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LEADERSHIP CONTESTANT GUIDE

For the Preparation of Financial Disclosure Forms

June 2017



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INTRODUCTION

PURPOSE OF THIS GUIDE

This guide has been produced to assist the leadership contestant chief financial officer (CFO) with the preparation of financial disclosure forms including a campaign return, surplus distribution report, deficit retirement period financial statement, and all applicable schedules.

This guide is intended to be used in conjunction with the Leadership Contestant Guide to the Election Finances and Contributions Disclosure Act. All guides, registration and financial disclosure forms are available on the Elections Alberta website at www.elections.ab.ca.

Links to the *Election Finances and Contributions Disclosure Act* (EFCDA) and other relevant legislation are also available on the Elections Alberta website. Copies of provincial legislation may also be obtained from the Alberta Queen's Printer (www.qp.alberta.ca).

If you require any additional assistance from Elections Alberta, you may write, phone or visit:

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PUBLIC DISCLOSURE

All documents, including financial statements and registration documents, required to be filed with Elections Alberta by a leadership contestant become part of the public files and are available for public review. Financial statements are also posted on the Elections Alberta website at www.elections.ab.ca under Parties, Candidates & Leadership Contests / Financial Disclosure.

CAMPAIGN RETURN

This section contains information to assist the CFO to prepare the campaign return. Under section 43.02(1) of the EFCDA, the campaign return must include a financial statement, contribution report, campaign expense report and any supporting information / documents relating to the leadership contestant's campaign return. The following step-by-step instructions are for the Leadership Contestant Financial Statement form **LC-FS-01**.

FINANCIAL STATEMENT

► HEADER INFORMATION (Pages 1 & 2)

- Enter campaign period date range, starting with date the leadership contestant became registered with Elections Alberta, and ending two months after the final leadership vote
- Enter name of the registered leadership contestant and name of the registered political party

► REVENUE FOR REPORTING PERIOD (Page 1)

RECEIPTED CONTRIBUTIONS

Line	Title	Instructions	Required Attachment
1	Contributions of \$250.00 or less	<input type="checkbox"/> Enter total value of any real property, goods or services, or the use of any real property, goods or services, received as "Valued" <input type="checkbox"/> Enter total amount of money (cash or cheques) received as "Money" <input type="checkbox"/> Add "Valued" and "Money" amounts, and enter total amount under "Total"	N/A
2	Contributions of \$250.01 and greater	<input type="checkbox"/> Enter total value of any real property, goods, services, or the use of real property, goods or services received as "Valued" <input type="checkbox"/> Enter total amount of money (cash or cheques) received as "Money" <input type="checkbox"/> Add "Valued" and "Money" amounts, and enter total amount under "Total"	<input type="checkbox"/> List of contributors who contributed over \$250 in aggregate - include name, address and total amount <input type="checkbox"/> List of contributors who contributed over \$250 in aggregate – include name and total amount only
3	TOTAL	<input type="checkbox"/> Add lines 1 and 2 under each of the "Valued", "Money", and "Total" columns	N/A

FUND-RAISING & OTHER REVENUE

Line	Title	Instructions	Required Attachment
4	Fund-raising functions	<input type="checkbox"/> Enter total amount from LC-FS-S01	<input type="checkbox"/> LC-FS-S01
5	Transfers received	<input type="checkbox"/> Enter total amount of transfers received from LC-FS-S02	<input type="checkbox"/> LC-FS-S02
6	Other income	<input type="checkbox"/> Enter total amount from LC-FS-S03	<input type="checkbox"/> LC-FS-S03
7	TOTAL	<input type="checkbox"/> Add lines 4 to 6 and enter total amount	N/A

TOTAL REVENUE

Line	Title	Instructions	Required Attachment
8	TOTAL REVENUE	<input type="checkbox"/> Add lines 3 and 7 and enter total amount; if no revenue was received during the reporting period, enter "NIL"	N/A

► EXPENSES FOR REPORTING PERIOD (Page 1)

