
A Guide for Candidates and Chief Financial Officers on the *Senatorial Selection Act*

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MESSAGE FROM THE CHIEF ELECTORAL OFFICER

The purpose of this guide is to provide candidates and chief financial officers with basic information and references concerning the major aspects of the *Senatorial Selection Act*. For convenience, applicable paragraphs in this guide are cross-referenced to appropriate sections in the *Senatorial Selection Act*, the *Election Act* and the *Election Finances and Contributions Disclosure Act*.

There are three ways of holding an election under the *Senatorial Selection Act*: in conjunction with an Alberta General Election, as a stand-alone Senate Nominee Election, or in conjunction with Municipal Elections. This guide provides direction for the conduct of a Senate Nominee Election in conjunction with an Alberta Provincial General Election or as a stand-alone election.

This guide has been prepared to assist registered candidates and their chief financial officers to better understand their duties and responsibilities as legislated in the *Election Finances and Contributions Disclosure Act* as it relates to the *Senatorial Selection Act*.

Key points of the Act are:

- all required nomination documents must be acquired from the Office of the Chief Electoral Officer (Elections Alberta);
- all candidates must be registered with the Chief Electoral Officer in order to be eligible to accept contributions or to use any funds for the purpose of the election during a campaign period;
- limits are set on the amount of individual contributions which may be made by any person, corporation, trade union or employee organization to a registered candidate;
- deductions from Alberta Income Tax based on allowable contributions are permitted for Alberta taxpayers;
- public disclosure is required concerning the amounts of contributions received including the identity and address of all contributors of \$375.01 and greater; and
- all documents required to be filed with the Chief Electoral Officer by candidates are available for public scrutiny.

This guide is not intended to serve as a substitute for the *Senatorial Selection Act*, the *Election Act* or the *Election Finances and Contributions Disclosure Act*, and candidates are encouraged to acquaint themselves with the complete provisions of all referenced Acts.

Copies of the *Senatorial Selection Act*, the *Election Act* and the *Election Finances and Contributions Disclosure Act*, may be obtained from:

Alberta Queen's Printer
5th Floor, Park Plaza
10611 - 98 Avenue
Edmonton, AB T5K 2P7
Phone: 780-427-4952
Fax: 780-452-0668

Email: gpecom@gov.ab.ca
Shop on-line at www.qp.alberta.ca

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PART I: GENERAL

ABBREVIATIONS

In order to reduce the size of entries, especially with respect to cross-references to the various Acts, the following abbreviations will be used throughout this guide:

Chief Electoral Officer of Alberta	CEO
Chief Financial Officer	CFO
Deputy Returning Officer	DRO
<i>Election Act</i>	<i>EA</i>
<i>Election Finances and Contributions Disclosure Act</i>	<i>EFCDA</i>
Returning Officer	RO
<i>Senatorial Selection Act</i>	<i>SSA</i>
Senate Nominee Election	SNE
Section of the Act	sec.

DEFINITIONS

Sections 1 and 2 of the SSA define major terms used throughout the Act. These sections should be consulted to determine the specific definition of a word or phrase used in the statute. In Parts 1 and 2 of the SSA, the definition of words and phrases are the same as those in the EA. (SSA sec. 1,3)

PART II: APPLICATION OF THE *ELECTION ACT*

COMMENCEMENT OF THE ELECTION PERIOD

Writ of Election

Each election is officially commenced by the passing of an Order in Council and the issue of a Writ of Election by the Lieutenant Governor to the CEO. The CEO notifies and passes a copy of the Writ to each RO.

The SSA Writ may be initiated up to 3 days after that for an *EA* Writ, but nomination day and election day are the same as for a General Election. Nomination day occurs on the fourteenth day after the date of the *EA* Writ. Polling takes place on the fourteenth day after nomination day. (*EA* sec. 39, *SSA* sec. 5)

Election Proclamation

The Proclamation contains the following information:

- the place, dates and hours for considering applications for revisions to the list of electors,
- the place and hours fixed for the nomination of candidates and the date fixed for the closing of nominations,
- the place, dates and hours fixed for voting at an advance poll if voting is necessary,
- the date of polling day and the hours at which the polling places will open and close if voting is necessary,
- the place, date and time for announcing the results of the official tabulation, that date being the 10th day after polling day, and
- the name, address and telephone number of the returning officer.

As soon as possible following the date of the Writ of Election, the CEO will publish the Proclamation. A map of the electoral division and a list showing the location of the polling places will be published in one or more newspapers of general circulation in each electoral division following the Writ of Election issued for the Provincial General Election. (*SSA* sec. 34)

CANDIDATE REQUIREMENTS

Candidate's Eligibility

To be eligible to be nominated as a candidate, a person must meet the qualifications listed in sec. 23 of the *Constitution Act 1867*, that is,

- be at least 30 years old,
- own at least \$4,000 of property in Alberta,
- be a resident of Alberta, and
- not be prohibited from being a candidate under the *EA*.

Material Provided to Candidate

The CEO, on accepting the Candidate Nomination Paper of a candidate, shall provide the candidate with the name, address and telephone number of each RO, and when nominations close shall make available a list of the candidates. (SSA secs. 13,18)

Campaign Printing and Advertising

Subject to sec. 134, every printed or electronic election advertisement shall include the name and contact information of the sponsor, and shall indicate that the sponsor authorizes the advertisement.

There is a prohibition against distributing election material within the polling place or displaying election or other advertising material within or on the outside of a building used as a polling place, except those posted by election officers as required by the *Election Act*. (sec. 135)

Candidates should check municipal or local by-laws concerning prohibitions against posting election campaign material.

POLLING DAY ACTIVITIES

Ballots

Candidates' names will be listed on the ballots in alphabetical order by surname. The name of the registered political party will appear immediately below the name of the endorsed candidate. For a candidate who has not been endorsed by a registered political party the word INDEPENDENT will be printed beneath the candidate's name.

Each ballot will contain a brief explanation stating the maximum number of candidates who can be voted for so as not to void the ballot. (SSA sec. 19)

Voter Eligibility

A person is a qualified elector who, on election day:

- is a Canadian citizen;
- is 18 years of age or older;
- has been ordinarily resident in Alberta for at least the immediately preceding 6 months, and
- is ordinarily resident in the polling subdivision in which the elector wishes to vote.

