

The records on which this return is based must be kept for five years from the date this return is filed or any additional period required by the Chief Electoral Officer.

To be filed by the financial officer of a constituency association.

For the calendar year ending December 31, \_\_\_\_\_.  
Year

NAME OF CONSTITUENCY ASSOCIATION	
ELECTORAL DIVISION	REGISTERED PARTY AFFILIATION

### Declaration

I, the undersigned financial officer, declare that:

- pursuant to s.26 of *The Election Financing Act*, I am responsible for the finances of the constituency association to ensure that accounts of the constituency association are maintained in a financial institution solely for the constituency association, that records are kept of all income, including contributions and transfers, and that the income and expenses of fundraising functions are recorded.
- the information disclosed in Form 924 - *Annual Financial Statement of a Constituency Association* and the attached schedules (if any) is true, correct and complete.

\_\_\_\_\_  
Signature of financial officer

\_\_\_\_\_  
Date (mm/dd/yyyy)

# Statement of Assets, Liabilities, and Surplus/ (Deficit)

---

## Assets

100	Cash	\$	_____	
110	Accounts receivable		_____	
120	Loans to registered party (attach agreements)		_____	← From line 710
130	Loans to candidate (attach agreements)		_____	← From line 720
140	Other assets (provide details)		_____	
			_____	
			_____	
<b>150</b>	<b>Total assets</b> (total of lines 100 to 140)	\$	_____	

## Liabilities

200	Accounts payable	\$	_____	
220	Loans (attach agreements)		_____	← From line 730
230	Other liabilities (provide details)		_____	
			_____	
			_____	
<b>250</b>	<b>Total liabilities</b> (total of lines 200 to 230)	\$	_____	

## Surplus/ (Deficit)

260	Surplus/ (deficit), beginning of year	\$	_____	
270	Surplus/ (deficit), for the year	\$	_____	← From line 440
<b>280</b>	<b>Surplus/ (deficit), end of year</b> (line 260 plus line 270)	\$	_____	
<b>290</b>	<b>Total liabilities and surplus/ (deficit)</b> (line 250 plus line 280)	\$	_____	

Lines 150 and 290 must be the same.

# Statement of Income, Expenses and Transfers

---

## Income

300	Contributions	\$ _____	← From line 620
310	Transfers from registered party	_____	
330	Fundraising	_____	
340	Other income (provide details)	_____	
		_____	
		_____	
<b>350</b>	<b>Total income</b> (total of lines 300 to 340)	\$ _____	

## Expenses and Transfers

400	Expenses	\$ _____	← From line 595
410	Transfers to nominated candidates	_____	
420	Transfers to registered party	_____	
<b>430</b>	<b>Total expenses and transfers</b> (total of lines 400 to 420)	\$ _____	
<b>440</b>	<b>Surplus/ (deficit)</b> (line 350 minus line 430)	\$ _____	← To line 270

Schedule 1 - Expenses (including non-monetary expenses)

---

**Expenses\***

500	Advertising	\$ _____
505	Posters, pamphlets, promotional	_____
515	Fundraising	_____
525	Honoraria and salaries	_____
530	Interest and bank charges	_____
545	Office occupancy (rent, utilities)	_____
555	Polling (opinion surveys/market research)	_____
560	Signs and structural support	_____
565	Transportation, accommodation and food	_____
570	Telephone	_____
	Other (provide details)	
580	_____	_____
585	_____	_____
<b>595</b>	<b>Total expenses</b> (total of lines 500 to 585)	\$ _____

← **To line 400**

\* Do not include expenses related to members allowances.



## Schedule 3 - Loan Agreements to Party or Candidate

---

A loan agreement for a loan made to the registered party or to a candidate (in that electoral division) shall be in writing and shall set out the amount of the loan, the term, the annual interest rate, the name and address of the lender, the signature of the borrower, and the name and address of any guarantor. A copy of any loan agreement for a loan made from the constituency association must be filed with the Chief Electoral Officer.

**Note: A constituency association may lend money only to its registered party or its nominated candidate.**

### A. From constituency association to registered party

Name	Total loan amount \$
<b>Total amount of loans to registered party</b>	<b>Line 710</b> \$

← To line 120

1. Loan agreement(s) attached?      Yes \_\_\_\_\_      No \_\_\_\_\_

### B. From constituency association to nominated candidate

Name	Total loan amount \$
<b>Total amount of loans to nominated candidate</b>	<b>Line 720</b> \$

← To line 130

1. Loan agreement(s) attached?      Yes \_\_\_\_\_      No \_\_\_\_\_

## Schedule 4 - Loan Agreements to Constituency Association

---

A loan agreement to a constituency association shall be in writing and shall set out the amount of the loan, the term, the annual interest rate, the name and address of the lender, the signature of the borrower, and the name and address of any guarantor. A copy of any loan agreement for a loan made to the constituency association must be filed with the Chief Electoral Officer.

### A. To the constituency association

Name of lender	Total loan amount \$
<b>Total amount of loans to constituency association</b>	<b>Line 730</b> \$

← To line 220

1. Loan agreement(s) attached?      Yes \_\_\_\_\_      No \_\_\_\_\_