

February 4, 2020

**INDEPENDENT AUDITOR'S REPORT
ON FORM 922, CANDIDATE'S FINANCIAL STATEMENTS AND SUPPORTING
SCHEDULES**

To Dana Chudley, official agent for Sarah Guillemard,

Qualified Opinion

We have audited Form 922, Candidate's Financial Statements and Supporting Schedules, prepared in accordance with the accounting requirements of *The Election Financing Act of Manitoba and Accounting Guide – Accounting For Purposes of The Election Financing Act* issued by the Chief Electoral Officer, for the candidacy of Sarah Guillemard for the candidacy period from March 19, 2019 to November 12, 2019 relating to the election held on September 10, 2019 in the Electoral Division of Fort Richmond.

In our opinion, except for the possible effects of the matters described in the *Basis of Qualified Opinion* section of our report, the Form 922, Candidate's Financial Statements and Supporting Schedules for Sarah Guillemard are presented fairly, in all material respects, in accordance with the accounting requirements of *The Election Financing Act of Manitoba and Accounting Guide – Accounting For Purposes of The Election Financing Act* issued by the Chief Electoral Officer.

Basis for Qualified Opinion

Due to the nature of the types of transactions inherent in any election campaign, the completeness of contribution income and donations in kind income and expenses is not susceptible of satisfactory audit verification. Accordingly, our verification of contribution income and donations in kind income and expenses was limited to the amounts recorded in the candidate's election campaign records and we were not able to determine whether any adjustments might be necessary to assets, liabilities, income, expenses, and the campaign period surplus/deficit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Form 922, Candidate's Financial Statements and Supporting Schedules* section of our report. We are independent of the Candidate in accordance with the ethical requirements that are relevant to our audit of the financial statement in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

Responsibilities of Management and Those Charged with Governance for the Form 922, Candidate's Financial Statements and Supporting Schedules

The Official Agent and the Candidate are responsible for the preparation and fair presentation of the Form 922, Candidate's Financial Statements and Supporting Schedules in accordance with *The Election Financing Act of Manitoba and the Accounting Guide – Accounting for Purposes of the Election Financing Act*, and for such internal control they determine is necessary to enable the preparation of the Form 922, Candidate's Financial Statements and Supporting Schedules that is free from material misstatement, whether due to fraud or error.

RECEIVED
FEB 07 2020

LECTIONS MANITOBA
RECEIVED
FEB 07 2020
LECTIONS MANITOBA

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 to the Form 922, Candidate's Financial Statements and Supporting Schedules, which describes the basis of accounting. The Candidates financial statements are prepared to assist the candidacy of Sarah Guillemard to meet the requirements of *The Election Financing Act* of Manitoba. As a result, the Form 922, Candidate's Financial Statements and Supporting Schedules may not be suitable for another purpose.

Auditor's Responsibilities for the Audit of the Form 922, Candidate's Financial Statements and Supporting Schedules

Our objectives are to obtain reasonable assurance about whether the Form 922, Candidate's Financial Statements and Supporting Schedules as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial statement.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the Form 922, Candidate's Financial Statements and Supporting Schedules, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our qualified opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by the Official Agent and Candidate.
- Evaluate the overall presentation, structure and content of the Form 922, Candidate's Financial Statements and Supporting Schedules, including the disclosures, and whether the financial statement represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Chartered Professional Accountants
Winnipeg, Canada

For this communication, together with the work done to prepare this communication and for the opinions we have formed, if any, we accept and assume responsibility only to the addressee of this communication, as specified in our letter of engagement.

**Notes to Form 922 - Candidate's Financial Statements and Supporting Schedules
for the Candidacy Period from March 19, 2019 to November 12, 2019 relating to the election held
on September 10, 2019 in the Electoral Division of Fort Richmond**

Note 1:

The Candidate's Financial Statements and Supporting Schedules – Form 922, are prepared to comply with the financial reporting provisions of the *Election Financing Act* as issued by the Province of Manitoba and the Accounting Guide – Accounting For Purposes of The Election Financing Act issued by the Chief Electoral Officer.