(EA secs. 1(1),1(2),43)

Persons Not Eligible to Vote

Candidates or persons who have been convicted of a corrupt practice are ineligible to vote. (EA sec. 45,178,181)

Revisions to the List of Electors

ROs will accept revisions to the List of Electors at their offices commencing on the 5th day after the date of the Writ of Election for a General Election and continuing each day, except Sundays and holidays, until 4:00 p.m. on the Saturday preceding the opening of the advance polls. (EA sec. 50)

Candidates and their campaign staff should encourage persons eligible to vote, but whose names are not on the List of Electors, to contact their RO during the revision period so that their names will be included on the List of Electors on polling day. This will reduce congestion at the polls and eliminate the need for voters to take an oath and produce identification.

Employee Time for Voting

An employee who is eligible to vote must be allowed three consecutive hours during voting hours for the purpose of casting a ballot on election day. (EA sec. 132)

Polls

Four types of polls are utilized to conduct voting in each electoral division:

- **Special Ballot Poll (for incapacitated and absentee voters)**

Electors who will be absent from their electoral division during the advance poll and on polling day, and persons physically incapacitated who cannot attend a polling station, are provided with a special ballot voting system commencing with the Writ of Election.

Candidates, official agents and designated election officers may also vote within their electoral division by special ballot if they are located, on polling day, at a polling place outside the polling subdivision in which they are ordinarily resident.

Voters requesting a special ballot must have their names included on the List of Electors. In addition, they must complete the necessary documentation so that the RO receives the sealed ballot prior to the close of polls on polling day.

This poll is conducted at the office of the RO and a separate ballot box is maintained by the RO for this purpose. (EA secs. 116-119)

- **Advance Polls**

The RO must establish a minimum of one and a maximum of four advance polling places to accommodate electors.

The times, dates and locations of advance polls will be published in the Proclamation by each RO. All persons wishing to vote at an advance poll, who are not on the List of Electors, must provide proof of identity and current residence, and complete a Declaration of Elector. (EA sec. 99)

- **Mobile Polls (for voters in treatment centres and supportive living facilities)**

The RO must establish one or more polling station(s) in treatment centres and supportive living facilities with 10 or more electors. The hours for the conduct of the vote are set by the RO in consultation with the facility representative. Treatment centres will not have been enumerated; therefore, no List of Electors will be available. Electors who are in-patients at a treatment centre on polling day and who have not already voted at the advance or special ballot poll are deemed to be ordinarily resident in the electoral division where the treatment centre is located and may vote after taking an oath. Residents of supportive living facilities who have not been added to the List of Electors may vote after taking an oath. (*EA* secs. 30, 120-125)

- **Polling Day Polls**

The polls will be open from 9:00 a.m. to 8:00 p.m. Polling day information and a list of polling place locations will be advertised in a newspaper of general circulation within the electoral division during the last week of the election period.

One polling station will be established for each polling subdivision. Several polling stations may be located at one polling place. (*EA* secs. 52-55,70)

Sec. 92 of the *EA* identifies those persons who are entitled to remain in a polling place during polling hours. The votes cast at all polling stations are counted at the close of polls on polling day.

Voter Assistance

Every effort is made to accommodate electors with special needs. An interpreter may be appointed by the RO or DRO to translate information.

Electors who are unable to read the ballot or who are physically incapacitated may be assisted by the DRO or a friend after completing an oath. If assisted by a friend, the friend must also complete an oath. Electors requesting assistance from a friend may be accompanied into the polling booth by the friend. Electors requesting assistance from the DRO may be accompanied into the polling booth by the DRO, who shall mark the ballot, as directed by the elector, in the presence of the poll clerk. (*EA* secs. 78,96)

If a blind voter is not accompanied by a friend and does not request assistance from the DRO, the DRO shall provide the voter with a Blind Voter Template and instruct the voter in its use. (*EA* sec. 96)

Spoiled Ballots

If a voter has dealt with his or her ballot in a manner that may render its use inappropriate, another may be obtained from the DRO upon returning the spoiled ballot. (*EA* sec. 102)

Scrutineers

On polling day a candidate may be represented by a scrutineer at each polling station or registration officer's station, who will be in attendance to observe election procedures during polling hours and during the unofficial count after the polling station is closed.

Each candidate may appoint, in writing, not more than four resident electors per station as scrutineers. Only one scrutineer per candidate may observe at each ballot box and registration officer's station at any one time. (*EA* secs. 79,92,111)

All scrutineers should be familiar with the contents of "A Guide for Scrutineers" which is available from the RO and registered political parties.

POST-POLLING DAY ACTIVITIES

Unofficial Count

The unofficial count of ballots is conducted for all polling stations following the close of polls on polling day.

The procedures involved in the unofficial count and the persons authorized to be present are detailed in secs. 111 and 112 of the *EA*.

The unofficial count of ballots from the Polling Day polls, Advance polls, Special Ballot polls and Mobile polls is conducted in accordance with *EA* secs. 111, 113, 118 and 124 respectively.

The DRO will provide one copy of the Statement of Poll to each candidate, or official agent or scrutineer present at the conclusion of the unofficial count. (*EA* sec. 112)

Official Tabulation

ROs must forward their Statements of Official Results to the CEO within 4 days after election day. The official tabulation must be completed by the CEO following receipt of the Statements of Official Results from the ROs and prior to making the Announcement of Official Results on the date specified in the Election Proclamation (10 days after election day).

Each candidate or official agent will receive written notice from the CEO concerning the place, date and hours for conducting the official tabulation. The CEO will provide each candidate or official agent with a Certificate and Return indicating the number of votes for each candidate and the name(s) of the candidate or candidates to be declared elected. Where two or more candidates are to be elected, the candidate with the highest number of votes shall be declared elected and the candidate with the next highest number of votes shall be declared elected and so on. (*SSA* secs. 21,22)

Appeals and Recounts

A candidate or official agent may appeal any decision of the RO concerning a ballot or may appeal to the Court for a recount or retabulation of the votes within 8 days after the date the CEO announces results of the official count. (SSA sec. 24; EA secs. 144-148)

Offences and Corrupt Practices

The EA includes lengthy lists of Offences and Corrupt Practices for which various penalties are provided. (EA Parts 5,6)

Controverted Election

The procedure for petitioning against the undue return or undue election of a candidate is contained in the EA Part 7 as modified by the SSA sec. 26.