OPERATING EXPENSES

Line	Title	Instructions	Required Attachment
9	Leadership contestant fee/deposit	<input type="checkbox"/> Enter total amount of fees and/or deposits from LC-FS-S04	<input type="checkbox"/> LC-FS-S04
10	Expenses related to leadership contest	<input type="checkbox"/> Enter total amount of expenses from LC-FS-S06	<input type="checkbox"/> LC-FS-S06
11	Transfers issued	<input type="checkbox"/> Enter total amount of transfers issued from LC-FS-S02	<input type="checkbox"/> LC-FS-S02

TOTAL EXPENSES

Line	Title	Instructions	Required Attachment
12	TOTAL EXPENSES	<input type="checkbox"/> Add lines 9, 10 and 11 and enter total amount; if no expenses were incurred during reporting period, enter "NIL"	N/A

Note: All valued revenue is deemed to be used up during the reporting period in which it was received. Therefore, the total of valued revenue must be recorded as an expense(s) under line 10 and/or transferred on line 11.

► **SURPLUS (DEFICIT) FOR REPORTING PERIOD (Page 1)**

Line	Title	Instructions	Required Attachment
13	TOTAL REVENUE	<input type="checkbox"/> Enter total amount from line 8	N/A
14	TOTAL EXPENSES	<input type="checkbox"/> Enter total amount from line 12	N/A
15	SURPLUS (DEFICIT)	<input type="checkbox"/> Subtract amount on line 14 from amount on line 13; a negative result indicates a deficit and should be shown in brackets	N/A

► **STATEMENT OF ASSETS AND LIABILITIES (Page 1)**

ASSETS

Line	Title	Instructions	Required Attachment
16	Cash on deposit	<input type="checkbox"/> Enter balance as shown on bank statement at end of campaign period (2 months after leadership vote)	<input type="checkbox"/> Copy of bank statements for reporting period
17	Petty cash & other funds	<input type="checkbox"/> Enter total of all cash funds (e.g. petty cash) at end of campaign period (2 months after leadership vote)	N/A
18	Accounts receivable	<input type="checkbox"/> Enter total amount of accounts receivable from LC-FS-S07	<input type="checkbox"/> LC-FS-S07
19	Bonds, stocks and securities	<input type="checkbox"/> Enter total value held in investments as at end of campaign period (2 months after leadership vote)	N/A
20	Other assets at cost	<input type="checkbox"/> Enter total amount of other assets at cost from LC-FS-S08	<input type="checkbox"/> LC-FS-S08
21	TOTAL ASSETS	<input type="checkbox"/> Add lines 16 to 20 and enter total amount	N/A

LIABILITIES

Line	Title	Instructions	Required Attachment
22	Funds on loan	<input type="checkbox"/> Enter total amount of funds on loan from LC-FS-S09	<input type="checkbox"/> LC-FS-S09
23	Accounts payable to suppliers	<input type="checkbox"/> Enter total amount of accounts payable from LC-FS-S10	<input type="checkbox"/> LC-FS-S10
24	Debts incurred but not billed	<input type="checkbox"/> Enter total amount of debts incurred but not yet billed from LC-FS-S11	<input type="checkbox"/> LC-FS-S11
25	Other Liabilities	<input type="checkbox"/> Enter total amount of other liabilities from LC-FS-S12	<input type="checkbox"/> LC-FS-S12
26	TOTAL LIABILITIES	<input type="checkbox"/> Add lines 22 to 25 and enter total amount	N/A

NET ASSETS (LIABILITIES)

Line	Title	Instructions	Required Attachment
27	NET ASSETS (LIABILITIES)	<input type="checkbox"/> Subtract amount on line 26 from amount on line 21; a negative result indicates a net liability and should be shown in brackets <input type="checkbox"/> Must equal line 15; if not, review report and supporting schedules for accuracy	N/A

► DOCUMENTS TO BE ATTACHED TO THIS FINANCIAL STATEMENT (Page 2)

Refer to page 2 of the Leadership Contestant Financial Statement (Form LC-FS-01) for a complete list of documents to be attached.