The statements are filed with Elections Manitoba in accordance with the *Election Financing Act* of the Province of Manitoba. The statements is intended solely for the use of the official agent and the candidate. Accordingly, the statements may not be suitable for another purpose.

922

Candidate's Financial Statements and Supporting Schedules



RECEIVED
FEB 07 2020
ELECTIONS MANITOBA

To be filed within four months after election day.

For the candidacy period

DATE
March 19, 2019

To

DATE
November 12, 2019

Candidate

NAME Guillemard, Sarah
ELECTORAL DIVISION Fort Richmond
REGISTERED PARTY / INDEPENDENT The Progressive Conservative Party of Manitoba

Official Agent

NAME Dana Chudley

Auditor

NAME OF AUDITOR K. G. Findlay, FCA
NAME OF PUBLIC ACCOUNTANT TO WHOM INQUIRY MAY BE DIRECTED (if different than above)

DECLARATION

I, the undersigned official agent, hereby file a completed Form 922 – Candidate's Financial Statements and Supporting Schedules – 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 Election Financing Act.

Signature of official agent

02-03-2020

Date (mm/dd/yyyy)

Statement of Assets, Liabilities and Surplus (Deficit) as at the End of the Candidacy Period

Assets

100	Cash	\$ 2,902.11	_____
110	Accounts receivable		_____
115	Inventory*		_____
	Other assets (provide details)		_____
130	_____		_____
135	_____		_____

190 Total assets (total of lines 100 to 135) line 190 \$ 2,902.11

Liabilities and Surplus

200	Accounts payable	\$ 411.82	← From line 840	_____
205	Overdraft/ line of credit**			_____
220	Loans**			_____
	Other liabilities (provide details)			_____
230	_____			_____
240	_____			_____
275	Candidacy period surplus/(deficit)	2,490.29	← From line 440	_____

Lines 190 and 290
must be the same.

290 Total liabilities and surplus (total of line 200 to 275) line 290 \$ 2,902.11

* Inventory as of the end of the candidacy period would include items purchased but not used (i.e. expensed). Inventory should also be taken as of 8 p.m. on election day in order to exclude the value from the amount reported as election expenses.
 ** A written copy of each loan agreement must be filed separately if there was a loan, line of credit, or bank overdraft in existence at any time to the candidate during the candidacy period.

Statement of Income, Expenses and Transfers for the Candidacy Period

Income and Transfers

300 Contributions	\$ 16,301.00	← From line 630, column C
310 Transfers from constituency associations	13,000.00	← From line 760
320 Transfers from endorsing registered party	17,980.00	← From line 720
330 Fundraising		
Other income (provide details)		
360 _____		
390 Total income and transfers (total of lines 300 to 360)	line 390 \$ 47,281.00	

Expenses and Transfers

400 Election expenses	\$ 36,471.14	← From line 595
405 Non – election expenses	8,319.57	← From line 590, column D
415 Transfer of money to endorsing registered party		
420 Transfer of property and services to endorsing registered party		
430 Total expenses and transfers (total of line 400 to 420)	line 430 \$ 44,790.71	
440 Total period surplus/ (deficit) (line 390 minus line 430)	line 440 \$ 2,490.29	

↑
To line 275

Schedule 1 – Expenses (INCLUDING NON-MONETARY EXPENSES)

Election expenses used in election period				
A Cash/Credit	B Non-monetary	C Property and services used and received through transfers	D Non-election expenses in candidacy period	E Total expenses (columns A plus B plus C plus D)
500 Advertising	3,301.69		37.25	3,338.94
505 Posters, pamphlets, promotional	10,611.67		2,836.08	13,447.75
511 Disability				
512 Child care			166.08	166.08
515 Fundraising			842.39	842.39
520 Furniture and equipment rental	683.20	771.43	128.57	1,583.20
525 Honoraria/salaries	1,584.29		335.71	1,920.00
530 Interest and bank charges	115.72		150.83	266.55
535 Audit fee (amount in excess of subsidy)				
545 Office occupancy (rent, utilities)	1,196.90		55.03	1,251.93
550 Office supplies and postage	3,383.50			3,383.50
555 Polling (opinion surveys/market research)	960.00	7,980.00	3,480.00	12,420.00
560 Signs and structural support	2,167.16			2,167.16
565 Transportation, accommodation and food	3,093.27		32.67	3,125.94
570 Telephone	622.31		254.96	877.27
575 Personal				
Other (provide details)				
580 _____				
585 _____				
590 Total (Total of 500 to 585)	27,719.71	771.43	7,980.00	8,319.57
595 Total election expenses (Total of line 590 column A, B and C)	36,471.14		8,319.57	44,790.71