PART III: APPLICATION OF THE *ELECTION FINANCES AND CONTRIBUTIONS DISCLOSURE ACT*

THE CANDIDATE

Who May Be Considered a Candidate

A Candidate, with respect to an election under the SSA, is a person who:

- is nominated as a candidate;
- is nominated by a registered political party for endorsement as the official candidate of that party; or
- on or after the date of issue of a Writ for an election, declares himself or herself to be an independent candidate at the election. (SSA sec. 1(1)(a); *EFCDA* sec. 1(1)(c)(ii))

Immediate Concerns of the Candidate

You must establish your organization and prepare yourself to register with the CEO. You will be faced with some significant commitments and responsibilities and are advised to study the contents of this guide in conjunction with the *EFCDA*.

The *EFCDA* requires that financial information about your political campaign be disclosed. A summary of the total amounts of money your campaign raises and spends will be made public. A list of names and addresses of anyone who contributes \$375.01 or greater to your campaign will be kept on file by the CEO and will be made available to the public.

You are responsible for ensuring that all financial information about your campaign is provided to the CEO in a timely manner and that the information is complete and accurate. Whether you win or lose the election, this is your responsibility. The *EFCDA* provides for penalties for non-compliance. (*EFCDA* Part 7)

Qualifying as a Registered Candidate

You must appoint a CFO who will take care of the bookkeeping and accounting duties. A candidate may not be appointed as a CFO. The person you appoint must sign your application for registration in the appropriate place, thereby indicating that the person has accepted the appointment. You, however, are ultimately responsible for ensuring that the provisions of the *EFCDA* are met. (*EFCDA* sec. 29)

You are advised to select a CFO with knowledge of bookkeeping and accounting. The full name and mailing address of your CFO must be recorded on your registration application. The CFO named on the registration form is the member of your campaign team who may be authorized to sign Official Contribution Receipts for campaign contributions. If your CFO is replaced during the campaign period, the CEO must be notified within 30 days. (*EFCDA* sec. 9)

You must decide what bank accounts/depositories your campaign will require and who will have signing authority for these accounts. This information is to be recorded on your registration application.

The *EFCD*A requires that funds collected from any source must first be deposited in a financial institution on record with the CEO. (*EFCD*A sec. 14)

Using the Services of Someone Else's Chief Financial Officer

You may decide in consultation with the personnel of your political party to appoint the CFO of the registered party or the CFO of another registered candidate, but you must record the name of your CFO on your application for registration. Should that person change, you must advise the CEO within 30 days.

How to Become a Registered Candidate

To apply for registration you must obtain an "Application for Registration of a Candidate – Senate Nominee Election" form from the Office of the CEO (Elections Alberta). A sample of this form is reproduced in Part IV of this Guide. You may apply for registration as soon as you are qualified. Refer to page 9 "Who May Be Considered a Candidate".

If you submit your application for registration through the mail system you must ensure that the application has been received and accepted by the CEO. A candidate does not become registered until the CEO has approved the candidate's application. (*EFCD*A secs. 9(2),9(3))

If you register and decide later to withdraw from the election you must notify the CEO in writing. (*EFCD*A sec. 10(2))

During the campaign period, unless you have been registered, you or any person acting on your behalf cannot raise or spend money to help you get elected. Should you do so, you are guilty of an offence under the *EFCD*A and are subject to prosecution. (*EFCD*A secs. 9(1),50)

Additionally, you cannot spend any of your own money on your campaign before you are registered. Moreover, any of your own money spent in support of your campaign must be recorded as a contribution. The total amount contributed cannot exceed the contribution limit for a person, which is \$30,000 less any amount contributed to the registered party for the SNE, in that calendar year, if you have been endorsed by a registered political party. Your CFO must deposit your contribution in one of the depositories on record with the CEO. (*EFCD*A sec. 18)

When May a Registered Candidate Commence Raising Money

If you submit your application for registration prior to the issue of the Writ of Election, and if acceptable, you will receive a letter of acknowledgement from the CEO advising you that your registration in the Register of Candidates will be effective on the day the Writ of Election is issued. (*EFCD*A sec. 9) On the date of issue of the Writ of Election, you may commence raising campaign funds and accepting contributions, and you may continue to do so for a period not exceeding two months after polling day. This is defined in the *EFCD*A as the "Campaign

Period". You must not, however, accept contributions outside the campaign period. (*EFCD*A secs. 1(1)(b),9(1))

Retaining Surplus Campaign Funds After the Campaign Period

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 a registered party between campaign periods at the candidate's discretion. (*EFCD*A sec. 12)

Financial Matters to be Clarified with the Chief Financial Officer

There are a number of provisions in the *EFCD*A that must be fully understood by your CFO. Possibly the most important member of your election campaign team will be your CFO, who will be responsible for maintaining your financial records as well as preparing and filing the financial statements after the election.

DUTIES AND RESPONSIBILITIES OF THE CHIEF FINANCIAL OFFICER

This section will deal specifically with financial duties and responsibilities required by the *EFCD*A.

There are some suggestions on bookkeeping which may assist the CFO to set up accounting records and registers. "Official Contribution Receipt Preparation and Procedures" on page 19 of this Guide should be read in conjunction with this section.

The CFO is under no obligation to use the suggested accounting records and registers provided in Part IV of this Guide, namely "Suggested Consolidation Sheets". However, the system adopted must be in sufficient detail to provide the necessary financial information to complete an accurate campaign financial statement.

The columns contained in the "Suggested Consolidation Sheets" may help to identify the categories of general ledger accounts to open in order to maintain the financial records. The CFO must maintain a record of all monies received and all monies paid out, and ensure that receipts, cheques, bank deposit slips, invoices and supporting documents are retained on file for three (3) years to permit an examination of campaign records. It is mandatory that the CFO deposit all cash contributions and not use undeposited cash contributions to pay off debts or to pay for purchases. (*EFCD*A secs. 10.1,14(1))

The CFO may commence to accept contributions on the date of issue of the Writ of Election for the SNE provided the candidate is registered with the CEO.

Contributions

Any person, corporation, trade union or employee organization may contribute up to a maximum of \$30,000 to the candidate during the campaign period, less any amount contributed to the registered party in that calendar year, if the candidate has been endorsed by a registered political party. (*EFDA* sec. 18) For your reference, sec. 18 of the *EFDA* has been reproduced on page 22 of this Guide. No person, corporation, trade union or employee organization shall contribute funds not actually belonging to that person, corporation, trade union or employee organization to any registered candidate. (*EFDA* sec. 34)

All contributions, whether cash or valued, must be segregated into categories of \$375.00 or less and of \$375.01 and greater.