► ATTESTATION OF CHIEF FINANCIAL OFFICER AND LEADERSHIP CONTESTANT (Page 2)

- Enter names of CFO and leadership contestant; both the CFO and leadership contestant must sign and date the form

SUPPORTING SCHEDULES

For the header information at the top of each schedule or sub-schedule:

- Enter campaign period date range, starting with date the leadership contestant became registered with Elections Alberta, and ending two months after the final leadership vote
- Enter name of the registered leadership contestant and name of the registered political party

► Fund-Raising Functions LC-FS-S01

- For each fund-raising function held:
 - Enter date of event
 - Enter brief description
 - Enter total amount of ticket/admission proceeds in “gross income” column
 - Enter portion of proceeds deemed as contribution revenue in “contribution portion” column
 - Subtract contribution portion from gross income and enter result in “net fund-raising income” column
- Sum total net fund-raising income column and enter amount on line 4 of the financial statement (LC-FS-01)

Note: Refer to the Leadership Contestant Guide to the EFCDA and section 23 of the EFCDA for information regarding the portion of a ticket or admission price that must be reported as a contribution.

► Transfer Detail LC-FS-S02

- For each transfer received:
 - Enter date the transfer was received
 - Enter name of registered party, registered constituency association, registered nomination contestant, or registered leadership contestant that issued the transfer
 - Enter amount of the transfer
- Sum total transfers received and enter amount on line 5 of the financial statement (LC-FS-01)
- For each transfer issued:
 - Enter date the transfer was issued
 - Enter name of the registered party, registered constituency association, registered nomination contestant, or registered leadership contestant that received the transfer
 - Enter amount of the transfer
- Sum total transfers issued and enter amount on line 11 of the financial statement (LC-FS-01)

► **Other Income LC-FS-S03**

- For other income received that has not been reported on lines 1 to 5 of the financial statement:
 - Enter date the income was received
 - Enter source of the income
 - Enter nature of the income
 - Enter amount of the income
- Sum total other income and enter amount on line 6 of the financial statement (LC-FS-01)

Note: “Other Income” may include:

- anonymous contributions of \$50 or less
- collections from general meetings (the gross amount not reduced by expenses)
- interest earned on investments and/or bank deposits
- selling price of any goods and services sold (e.g. pins, buttons, etc.)
- any other funds collected of \$50 or less for which contribution receipts were **not** issued

► **Fees and Deposits LC-FS-S04**

- For each fee or deposit:
 - Enter date the fee or deposit was paid
 - Enter brief description
 - Enter name of the political party or other entity the fee or deposit was paid to
 - Enter amount of the fee or deposit
- Sum total fees / deposits and enter amount on line 9 of the financial statement (LC-FS-01)

Note: See the Leadership Contestant Guide to the EFCDA for more information regarding fees and deposits.

► **Expenses Related to a Leadership Contest - Summary Schedule LC-FS-S06**

- Enter sub-total for each expense type, as determined by completing a detailed sub-schedule for each applicable expense type
- Sum total all expense types and enter amount on line 10 of the financial statement (LC-FS-01)

▷ **Expense Detail Sub-Schedules**

- LC-FS-S06-SS01 Advertising, Posters, Pamphlets and Promotional
- LC-FS-S06-SS02 Furniture and Equipment Rental
- LC-FS-S06-SS03 Honoraria and Salaries
- LC-FS-S06-SS04 Office Occupancy, Meeting Space, Telephone, and Office Supplies
- LC-FS-S06-SS05 Polling
- LC-FS-S06-SS06 Rallies and Events
- LC-FS-S06-SS07 Travel Expenses
- LC-FS-S06-SS08 Other Expenses

- For each sub-schedule listed above:
 - Enter date of each expense
 - Enter supplier for each expense
 - Enter brief description of each expense
 - Enter amount of each expense
- Sum total expenses on each sub-schedule and enter amount on each corresponding line of Expenses Related to a Leadership Contest Summary Schedule LC-FS-S06

Note: All expenses related to fund-raising functions should be detailed on the sub-schedule "Other Expenses" LC-FS-S06-SS08.