From
schedule
7, line 850

From
schedule
8, line 860

36,471.14 ← To line 400

To line 405

Provide the amount of bank charges and loan interest incurred from election day to four months after election day. (Not required if candidate did not qualify for reimbursement)

Loan interest line 597 \$ _____
Bank Charges line 598 \$ 29.13

Schedule 2 - Contributions to a Candidate

A: Contributions Summary

Aggregate Contributions of:		A Cash	B Non-Monetary Contributions	C (A+B) Total of all Contributions	
600	\$250 or more	\$13,300.00	\$750.00	\$14,050.00	
610	Less than \$250	\$2,101.00	\$150.00	\$2,251.00	
630	Total	\$15,401.00	\$900.00	\$16,301.00	To line 300

B: Contributions of \$250 or More

The following individuals provided contributions (cash and donations in kind) of \$250 or more during the candidacy period.

Name of Contributor	Aggregate Value of Contribution
Chudley, Albert	\$750.00
Chudley, Jennifer	\$1,250.00
Hall, Barre	\$400.00
Guillemard, Sarah	\$1,600.00
Einarson, Analyn	\$400.00
Bell, Gary	\$400.00
Bell, Harold	\$1,000.00
Seward, Lynda	\$550.00
Dyck, Henry	\$250.00
Osiowy, Bernard	\$300.00
De'athe, Beverley	\$4,000.00
Garcia, Marcela	\$500.00
Farinloye, Temilola	\$250.00
Borger, Anita	\$2,000.00
Kalkat, Sukhvir	\$500.00
Total Aggregate Value of Contributions	\$14,150.00

Schedule 3 - Transfer from Endorsing Registered Party

Complete only if the candidate's campaign received transfers from the candidate's endorsing registered party

A.	Total value of all cash transfers received during the candidacy period from the candidate's endorsing registered party:	Line 700	\$10,000.00	
B.	Total value of all transfers of property or services received during the candidacy period from the candidate's endorsing registered party:	Line 710	\$7,980.00	
C.	Total transfers from the candidate's endorsing registered party (total of lines 700 to 710):	Line 720	\$17,980.00	To line 320
D.	If you entered an amount on line 710, report the value of property or services that were used in the election period:	Line 730	\$7,980.00	

Schedule 4 - Transfers from Candidate's Constituency Association

A.	Total value of all cash transfers received during the candidacy period from the constituency association.	Line 740	\$13,000.00	
B.	Total value of all transfers of property or services received during the candidacy period from the constituency association.	Line 750	\$0.00	
C.	Total transfers from the constituency association. (total of lines 740 to 750)	Line 760	\$13,000.00	To line 310
D.	If you entered an amount on line 750, disclose the value of property or services that were used during the election period.	Line 770	\$0.00	

If the aggregate value of transfers, as calculated on line 760 is \$250 or more, provide the following information:

E. Were there contributions of \$250 or more to the constituency association during the candidacy period?

- No (no further information required)
- Yes (complete the schedule below)

Name of Contributors of \$250 or more to the Constituency Association (attach list if necessary)	\$ Aggregate Value of Contribution
Total Aggregate Value of Contributions	\$0.00

Schedule 5 - Reconciliation of Income Tax Receipts

Total number of income tax receipts received from Elections Manitoba Line 780 36

Total number of income tax receipts returned Elections Manitoba

Issued to contributors	Line 790	34	Return Elections Manitoba copies only
Voided or cancelled	Line 800	2	Return all three copies
Unused	Line 810	0	Return all three copies