Each contribution received, regardless of the amount and source, shall be recorded separately indicating the full name and address of the contributor. A list detailing the names and addresses of all the contributors of \$375.01 and greater in aggregate must be attached to the "Candidate Campaign Period Financial Statement". Official Contribution Receipts must be issued for all contributions over \$50.00. (*EFDA* sec. 32)

Contributions as defined by the *EFDA* may be accepted as soon as a candidate has received written confirmation of registration from the CEO.

The contribution information that follows applies to all political entities. The contribution limits for each political entity appear in the following chapters and can be referenced in the *EFDA*.

Definition of "Contribution" – *EFDA* sec. 1(1)(e)

"Contribution" means any money, real property or goods or the use of real property or goods that is provided

- (i) to a political party, constituency association or candidate, or*
- (ii) for the benefit of a political party, constituency association or candidate with its or the candidate's consent,*

without compensation from that political party, constituency association or candidate.

Contributions may be made to political entities by any:

- Person who is resident in Alberta,
- Corporation that is not a prohibited corporation,
- Trade Union, as defined in the *EFDA*, sec. 1(1) (p),
- Employee Organization, as defined in the *EFDA*, sec. 1(1) (g).

Deposit of Contributions

All financial contributions accepted by or on behalf of the registered candidate and any contribution other than money that is converted into money, must be paid into an appropriate depository on record with the CEO. (*EFDA* sec. 14)

Prohibited Corporations

Definition of “Prohibited Corporation” – *EFCD*A sec. 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,
- (vi.1) a corporation associated with a corporation referred to in subclauses (i) to (vi) as determined under section 256 of the *Income Tax Act (Canada)*, or
- (vii) any corporation designated by the Lieutenant Governor in Council as a prohibited corporation. (Prohibited Corporations Regulation)

The CFO must ensure that all contributions comply with the *EFCD*A and that contributions from prohibited corporations are not accepted. (*EFCD*A secs. 1(1)(l),16,19,21.1,27,34,35)

Corporations that are associated with one another are considered a single corporation. The aggregate amount contributed by such a corporation and its associated corporations shall not exceed the contribution limits of a single corporation. (*EFCD*A sec. 1(3))

Excessive Contributions

No registered candidate or person acting on behalf of the candidate may knowingly accept any contribution in excess of the limits imposed by sec. 18 of the *EFCD*A. The CFO shall advise the CEO in writing of the circumstances within 30 days of learning of the excessive contribution. (*EFCD*A sec. 20)

Anonymous and Unauthorized Contributions

Money received from anonymous sources in the amount of \$50.00 or less may be retained and deposited in the candidate’s campaign bank account, and for each transaction the amount and date received must be recorded.

The following contributions must not be accepted:

- any anonymous contribution in excess of \$50
- any contribution from out of province
- any contribution from an unincorporated group
- any contribution not belonging to a contributor
- any contribution made in contravention of the *EFCD*A

If one or more of the above contributions has inadvertently been accepted, it is the responsibility of the CFO to return the contribution to the contributor. If the identity of the contributor cannot be established, the CEO must be notified and the contribution must be paid over for deposit into the General Revenue Fund for the Government of Alberta. (*EFCEA* secs. 21.1,27,34,35)

Contributions from Unincorporated Groups

If a contribution to the registered candidate is made through an unincorporated association or organization other than a trade union or employee organization, the unincorporated association or organization shall provide to the CFO the individual sources and amounts making up the contribution. The amounts contributed by individuals within an unincorporated group are deemed to be contributions by those individuals and Official Contribution Receipts must be issued accordingly. All contribution limits and restrictions apply.

If an unincorporated association or organization fails to provide the sources and amounts making up the contribution, the CFO shall return the contribution to the unincorporated association or organization. (*EFCEA* sec. 27)

Common examples of unincorporated groups are partnerships of lawyers, accountants and medical practitioners. For example, if the candidate receives a cash contribution of \$300 from a legal firm, the CFO must obtain the names of each individual contributor and amounts contributed or, failing this, return the contribution to the legal firm.

Contributions from Trade Unions and Employee Organizations

Trade unions that hold bargaining rights for employees in Alberta and employee organizations that bargain collectively for any employees in Alberta may contribute to a candidate. All locals of trade unions are deemed as one trade union, and all branches of an employee organization are deemed to be one employee organization.

The maximum contribution to the candidate from all locals of a trade union or all branches from one employee organization cannot exceed \$30,000. (*EFCEA* secs. 1(1),18)

Payroll deductions of 15 cents (\$0.15) or less per month by any member of a trade union or employee organization are not considered individual contributions. However, the money collected by a trade union or employee organization from its members, to be contributed to the candidate, is a contribution and the CFO shall issue an Official Contribution Receipt to the trade union or employee organization for the aggregate amount received.

Payroll deductions in excess of 15 cents (\$0.15) per month from members of a trade union or employee organization shall be deemed individual contributions and the CFO shall issue Official Contribution Receipts to individual members for the members' amounts received. (*EFCEA* sec. 26)

Valuing Contributions Other Than Money

The value of any contribution other than money is the market value of the contribution at that time. Real property or goods, or the use of real property or goods, is deemed to be a contribution by the *EFDA*. Valued contributions qualify for Official Contribution Receipts and are subject to contribution limits. When real property or goods, or the use of real property or goods, are provided to the candidate's campaign for a price that is less than the market value at that time, the amount by which the value exceeds the price is a contribution. It is the CFO's responsibility to assess the appropriate market value at that time. (*EFDA* sec. 22)

Some common examples of real property or goods, or the use of real property or goods, are:

- a computer or furniture
- signage / pamphlets / buttons
- the use of a car
- the use of a venue to hold a meeting or to use as an office

The provision of services is **not** deemed to be a valued contribution by the *EFDA*. Some common examples are:

- door-to-door delivery of pamphlets or other campaign materials
- participation in setting up meetings and other activities
- time spent on meeting attendance
- provision of transportation or courier services
- provision of professional services including legal services, accounting services, auditing services, etc.
- creation of written resources and advertisements
- other volunteer activities, including telephone canvassing

Public Disclosure of Contributions

The financial statements and a list of contributors who gave \$375.01 and greater in the aggregate are public information and will be disclosed both on the Elections Alberta website www.elections.ab.ca and in the public files (located at the Office of the CEO (Elections Alberta)). The website will disclose the name of the contributor and the total amount contributed; whereas the public files will also disclose the address of the contributor. (*EFDA* sec. 11)

Fund-Raising Functions

A fund-raising function includes any social function held for the purpose of raising funds for the candidate, either by the candidate or on behalf of the candidate.

