the statement