

Guide for Constituency Association Financial Reporting Requirements

THE ELECTION FINANCING ACT

Legislative references in this guide are to
The Election Financing Act (EFA) unless
otherwise stated.

FORM 924 AND 934 reporting requirements

The *Election Financing Act* (EFA) requires financial officers of a constituency association to file an unaudited financial statement and contribution list at the end of every calendar year (s.64; s.68). The following forms must be submitted to Elections Manitoba by

January 31 of every year:

- Form 924 - Constituency Association Return
- Form 934 - Detailed Contributors' List (all contributors)

Form 924 reports contributions to the constituency association as well as expenses and/or transfers throughout the calendar year. Please note that Form 924 **must be filed** even if there has been no financial activity.

Form 934 reports only contributions that have been accepted by the constituency association. If there are no contributions to report, this form does not need to be submitted. (Do **not** report contributions that have been sent to the party for tax receipting.)

When you send the unaudited financial statement to Elections Manitoba, you must include the following:

- Signed and dated Form 924 - Declaration on the bottom of page 1.
- Form 934 report contributions that have been accepted by the constituency association only.
- All required sections completed and details provided, if required.
- Attached copies of all loan, line of credit and bank overdraft agreements.

The information below is provided to assist you in completing the financial statement.

FORM 924 – Annual Financial Statement of a Constituency Association Statement of Assets, Liabilities, and Surplus/Deficit

This page requires you to list the assets and liabilities of the constituency association as of the last day of the calendar year. This section asks for information as of a specific point in time. In other words, every line item on this page reports a balance of an account as of the day the reporting period ends (last day of the calendar year).

Example: The cash that the constituency association has on hand (i.e. the balance of the bank account) is reported as of December 31 of the calendar year.

This page provides a snapshot of the remaining assets and liabilities of the constituency association.

Statement of Income, Expenses and Transfers

This statement reports the results of the financial activities of the constituency association over the entire calendar year. List all income items first, followed by all expense items. The total income, less the total expenses, is the constituency association's surplus or deficit which is carried forward to the Statement of Assets and Liabilities.

All income and expenses must be reported on this page, including:

- Non-monetary contributions;
- Non-monetary expenses; and
- Transfers-in and transfers-out (cash, property and services).
 - o Transfers received (from the registered party) are recorded as income, whereas transfers made (to the nominated candidate or registered party) are recorded in the same way as expenses.

Source of Transfer

Where a constituency association makes a transfer to a registered party (during a campaign period) or to a candidate (during the candidacy period), and the value of the transfer is \$250 or more, the constituency association must advise the party or the candidate of the following [s.41(2)]:

- a) The name and address of each individual whose contributions in that period totaled \$250 or more; and
- b) The total value of the contributions from that individual in that period. The party or the candidate must disclose this information from the constituency association on Form 921 (party return) or Form 922 (candidate return).

SCHEDULE 1 – Expenses

This schedule supports the expense side of the Statement of Income, Expenses and Transfers for the reporting period. The purpose of this page is to provide a more detailed breakdown of the constituency association's expenses. This type of detail is needed to meet the requirements of the *EFA*.

The financial officer must record expenses incurred by the constituency association throughout the year under the 10 categories listed on this schedule. The total expense is carried forward to the Statement of Assets and Liabilities.

It should be noted that expenses listed in this schedule should **not** include expenses related to Members' Allowances.

SCHEDULE 2 – Contribution Information

This schedule gives the details behind the value of contributions that you report on the Statement of Income, Expenses and Transfers for the calendar year. You must separate contributions into cash and non-monetary contributions, and contributions be further separated into categories based on their amounts, less than \$250 and \$250 or more).

This schedule (Part B) also requires you to provide the name and amount of all contributions made of \$250 or more. Specifically, if any individual recorded on Form 934 - Constituency Association Detailed Contributors List has an aggregate value of contributions of \$250 or more, this section must be completed.

SCHEDULE 3 – Loan Agreements to Party or Candidate

This schedule reports any agreement for a loan made **from** the constituency association to the registered party or to a candidate (in that electoral division). Loan agreements must be in writing and 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 Elections Manitoba immediately after it is made.

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

SCHEDULE 4 – Loan Agreements to Constituency Associations

This schedule reports loan agreement made **to** the constituency association. Loan agreements must be in writing and 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 agreement for a loan made to the constituency association must be filed with Elections Manitoba immediately after it is made.

FILING FORM 934 (Constituency Association Detailed Contributors List)

This form includes information concerning all contributions (both cash and non-monetary) received by the constituency association during the calendar year. Accordingly, records must be maintained for all contributions, including:

- Contributor's full name;
- Contributor's Manitoba residential address and postal code;
- Date of each contribution; and
- Amount of contribution

Please note you will find it helpful to complete Form 934 first, to obtain and transfer the information needed in Schedule 2 of Form 924.

Additional Information Request

Elections Manitoba is responsible for making sure that the information on Form 924 is correct and in compliance with the *EFA*. Elections Manitoba may request additional information needed to clarify or verify the information contained in a constituency association's Form 924 [s.67]. Elections Manitoba will make the request in writing to the financial officer who must provide the requested information within 30 days of receiving the written request.