If an individual charge by the sale of tickets or otherwise is made for a fund-raising function then:

- a) If the individual charge is **\$50 or less**, it shall not be considered a contribution, unless the person who pays the charge specifically requests that it be so considered, in which case ½ shall be allowed for expenses and ½ shall be considered as a contribution, and

- b) If the individual charge is **more than \$50**, \$25 shall be allowed for expenses and the balance shall be considered as a contribution.

If the fund raising function uses some other means of raising funds other than selling tickets, the price paid in excess of the market value for goods or services received is considered to be a contribution. (*EFDA* sec. 23)

Amounts not considered as contributions and for which Official Contribution Receipts are not issued are to be appropriately recorded as either fund-raising functions or other income on the candidate's financial statement. The gross income, less the contribution, must be recorded for fund-raising functions. The CFO should keep a separate record of the event showing the date of the function, the number of people who attended, the number of tickets sold and the amount of the admission charged.

The following scenarios are provided as examples of how to report the revenue and contributions from fundraising activities, specifically **silent auctions**:

- **Scenario 1**

A lawyer, Mr. Doe, agrees to provide legal services in the preparation of a personal will to a silent auction fundraising event. Mr. Doe advises in writing that the fair market value (FMV) of his services is \$200 based on his current professional fee structure. The CFO verifies the fee reflects FMV.

Mr. Doe's services are **not** a contribution under the *EFDA* and thus not eligible for a contribution receipt.

At the silent auction, the successful bidder pays the bid amount to the registered candidate's campaign; and

- if the bid was for \$200 (the FMV) or less, no contribution receipt is issued to the bidder, or
- if the bid was for more than \$200 (e.g. \$275), then the excess (e.g. \$75) would be the appropriate amount for a money contribution receipt as per sec. 23(4).

Please note that sec. 23(4) of *the EFDA* applies only to a person acquiring a service through a fund-raising function. It does not apply to the person providing the service.

- **Scenario 2**

A decorative crystal vase is donated to a silent auction fundraising function. The vase along with the donor's purchase receipt for \$60 is given to the candidate's CFO. Again the CFO is responsible to determine the FMV of the vase, which can easily be done using the submitted receipt. The CFO would issue a valued contribution receipt for \$60 to the individual that donated the vase.

At the silent auction, the successful bidder pays the bid amount to the registered candidate's campaign; and

- if the bid was for \$60 (the FMV) or less, no contribution receipt is issued to the bidder, or
- if the bid was for more than \$60 (e.g. \$125), then the excess (e.g. \$65) would be the appropriate amount for a money contribution receipt as per sec. 23(4).

General Collections

When money is given at a meeting held for the registered candidate, in response to a general collection of money solicited from the persons in attendance at the meeting, individual amounts of \$50 or less shall not be considered a contribution but shall be recorded as to the gross amount. (EFCDA sec. 24)

However, if the contributor requests an Official Contribution Receipt for a contribution under \$50, a receipt must be issued and the contribution must be recorded appropriately. (EFCDA sec. 13)

Other Sources of Election Campaign Funds

A candidate may receive funds transferred from the candidate's registered party or from another registered Senate Nominee candidate. The date of receipt, the source of the funds and the amount received must be recorded. These transfers are not contributions. (EFCDA sec. 38)

A candidate may also receive funds from the candidate's party, which have been transferred from the party foundation. The registered party must indicate to the CFO that the funds have been transferred from the foundation. The CFO, in turn, must record this information. These transfers are not contributions. (EFCDA sec. 13(1))

A candidate may receive a transfer of funds from the trust fund of a Senate Nominee 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. These transfers are not contributions. (EFCDA sec. 12(4))

A candidate may receive funds from the candidate's trust fund set up with surplus funds from a previous Senate Nominee Election in which he or she was a candidate. The date of receipt, the source of the funds and amount received must be recorded. These transfers are not contributions. (EFCDA sec. 12(3))

A candidate cannot accept funds from the following sources:

- any federal political party, electoral district association or candidate registered under the *Canada Elections Act* (Canada); or
 - any provincial registered constituency association.
- (EFCDA secs. 21,37,39)

PREPARATION OF THE CANDIDATE CAMPAIGN PERIOD FINANCIAL STATEMENT

If the CFO used the suggested consolidation sheets (in Part IV of this Guide), the CFO will be able to transcribe the required information from his or her books of account and then enter the amounts on the appropriate lines on the “Candidate Campaign Period Financial Statement”.

Submission of the Candidate’s Return

The “Candidate Campaign Period Financial Statement”, with original signatures, must be received by the Office of the CEO no later than 4:30 p.m. on the filing deadline, which is four months following polling day. To complete the filing of the financial statement, the CFO must attach the following documents:

- Chief Electoral Officer’s copies of all valid Official Contribution Receipts,
- all copies of Official Contribution Receipts issued in error or for which valid receipts were re-issued,
- a reconciliation of the serial numbers of all Official Contribution Receipts provided by the CFO,
- all unused Official Contribution Receipts,
- a list of the names, addresses and amounts in aggregate from a single source of all contributors of \$375.01 and greater, and
- details of amounts borrowed from financial institutions, including the source, terms, and conditions of the loan.

The CFO will receive detailed instructions for the preparation of the “Candidate Campaign Period Financial Statement” from the CEO prior to the close of the campaign period. The CFO may also receive additional instructions from the party regarding filing instructions. Whatever these instructions are, it remains the responsibility of the CFO and candidate to ensure that the CEO receives the financial statement by the due date.

Failure to file the “Candidate Campaign Period Financial Statement” with the CEO by the filing deadline may result in prosecution. (*EFDA* sec. 48)

In addition, failure to file the “Candidate Campaign Period Financial Statement” will result in the registered candidate and the CFO being prohibited from being nominated as a candidate for a period of up to eight years. (*EA* sec. 57)

OFFICIAL CONTRIBUTION RECEIPTS

Official Contribution Receipts for the Senate Nominee Election are issued by the CFO and are obtained from the Office of the CEO (Elections Alberta). It is the CFO’s responsibility to prepare Official Contribution Receipts in the form and manner approved by the CEO. As the Official Contribution Receipts are used to support income tax credits, due diligence must be exercised when issuing any Official Contribution Receipt. (*EFDA* sec. 33)

Official Contribution Receipts shall be completed and issued by the CFO to persons, corporations, trade unions, or employee organizations that contributed funds during a calendar year (Annual) or during a campaign period (Campaign). (*EFDA* sec. 33)

Official Contribution Receipts are used by both candidates and parties. Candidates are issued receipts for campaign period contributions only, as the candidate cannot accept contributions outside of that period.