► **Accounts Receivable LC-FS-S07**

- For any amounts owed to the leadership contestant's campaign and not yet received as at the end of the campaign period:
 - Enter date the receivable was incurred by the debtor
 - Enter name of the debtor
 - Enter brief description of the receivable
 - Enter amount of the receivable
- Sum total accounts receivable and enter amount on line 18 of financial statement (LC-FS-01)

► **Other Assets at Cost LC-FS-S08**

- For other assets that have not been reported on lines 16 to 19 of the financial statement:
 - Enter date the asset was acquired / received
 - Enter brief description
 - Enter purchase price / value of the asset
- Sum total other assets and enter amount on line 20 of the financial statement (LC-FS-01)

Note: Examples of other assets may include membership shares in a credit union or contributions received but not yet deposited as at the end of the leadership contest campaign period.

► **Terms and Details of Loans LC-FS-S09**

- Enter total number of loans
- Enter total amount owing on all outstanding loans as at the end of the campaign period, and enter the amount on line 22 of the financial statement (LC-FS-01)
- For each loan:
 - Enter name and address of the lender
 - Enter original loan amount
 - Enter total interest accrued to date
 - Enter total payments made
 - Enter current balance owing
 - Enter terms
 - Enter guarantor details including amount(s) guaranteed, guarantor name(s) and address(es)
 - Enter payment details including date(s) and amount(s) paid, payer name(s) and address(es)

Note: See Leadership Contestant Guide to the EFCDA for more information regarding loans from financial institutions.

► **Accounts Payable LC-FS-S10**

- For any invoices from suppliers that were not yet paid by the leadership contestant's campaign as at the end of the campaign period:
 - Enter date of the invoice
 - Enter name of the supplier
 - Enter brief description the good or service
 - Enter amount of the invoice
- Sum total accounts payable and enter amount on line 23 of the financial statement (LC-FS-01)

► **Debts Incurred But Not Yet Billed LC-FS-S11**

- For any debts owing to suppliers that were not yet billed (invoiced) as at the end of the campaign period:
 - Enter date the debt was incurred
 - Enter name of the supplier
 - Enter brief description of the good or service
 - Enter amount owed / yet to be billed (invoiced)
- Sum total debts incurred but not yet billed and enter amount on line 24 of the financial statement (LC-FS-01)

► **Other Liabilities LC-FS-S12**

- For any liabilities (financial obligations) that were outstanding as at the end of the campaign period and have not been reported on lines 22 to 24:
 - Enter date the liability was incurred
 - Enter name of the supplier
 - Enter brief description
 - Enter amount of the liability
- Sum total other liabilities and enter amount on line 25 of the financial statement (LC-FS-01)

SURPLUS DISTRIBUTION REPORT

This section contains information to assist the CFO to prepare a surplus distribution report, when there are surplus funds held at the end of the leadership contest campaign period. This report provides a means for the CFO to provide confirmation to Elections Alberta that it has complied with the requirements under section 12.2 of the EFCDA with regard to the disbursement of surplus funds. The following step-by-step instructions are for the Leadership Contestant Surplus Distribution Report form **LC-SDR-01**.

► HEADER INFORMATION (Pages 1 & 2)

- Enter date range, starting on day *after* the filing deadline for the leadership contestant campaign return and ending 30 days after that date
- Enter name of the registered leadership contestant and name of the registered political party
- Enter filing deadline date for the leadership contestant campaign return (4 months after the final leadership vote)
- Enter filing deadline date for the surplus distribution report (30 days after the campaign return filing deadline date)

► SURPLUS AMOUNT (Page 1)

Line	Title	Instructions	Required Attachment
1	STARTING SURPLUS	<input type="checkbox"/> Enter amount reported on line 15 of the leadership contestant financial statement LC-FS-01	N/A

► SURPLUS DISTRIBUTIONS (Page 1)