Total number of income tax receipts returned to Elections Manitoba (total of lines 790 to 810) Line 820 36

Total unreturned income tax receipts (line 780 minus line 820) Line 830 0

Please provide below receipt numbers and an explanation for any unreturned income tax receipts:

Receipt Number	Explanation for Unreturned
19	<i>voided #19 because entered wrong amount. when I printed them they came out on both sides of page so I put them in shredder and went to reprint and I couldn't.</i>

Schedule 6 - Accounts Payable

Complete only if there are amounts owing to suppliers at the end of the candidacy period. **DO NOT** INCLUDE LOANS PAYABLE.

Name of Supplier	Description of Expense	\$ Amount
PC Party of Manitoba	Campaign cost share of insurance - writ	\$350.00
Bell MTS	extra expense added to the bill for service that was missed on previous bill	\$61.82
Total Accounts Payable	Line 840	\$411.82

To line 200

Schedule 7 - Candidate's Disability Expenses

Complete only if reasonable* expenses were incurred by a candidate in relation to a disability to enable the candidate to campaign in an election period.

* Per section 115 of *The Election Financing Act*, reasonable expenses are those that are over and above the expenses normally incurred by the candidate.

List and describe the nature of the expenses incurred and the reasonable amounts claimed.

Disability expenses can be assigned to Line Item 511 - Disability in Data Entry - Enter Bills, Cheque Book, Non-Monetary Expenses, Property or Service Transfer From/To Party, or Property or Service Transfer From Constituency Association

Description of expense	\$ Value of expense incurred	
------------------------	------------------------------	--

Total disability expenses	Line 850	\$0.00
---------------------------	----------	--------

To line 511, column D



Signature of Official Agent

02/05/2020

Date (mm/dd/yyyy)

Schedule 8 - Candidate's Child Care Expenses

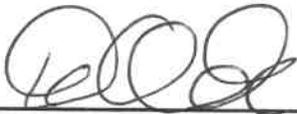
Complete only if reasonable* expenses were incurred by a candidate in relation to child care expenses to enable the candidate to campaign in an election period.

* Per section 115 of *The Election Financing Act*, reasonable expenses are those that are over and above the expenses normally incurred by the candidate.

List and describe the nature of the expenses incurred and the reasonable amounts claimed.

Child Care expenses can be assigned to Line Item 512 - Child Care in Cheque Book, Non-Monetary Expenses, Property or Service Transfer From/To Party, or Property or Service Transfer From Constituency Association.

Description of expense		\$ Value of expense incurred
Ellis, Tasha	child care for Tasha's children, 10.5 hours, gave 106.13 as change was rest of petty cash	\$106.08
Guillemard, Kalyna	paid by petty cash , 4 hours of childcare	\$40.00
Kalyna, Guillemard	Babysitting services paid to Arnaud Guillemard for Kalyna Guillemard	\$20.00
Total child care expenses		Line 860 \$166.08
		To line 512, column D



Signature of Official Agent

02/05/2020

Date (mm/dd/yyyy)

Schedule 9 - Pre-Election Period Advertising Expenses

(90-day period before the start of the election period in the year of a fixed date election)

Complete the following schedule to calculate the amount of advertising expenses subject to the pre-election period advertising limits.
[s.58(2)]

Record your expenses if your candidacy period start date commenced before or during this 90-day pre-election period.

Advertising means advertising that promotes or opposes (directly or indirectly) a registered party, candidate, or leadership contestant.
[s.115]

Total pre-election period advertising expenses incurred during year [YYYY]

910	Endorsed candidate (from line 940)	Line 910	\$0.00
920	Individuals (from line 950)	Line 920	\$0.00
930	Total pre-election period advertising expenses (total line 910 and 920)	Line 930	\$0.00

A. Advertising expenses incurred by the candidate in the pre-election period.*

Details of expense		\$ Amount
Total	Line 940	\$0.00

B. Advertising expenses incurred by an individual on the candidate's behalf with the candidate's knowledge and consent in the pre-election period.*

Name of individual		\$ Amount
Total	Line 950	\$0.00