Control of Official Contribution Receipts

The Official Contribution Receipts are sequentially numbered and printed in triplicate for distribution as follows:

1. **Contributor's Copy** – when attached to an Income Tax Return will support an income tax credit.
2. **Chief Electoral Officer's Copy** – shall be attached to the applicable financial statement submitted by the CFO on or before the date specified in the *EFCDA*.
3. **Chief Financial Officer's Copy** – shall be retained for a period of three years following the date on which the financial statement is required to be filed. (*EFCDA* sec. 10.1)

Each CFO must acknowledge receipt of all Official Contribution Receipts issued by the Office of the CEO (Elections Alberta). The CFO is accountable for all Official Contribution Receipts and is expected to store the receipts in a secure location and maintain proper records.

CFOs may issue replacement receipts to contributors who have lost or misplaced their originals or where the receipt has been spoiled. A replacement receipt must be cross referenced to the serial number of the spoiled or misplaced receipt by annotating the replacement receipt "*Duplicate, Replacing Receipt Number 123*". All available copies of the spoiled or misplaced receipt must be annotated "*Cancelled – See New Receipt Number 456*". The Chief Electoral Officer's copy plus the Contributor's copy of the old, replaced receipt, will be attached to the financial statement submitted to CEO. Any receipts written in error shall be annotated "Cancelled - Not Replaced".

Official Contribution Receipt Preparation and Procedures

Only the CFO whose name is on file with the CEO may issue Official Contribution Receipts for contributions received. A CFO must deposit all contributions in an authorized financial institution on record with the CEO. For a contribution received in the form of a cheque, the financial institution must clear the cheque before an Official Contribution Receipt can be issued. (*EFCDA* sec. 14)

When one or more contributions are made by a *Person*, the CFO may issue one Official Contribution Receipt after the year end (or after the end of the campaign period) to cover all contributions received from the same individual during the financial filing timeframe. The CFO will enter either the date the last contribution was received or December 31st (when dealing with annual contributions). The "Amount Received" block will show the total of all contributions which were received in aggregate from the individual.

When a contribution is made by a *Corporation, Trade Union, or Employee Organization*, the CFO must issue an Official Contribution Receipt for each separate contribution received. Contributions made by these entities shall not be aggregated on the receipts.

The CFO shall complete the appropriate Official Contribution Receipt form for contributions received, by indicating:

- contribution period (annual or campaign)
- received from (individual, corporation, trade union or employee organization)
- contribution type (money or valued, never both combined on the same receipt)
- the date of the end of the campaign period (where applicable)
- the date of receipt of the contribution,
- the date of issue of the receipt,
- the full name and address of the contributor (only one contributor per receipt*),
- the amount of the contribution – a dollar sign “\$” shall be placed in the box immediately preceding the first digit of the amount, whether the contribution is money (e.g. cash, cheque) or a valued contribution (e.g. real property or goods or the use of real property or goods), and
- the name of the candidate, the name of the CFO (printed) and the signature of the CFO.

The CFO shall print or type his or her name and sign the receipt in the spaces provided. With the approval of the CEO, a digital signature on Official Contribution Receipts will be accepted.

*Official Contribution Receipts must **not** be issued jointly, for example “Mr. and Mrs. Smith” or “John and Mary Smith”. The CFO must determine the amount that each person contributed and issue individual receipts, for example one receipt to “John Smith” and one receipt to “Mary Smith”.

Summary of Income Tax Credits

The maximum tax credit of \$1,000 is reached when contributions total \$2,300. Alberta Treasury, Tax and Revenue Administration, is responsible for determining and administering applicable political income tax credits.

Amount Contributed	Available Tax Credit	Maximum Credit	Cumulative Amount
Up to \$200	75%	\$150	\$150
Next \$900 (\$201 to \$1,100)	50%	\$450	\$600
Next \$1,200 (\$1,101 to \$2,300)	33.3%	\$400	\$1,000
Over \$2,300	Nil	Nil	\$1,000

TRANSFER OF FUNDS OR REAL PROPERTY OR GOODS

Funds, or real property or goods, or the use of real property or goods, may be transferred from or to a candidate and are not considered contributions. A record of receipt of the transfer must be kept. This record shall indicate:

- the date received or transferred,
- the donor or the recipient, and
- the amount of funds transferred and/or a brief description of the goods transferred. (*EFDA* secs. 1(1)(e),13,38)

Transfers from federal political entities are prohibited. (*EFDA* secs. 36,37)

LOANS FROM FINANCIAL INSTITUTIONS

A registered candidate may borrow money from any financial institution other than an Alberta Treasury Branch (ATB). Any person, corporation, trade union, employee organization or any unincorporated association or organization, may sign, co-sign, guarantee or provide collateral security for a loan on behalf of a political entity. The CFO must maintain a record of the amount of the loan, the name of the financial institution and the terms of the loan agreement. The details concerning the loan must be attached to the "Candidate Campaign Period Financial Statement". (*EFDA* secs. 40,41)

Should part or all of the payment of the loan be made from a source 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 \$30,000 less any amount contributed to the party, in that calendar year, if the candidate has been endorsed by a registered political party. An Official Contribution Receipt shall be issued unless the borrower repays the amount of the loan payment prior to the filing of the financial statement for the period. (*EFDA* secs. 18,40)

LIMITS ON EXPENDITURES

The *EFDA* does not place any limitations on the types of expenditures which may be made, or how much may be spent on any particular item. The *EFDA* contemplates that funds collected, contributed, and borrowed shall be spent for electoral purposes. The amount spent on the candidate's campaign is limited only by the total amount of revenue that the candidate is able to raise.