Line	Title	Instructions	Required Attachment
2	Transfers issued	<input type="checkbox"/> Enter total amount from LC-SDR-S02	<input type="checkbox"/> LC-SDR-S02
3	Contributions returned to contributors	<input type="checkbox"/> Enter total amount from LC-SDR-S02.1	<input type="checkbox"/> LC-SDR-S02.1 <input type="checkbox"/> Copies of cheques for returned contributions
4	Paid to Chief Electoral Officer	<input type="checkbox"/> Enter amount of payment	<input type="checkbox"/> Cheque payable to Government of Alberta
5	TOTAL DISTRIBUTIONS	<input type="checkbox"/> Add lines 2 to 4 and enter total amount	N/A

► **CLOSING BALANCE (Page 1)**

Line	Title	Instructions	Required Attachment
6	STARTING SURPLUS	<input type="checkbox"/> Enter amount from line 1	N/A
7	TOTAL DISTRIBUTIONS	<input type="checkbox"/> Enter amount from line 5	N/A
8	CLOSING BALANCE	<input type="checkbox"/> Subtract amount on line 7 from amount on line 6; the result should be \$0.00	N/A

► **DOCUMENTS TO BE ATTACHED TO THIS REPORT (Page 1)**

Refer to the Leadership Contestant Surplus Distribution Report (Form LC-SDR-01) for a complete listing of documents to be attached.

► **ATTESTATION OF CHIEF FINANCIAL OFFICER AND LEADERSHIP CONTESTANT (Page 1)**

- Enter names of CFO and leadership contestant; both the CFO and leadership contestant must sign and date the form

SUPPORTING SCHEDULES

► **Transfer Detail LC-SDR-S02**

- For each transfer issued:
 - Enter date the transfer was issued
 - Enter name of the registered party
 - Enter amount of the transfer
- Sum total transfers issued and enter amount on line 2 of the surplus distribution report (LC-SDR-01)

► **Returned Contributions LC-SDR-S02.1**

- For each returned contribution:
 - Enter date the contribution was returned
 - Enter name of the contributor (last name, first name)
 - Enter complete address of the contributor
 - Enter amount of contribution returned to the contributor
- Sum total contributions returned and enter amount on line 3 of the surplus distribution report (LC-SDR-01)

DEFICIT RETIREMENT PERIOD FINANCIAL STATEMENT

This section contains information to assist the CFO to prepare the deficit retirement period financial statement (amended campaign return), when there is a deficit position at the end of the leadership contestant’s campaign. Under section 43.1 of the EFCDA, any contributions accepted and any transfers received to eliminate the campaign deficit must be shown. The following step-by-step instructions are for the Leadership Contestant Deficit Retirement Period Financial Statement form **LC-DS-01**.

► HEADER INFORMATION

- Enter deficit retirement period date range, starting with day *after* the filing deadline for the leadership contestant financial statement, and ending three months after that date or six months if an extension was granted.
- Enter name of the registered leadership contestant and name of the registered political party

► DEFICIT AMOUNT

Line	Title	Instructions	Required Attachment
1	STARTING DEFICIT	<input type="checkbox"/> Enter amount reported on line 15 of the leadership contestant financial statement LC-FS-01 as a negative number	N/A

► REVENUE FOR DEFICIT RETIREMENT PERIOD

RECEIPTED CONTRIBUTIONS

Line	Title	Instructions	Required Attachment
2	Contributions of \$250.00 or less	<input type="checkbox"/> Enter total value of any real property, goods or services, or the use of any real property, goods or services, received as "Valued" <input type="checkbox"/> Enter total amount of money (cash or cheques) received as "Money" <input type="checkbox"/> Add "Valued" and "Money" amounts, and enter total amount under "Total"	N/A
3	Contributions of \$250.01 and greater	<input type="checkbox"/> Enter total value of any real property, goods, services, or the use of real property, goods or services received as "Valued" <input type="checkbox"/> Enter total amount of money (cash or cheques) received as "Money" <input type="checkbox"/> Add "Valued" and "Money" amounts, and enter total amount under "Total"	<input type="checkbox"/> List of contributors who contributed over \$250 in aggregate - include name, address and total amount <input type="checkbox"/> List of contributors who contributed over \$250 in aggregate – include name and total amount only
4	TOTAL	<input type="checkbox"/> Add lines 2 and 3 under each of the "Valued", "Money", and "Total" columns	N/A

