

REMINDER CHECKLIST FORM 920

Check when complete:

- Have you signed and dated Form 920 on the bottom of page 1?
- Has your auditor's report been attached?
- Have you completed all required sections and provided details if required?
- Have you attached copies of all loan, line of credit and bank overdraft agreements?

(To be filed within 3 months after the end of every year by the Financial Officer of a registered party.)

For the year ending December 31, _____

Note: In any year where an election occurs do not include on this statement the income, election expenses and transfers of the party during the campaign period in any electoral division in which the election is being contested by the party. A separate statement with those details, Form 921 Statement of Income Transfers and Election Expenses, must be filed with the Chief Electoral Officer within 30 days after the expiry of the campaign period for the election.

Registered Party

Name

Name of Auditor

Name of Public Accountant to whom inquiry may be directed (if different than above)

Declaration

I, the undersigned Financial Officer, hereby file the Annual Financial Statement of a Registered Party and supporting schedules for the year indicated along with an Auditor's Report from a qualified auditor. I declare that to the best of my knowledge and belief the information contained herein is complete, true and correct and in compliance with the requirements of *The Election Financing Act*.

Signature of Financial Officer

Date

Statement of Assets, Liabilities and Surplus/ (Deficit) as at December 31, _____

Assets

100	Cash	\$ _____	
110	Accounts receivable	_____	
120	Bonds, stocks and other investments	_____	
	Other current assets (provide details)		
130	_____	_____	
140	Land, buildings, furnishings	_____	
	Other assets (provide details)		
150	_____	_____	
190	Total Assets (total of line 100 to 150)		line 190 \$ <u>_____</u>

Liabilities

200	Accounts payable	\$ _____
	Other short term liabilities (provide details)	
210	_____	_____
220	Loans (attach agreements)	_____
	Other long term liabilities (provide details)	
230	_____	_____
250	Total Liabilities (total of line 200 to 230)	\$ _____

Surplus/ (Deficit)

260	Surplus/ (Deficit), beginning of year	\$ _____	
265	Election Surplus/ (Deficit)	_____	← From Form 921, line 440
270	Non-election Surplus/ (Deficit)	_____	← From line 440
275	Surplus/ (Deficit), end of year (total of lines 260 to 270)	_____	
290	Total liabilities and Surplus/ (Deficit) (line 250 plus line 275)		line 290 \$ <u>_____</u>

Statement of Income, Expenses and Transfers (EXCLUDING THE CAMPAIGN PERIOD)

(Campaign period income, election period expenses and transfers are reported on Form 921)

Income

300	Contributions	\$ _____	← From line 660
310	Transfers from constituency associations	_____	← From line 700
320	Transfers from nominated candidates	_____	← From line 710
330	Fundraising	_____	
350	Interest and investment income	_____	
	Other income (provide details)		
360	_____	_____	
390	Total Income (total of line 300 to 360)		line 390 \$ _____

Expenses and Transfers

400	Expenses	\$ _____	← From line 595
410	Transfers to constituency associations	_____	← From line 720
420	Transfers to nominated candidates	_____	← From line 730
430	Total Expenses and Transfers (total of line 400 to 420)		line 430 \$ _____
440	Surplus/ (Deficit) (line 390 minus line 430)		line 440 \$ _____

To line 270

Schedule 1 – Expenses (INCLUDING NON-MONETARY EXPENSES)

500 Advertising – media	\$ _____	← Forward to line 740*
505 Posters, pamphlets, promotional	_____	← Forward to line 740*
510 Depreciation	_____	
515 Fundraising	_____	
520 Furniture and equipment rental	_____	
525 Honoraria and salaries	_____	
530 Interest and bank charges	_____	
535 Legal and audit fees	_____	
540 Meeting space	_____	
545 Office occupancy (rent, utilities)	_____	
550 Office supplies and postage	_____	
555 Polling (opinion surveys/market research)	_____	
560 Signs and structural support	_____	← Forward to line 740*
565 Transportation, accommodation and food	_____	
570 Telephone	_____	
Other (provide details)		
580 _____	_____	
585 _____	_____	
595 Total Expenses (total of line 500 to 585)	line 595 \$ _____	← To line 400
599 Total paid expenses for the administration and operating costs (other than for advertising and polling) of the party	\$ _____	

**In the year of a fixed date election.*

Schedule 3 – Transfers from Constituency Associations and Nominated Candidates

(Complete only if transfers were received outside an election campaign period from any constituency association or nominated candidate of the registered party. Transfers received during the campaign period of an election or by-election are recorded on Form 921)

A. From Constituency Associations

Complete Schedule 4 for every constituency association that transferred \$250 or more to the registered party.

Name of Constituency Association (attach list if necessary)	\$ Total of Transfers from each Constituency Association
Total Transfers from Constituency Associations	Line 700
	\$

1. List attached? Yes _____ No _____

↑
To line 310

B. From Nominated Candidates

Name of Nominated Candidate (attach list if necessary)	\$ Total of Transfers from each Nominated Candidate
Total Transfers from Nominated Candidates	Line 710
	\$

1. List attached? Yes _____ No _____

↑
To line 320

Schedule 4 – Transfers to Constituency Associations and Nominated Candidates

(The following information must be reported for any transfers sent by the registered party to any constituency association or nominated candidate of the registered party, excluding transfers made during an election campaign period)

A. To Constituency Associations

Name of Constituency Association (attach list if necessary)	\$ Total of Transfers sent to each Constituency Association
Total amount of Transfers to Constituency Associations	Line 720
\$	

1. List attached? Yes _____ No _____

↑
To line 410

B. To Nominated Candidates

Name of Nominated Candidate (attach list if necessary)	\$ Total of Transfers sent to each Nominated Candidate
Total amount of Transfers to Nominated Candidates	Line 730
\$	

1. List attached? Yes _____ No _____

↑
To line 420

Schedule 5 – Annual Limit on Advertising Expenses (outside the election period and to be completed in the year of a fixed date election)

(Complete the following schedule to calculate the amount of advertising expenses subject to the annual advertising limit per s. 58(1) and s. 58(4) of The Election Financing Act.)

Total advertising expenses incurred by:

740 Advertising (from line 500, 505 and 560)	line 740	\$ _____
750 Constituency associations (from line 785)	line 750	_____
760 Individuals (from line 790)	line 760	_____
770 Total Annual Advertising Subject to Limitation (total line 740 to 760)	line 770	\$ _____

A. Advertising expenses incurred by the party's constituency association outside the election period.*

Constituency Association	Amount \$
Total	line 785
	\$ _____

B. Advertising expenses incurred by an individual on the party's behalf with its knowledge and consent outside the election period.*

Name of Individual	Amount \$
Total	line 790
	\$ _____

* Attach separate list if necessary.