The CFO must ensure that any expenses incurred on behalf of the candidate, if endorsed by a registered party for the election campaign or prior to the current election, are reported on the "Candidate Campaign Period Financial Statement". The necessary information would be available from the CFO of the registered party. (*EFDA* sec. 43(2))

SUMMARY OF MAXIMUM CONTRIBUTIONS

Under Section 18 of the *EFDA*, contributions by any person, corporation, trade union or employee organization shall not exceed:

- (1) (a) in any year, \$15 000 to each registered party, and
(b) in any campaign period,
 - (i) in respect of a registered party, the maximum amount determined in accordance with subsection (3) less any amount contributed to the party in that calendar year under clause (a), or
 - (ii) in respect of a registered candidate, \$30 000 less, if the candidate was nominated by a registered political party for endorsement as the official candidate of that party, any amount contributed to that party in that calendar year under clause (a).
- (2) For the purposes of subsection (1)(b), contributions may be made to both the registered party and the registered candidate or candidates of that party but the aggregate of the amounts contributed may not exceed the maximum amount determined under subsection (3) less any amount contributed to the party in that calendar year under subsection (1)(a).
- (3) For the purposes of subsections (1)(b)(i) and (2), the maximum amount shall not exceed \$30 000 multiplied by the number of persons to be elected for which there is a candidate.
- (4) Where there is more than one candidate endorsed as the official candidates of a registered party by virtue of the number of persons to be elected, the maximum amount that may be contributed in respect of registered candidates of that political party may not exceed \$30 000 multiplied by the number of persons to be elected for which there is a candidate but in no case may more than \$30 000 be contributed to any one candidate.
- (5) No contributions may be made to a candidate except during a campaign period.
- (6) Any money paid during a campaign period by a candidate out of the candidate's own funds for the purposes of the candidate's campaign
 - (a) is a contribution for the purposes of this Act, and
 - (b) shall be paid into a depository of the candidate on record with the Chief Electoral Officer.

It is not possible to cover each and every situation that may arise, and if you are unable to find a suitable explanation in this Guide, or in the appropriate section of the Acts, then write, phone or visit the Office of the CEO to obtain a ruling.

PART IV: FORMS

Forms under the *Election Act*:

Appendix #

- Senate Nominee Election – Candidate Nomination Paper Part 1 (available 2012) 1
- Senate Nominee Election – Candidate Nomination Paper Part 2 (available 2012) 2
- Senate Nominee Election – Candidate’s Nomination Endorsement Certificate 3
- Senate Nominee Election – Receipt for Deposit and Filing of Candidate Nomination Paper . 4

Forms under the *Election Finances and Contributions Disclosure Act*:

- Application for Registration of a Candidate 5
- Candidate Campaign Period Financial Statement 6
- Suggested Consolidation Sheets 7
- Official Contribution Receipt 8

**Senate Nominee Election
Candidate Nomination Paper**

Part 1

Parts 1 and 2
will be available
in early 2012

Check the
Elections Alberta website
www.elections.ab.ca

**Senate Nominee Election
Candidate Nomination Paper**

Part 2

Parts 1 and 2
will be available
in early 2012

Check the
Elections Alberta website
www.elections.ab.ca



Senatorial Selection Act
(Section 11)
CEO-SSA-11-18

Senate Nominee Election Candidate's Nomination Endorsement Certificate

I certify that _____
(nominee)

is the officially endorsed candidate of the

(name of political party)

for an election under the *Senatorial Selection Act*.

(date)

(signature of authorized representative of political party)

- (1) To be used by nominees of political parties.
- (2) To be filed with nomination paper.



chief electoral office

**Receipt for Deposit and Filing of
Senate Nominee Election Candidate Nomination Paper**

Date: _____ / _____ / 20_____

No.: **0001**

Received on behalf of _____,
(print name of candidate)

(political party, if applicable)

the sum of Four Thousand Dollars **\$4,000.00**,

the Senate Nominee Election Candidate Nomination Paper (Parts 1 and 2) and the Senate Nominee Election Candidate Nomination Endorsement Certificate, if applicable.

Issued by O. Brian Fjeldheim, Chief Electoral Officer of Alberta.
(print name)

(signature of Chief Electoral Officer)

(date)



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ELECTION FINANCES AND CONTRIBUTIONS DISCLOSURE ACT

APPLICATION FOR REGISTRATION OF A CANDIDATE

SENATE NOMINEE ELECTION

 INITIAL REGISTRATION UPDATE TO REGISTRATION

OFFICE USE ONLY

NAME OF REGISTERED POLITICAL PARTY OR "INDEPENDENT"

CANDIDATE Name	Phone No.	Cell No.	Fax No.
----------------	-----------	----------	---------

Address

City	Prov.	Postal Code	Email
------	-------	-------------	-------

AB

I, (Print Name of Candidate) _____ declare that the information provided in this registration form is complete and correct and that in accordance with Section 9(2)(b) of the *Election Finances and Contributions Disclosure Act*, I am qualified to be registered.

Signature of Candidate_____
Date

CHIEF FINANCIAL OFFICER (CFO) Name	Phone No.	Cell No.	Fax No.
------------------------------------	-----------	----------	---------

Address

City	Prov.	Postal Code	Email
------	-------	-------------	-------

AB

I, (Print Name of CFO) _____ confirm that I have accepted the appointment as Chief Financial Officer and that I am 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

LOCATION RECORDS ARE MAINTAINED AND COMMUNICATIONS ADDRESSED (IF OTHER THAN CFO'S ADDRESS)

Name	Phone No.	Cell No.	Fax No.
------	-----------	----------	---------

Address

City	Prov.	Postal Code	Email
------	-------	-------------	-------

AB

FINANCIAL INSTITUTION Name of Institution

Address

City	Prov.	Postal Code	Phone No.	Fax No.
------	-------	-------------	-----------	---------

AB

Name of Signing Officer 1

Name of Signing Officer 2

REGISTERED PARTY ENDORSATION (UNLESS CANDIDATE IS "INDEPENDENT")

The Candidate named above has been nominated by the Registered Party.