FUND-RAISING & OTHER REVENUE

Line	Title	Instructions	Required Attachment
5	Fund-raising functions	<input type="checkbox"/> Enter total amount from LC-DS-S01	<input type="checkbox"/> LC-DS-S01
6	Other income	<input type="checkbox"/> Enter total amount from LC-DS-S03	<input type="checkbox"/> LC-DS-S03
7	TOTAL	<input type="checkbox"/> Add lines 5 and 6 and enter total amount	N/A

TOTAL REVENUE

Line	Title	Instructions	Required Attachment
8	TOTAL REVENUE	<input type="checkbox"/> Add lines 4 and 7 and enter total amount; if no revenue was received during the reporting period, enter "NIL"	N/A

► **EXPENSES FOR DEFICIT RETIREMENT PERIOD**

TOTAL EXPENSES

Line	Title	Instructions	Required Attachment
9	TOTAL EXPENSES	<input type="checkbox"/> Enter total amount from LC-DS-S13 as a negative number; if no expenses were incurred during reporting period, enter "NIL"	<input type="checkbox"/> LC-DS-S13

Note: All valued revenue is deemed to be used up during the reporting period in which it was received. Therefore, the total of valued revenue must be recorded as an expense(s) under line 9.

► **CLOSING BALANCE**

Line	Title	Instructions	Required Attachment
10	STARTING DEFICIT	<input type="checkbox"/> Enter amount from line 1 as a negative number	N/A
11	TOTAL REVENUE	<input type="checkbox"/> Enter amount from line 8	N/A
12	TOTAL EXPENSES	<input type="checkbox"/> Enter amount from line 9 as a negative number	N/A
13	NET ASSETS (LIABILITIES)	<input type="checkbox"/> Add lines 10, 11 and 12; the result should be \$0.00	N/A

► **DOCUMENTS TO BE ATTACHED TO THIS FINANCIAL STATEMENT**

Refer to the Leadership Contestant Deficit Retirement Period Financial Statement (Form LC-DS-01) for a complete listing of documents to be attached.

► **ATTESTATION OF CHIEF FINANCIAL OFFICER AND LEADERSHIP CONTESTANT**

- Enter names of the CFO and leadership contestant; both the CFO and leadership contestant must sign and date the form

SUPPORTING SCHEDULES

► Fund-Raising Functions LC-DS-S01

For each fund-raising function held:

- Enter date of event
- Enter brief description
- Enter total amount of ticket/admission proceeds in “gross income” column
- Enter portion of proceeds deemed as contribution revenue in “contribution portion” column
- Subtract contribution portion from gross income and enter result in “net fund-raising income” column

Sum total net fund-raising income column and enter amount on line 5 of the deficit retirement period financial statement (LC-DS-01)

Note: Refer to the Leadership Contestant Guide to the EFCDA and section 23 of the EFCDA for information regarding the portion of a ticket or admission price that must be reported as a contribution.

► Other Income LC-DS-S03

For other income received that has not been reported on line 4 of the deficit retirement period financial statement:

- Enter date the income was received
- Enter source of the income
- Enter nature of the income
- Enter amount of the income

Sum total other income and enter amount on line 6 of the deficit retirement period financial statement (LC-DS-01)

Note: “Other Income” may include:

- anonymous contributions of \$50 or less
- collections from general meetings (the gross amount not reduced by expenses)
- interest earned on investments and/or bank deposits
- selling price of any goods and services sold (eg. pins, buttons, etc)
- any other funds collected of \$50 or less for which contribution receipts were **not** issued

► Expense Detail LC-DS-S13

For each expense incurred:

- Enter date of each expense
- Enter supplier for each expense
- Enter brief description of each expense
- Enter amount of each expense

Sum total expenses and enter amount on line 9 of the deficit retirement period financial statement (LC-DS-01)



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