Printed Name of Principal Officer_____
Signature of Principal Officer_____
Date

ACCEPTANCE BY THE OFFICE OF THE CHIEF ELECTORAL OFFICER (ELECTIONS ALBERTA)

Authorized Signature_____
Date

FORWARD SIGNED ORIGINAL TO THE OFFICE OF THE CHIEF ELECTORAL OFFICER

Elections Alberta Suite 100, 11510 Kingsway NW, Edmonton, AB T5G 2Y5 (780) 427-7191

NOTE: FAXED OR SCANNED COPIES ARE NOT ACCEPTED - ORIGINAL FORM ONLY

OFFICE USE ONLY

ENTERED:

CANDIDATE FINANCIAL STATEMENT

SENATE NOMINEE ELECTION

chief electoral office

 CAMPAIGN PERIOD DEFICIT RETIREMENT PERIOD

OFFICE USE ONLY

Period From _____ to _____

PAGE 1 OF 2

Name of Candidate _____

Name of Registered Political Party or "Independent" _____

REVENUE FOR THE REPORTING PERIOD

OPENING BALANCE		<u>Money</u>	<u>Totals</u>
① Surplus from previous election / Deficit from current campaign		\$ _____	\$ _____
② Net result of interest on funds and bank charges		_____	_____
③ TOTAL (lines 1 and 2)		_____	\$ _____
RECEIPTED CONTRIBUTIONS	<u>Valued</u>		
④ Contributions of \$375.00 or less	\$ _____	\$ _____	\$ _____
⑤ Contributions of \$375.01 and greater	_____	_____	_____
⑥ TOTAL (lines 4 and 5)	_____	_____	\$ _____
FUND-RAISING & OTHER INCOME			
⑦ Fund-raising functions		\$ _____	\$ _____
⑧ Other income		_____	_____
⑨ TOTAL (lines 7 and 8)		_____	\$ _____
TRANSFERS RECEIVED (provide details)			
⑩ Registered Party	\$ _____	\$ _____	\$ _____
⑪ Other Registered Senate Nominee Candidate(s)	_____	_____	_____
⑫ TOTAL (lines 10 and 11)	_____	_____	\$ _____
⑬ TOTAL REVENUE (lines 3, 6, 9 and 12)	\$ _____	\$ _____	\$ _____

EXPENSES FOR THE REPORTING PERIOD

OPERATING EXPENSES	<u>Valued</u>	<u>Money</u>	<u>Totals</u>
⑭ Candidate's Nomination Deposit of \$4,000 <i>RECORD AS EXPENSE ONLY IF FORFEITED</i>		\$ _____	\$ _____
⑮ Expenses Related to an Electoral Event	_____	_____	_____
⑯ TOTAL (lines 14 and 15)	_____	_____	\$ _____
TRANSFERS ISSUED (provide details)			
⑰ Registered Party	\$ _____	\$ _____	\$ _____
⑱ Other Registered Senate Nominee Candidate(s)	_____	_____	_____
⑲ TOTAL (lines 17 and 18)	_____	_____	\$ _____
⑳ TOTAL EXPENSES (lines 16 and 19)	\$ _____	\$ _____	\$ _____

CONTINUED ON PAGE 2...

SUGGESTED CONSOLIDATION SHEETS

Sample Format 1

1. CASH RECEIPT BOOK


1	2	3	4		5	6	7	8	9	
Date	Source Name and Address	Amount to Depository Account	Contributions		Fund Raising Gross Revenue less Contributions	Meetings Gross Revenue less Contributions	Membership Fees, Gross Revenue less Contributions	Transfer from all Sources	Other Receipts	
			\$375.00 or less	\$375.01 or greater					Description	Amount


2. CASH DISBURSEMENT BOOK


1	2	3	4	5	6	7
Date	Paid to	Authorized Transfers Paid Out	Paid Expenses	Amount of 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 Amount Paid, if any	Amount of Contributions (Column 3 less Column 4)

	ELECTION FINANCES AND CONTRIBUTIONS DISCLOSURE ACT	OFFICIAL CONTRIBUTION RECEIPT
	SENATORIAL SELECTION No. 03-00001	
CONTRIBUTION PERIOD (Check one) <input type="checkbox"/> Annual <input type="checkbox"/> Campaign		CAMPAIGN ENDS DATE RECEIVED DATE ISSUED MON / DAY / YEAR MON / DAY / YEAR MON / DAY / YEAR
POLITICAL ENTITY (Check one) <input type="checkbox"/> Party <input type="checkbox"/> Candidate		AMOUNT RECEIVED: \$ sign <u>must</u> be included
RECEIVED FROM (Check one) <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Trade Union <input type="checkbox"/> Employee Organization		
[Empty space for contributor details]		Political Party Candidate Name of Chief Financial Officer (Print) Signature of Chief Financial Officer
CONTRIBUTION TYPE (Check one) <input type="checkbox"/> Money (cash, cheque, etc) <input type="checkbox"/> Valued (real property or goods)		
CONTRIBUTOR'S COPY - FOR INCOME TAX PURPOSES		

	ELECTION FINANCES AND CONTRIBUTIONS DISCLOSURE ACT	OFFICIAL CONTRIBUTION RECEIPT
	SENATORIAL SELECTION No. 03-00001	
CONTRIBUTION PERIOD (Check one) <input type="checkbox"/> Annual <input type="checkbox"/> Campaign		CAMPAIGN ENDS DATE RECEIVED DATE ISSUED MON / DAY / YEAR MON / DAY / YEAR MON / DAY / YEAR
POLITICAL ENTITY (Check one) <input type="checkbox"/> Party <input type="checkbox"/> Candidate		AMOUNT RECEIVED: \$ sign <u>must</u> be included
RECEIVED FROM (Check one) <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Trade Union <input type="checkbox"/> Employee Organization		
[Empty space for contributor details]		Political Party Candidate Name of Chief Financial Officer (Print) Signature of Chief Financial Officer
CONTRIBUTION TYPE (Check one) <input type="checkbox"/> Money (cash, cheque, etc) <input type="checkbox"/> Valued (real property or goods)		
CHIEF ELECTORAL OFFICER'S COPY - TO ACCOMPANY FINANCIAL STATEMENT		

	ELECTION FINANCES AND CONTRIBUTIONS DISCLOSURE ACT	OFFICIAL CONTRIBUTION RECEIPT
	SENATORIAL SELECTION No. 03-00001	
CONTRIBUTION PERIOD (Check one) <input type="checkbox"/> Annual <input type="checkbox"/> Campaign		CAMPAIGN ENDS DATE RECEIVED DATE ISSUED MON / DAY / YEAR MON / DAY / YEAR MON / DAY / YEAR
POLITICAL ENTITY (Check one) <input type="checkbox"/> Party <input type="checkbox"/> Candidate		AMOUNT RECEIVED: \$ sign <u>must</u> be included
RECEIVED FROM (Check one) <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Trade Union <input type="checkbox"/> Employee Organization		
[Empty space for contributor details]		Political Party Candidate Name of Chief Financial Officer (Print) Signature of Chief Financial Officer
CONTRIBUTION TYPE (Check one) <input type="checkbox"/> Money (cash, cheque, etc) <input type="checkbox"/> Valued (real property or goods)		
CHIEF FINANCIAL OFFICER'S COPY - TO KEEP ON FILE (3 YEARS)		