

Financial report of an authorized party authority

Income statement of an authorized party authority

IDENTIFICATION

Party and electoral division/region	Official representative	Period		
		Year	Month	Day
		From		
		to		

REVENUES

1	Contributions (Schedule 3)	Number of contributors:		\$
2	Membership (membership cards)			\$
3	Revenues from political activities (Schedule 1 , total A)			\$
4	Subsidiary revenues (Schedule 1 , total B)			\$
5	Reimbursement of election expenses by the Chief Electoral Officer			\$
6	Transfers from the party			\$
7	Transfers from another authority			\$
8	Transfers from official agents			\$
9	Interest earned			\$
10	Other revenues (specify)			\$
11				\$
12				\$
13				\$
14				\$
15				\$
16				\$
17				\$
18				\$
19	TOTAL REVENUES (line 1 to 18)			\$

Notice: It is recommended that the official representative make a copy of this report before sending it to the Chief Electoral Officer.

Party and electoral division/region

EXPENSES

20	Interest on loans (Schedule 2, total F)		\$
21	Advance reimbursement of the surplus to the Chief Electoral Officer		\$
22	Transfers to the party		\$
23	Transfers to another authority		\$
24	Transfers to official agents		\$
25	Expenses of activities		\$
26	Election expenses attributable to official agents		\$
27	Pre-electoral expenses		\$
28	Post-electoral expenses		\$
29	Fees to participate in statutory meetings (meals, transport, etc.)		\$
30	Secretariat and office expenses		\$
31	Publicity		\$
32	Rent		\$
33	Telecommunications		\$
34	Non-compliant contributions of a past year reimbursed to the Chief Electoral Officer		\$
35	Service and administration expenses		\$
36	Loss on disposal of fixed assets		\$
37	Other expenses (specify)		\$
38			\$
39			\$
40			\$
41			\$
42	TOTAL EXPENSES (line 20 to 41)		\$
43	SURPLUS OF REVENUES (EXPENSES) OVER EXPENSES (REVENUES) (lines 19 – 42)		\$
44	NET ASSETS AT THE START OF THE PERIOD (line 45 of the report of the previous period)		\$
45	NET ASSETS AT THE END OF THE PERIOD (line 43 + 44)		\$

Balance sheet of an authorized party authority

IDENTIFICATION

Party and electoral division/region	Official representative	on <table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; text-align: center;">Year</td> <td style="border: 1px solid black; width: 20px; text-align: center;">Month</td> <td style="border: 1px solid black; width: 20px; text-align: center;">Day</td> </tr> </table>	Year	Month	Day
Year	Month	Day			

ASSETS

1	Cash on hand		\$	
2	Petty cash		\$	
3	Investments (Schedule 5.0, total C)		\$	
4	Reimbursement of election expenses to be received from the Chief Electoral Officer		\$	
5	Transfers to be received from the party		\$	
6	Transfers to be received from another authority		\$	
7	Election expenses attributable to official agents to be received		\$	
8	Other sums to be received		\$	
9	Loans to the party (Schedule 5.1, total F)		\$	
10	Loans to another authority (Schedule 5.2, total I)		\$	
11	Furniture and equipment		\$	
12	Computer equipment		\$	
13	Other fixed assets		\$	
14	Other assets (specify)		\$	
15	TOTAL ASSETS (line 1 to 14)		\$	

LIABILITIES

16	Cash on hand deficiency		\$	
17	Accounts payable		\$	
18	Transfers to be paid to the party		\$	
19	Transfers to be paid to another authority		\$	
20	Surplus advance to be paid to the Chief Electoral Officer		\$	
21	Other sums payable		\$	
22	Deferred revenues		\$	
23	Loans from financial institutions or electors (Schedule 2.0, total E)		\$	
24	Loans from the party (Schedule 2.1, total I)		\$	
25	Loans from another authority (Schedule 2.2, total L)		\$	
26	Other liabilities (specify)		\$	
27	TOTAL LIABILITIES (line 16 to 26)		\$	

NET ASSETS

28	Net assets (line 15 – 27) (Must correspond to line 45 of the income statement)		\$	
29	TOTAL NET LIABILITIES AND ASSETS (line 27 + 28)		\$	

Declaration of the official representative

I state that all of the information provided in this report is true, accurate, and complete.

_____ Date

_____ Signature of the official representative

Reconciliation of the cash on hand of an authorized party authority

IDENTIFICATION

Party and electoral division/region	Official representative	Period		
		Year	Month	Day
		From		
		to		

1	Cash on hand (overdraft) at the end of the previous period		\$
Plus :			
2	Revenues of the current period (line 19, income statement)		\$
Minus :			
3	Expenses of the current period (line 42, income statement)		\$
4	Subtotal (line 1 + 2 - 3)		\$
Plus :			
5	Petty cash at the end of the previous period		\$
6	Amounts receivable and other assets at the end of the previous period		\$
7	Value of the assets disposed of during the period		\$
8	Increases of loans during the period (Schedule 2, total C+G+J)		\$
9	Disposals of investments during the period (Schedule 5, total B)		\$
10	Sums recovered on loans during the period (Schedule 5, total E+H)		\$
11	Amounts payable and other liabilities at the end of the period (line 17 to 22 + 26, balance sheet)		\$
Less:			
12	Petty cash at the end of the period (line 2, balance sheet)		\$
13	Amounts receivable and other assets at the end of the period (line 4 to 8 + 14, balance sheet)		\$
14	Value of the assets acquired during the period		\$
15	Repayments of loans during the period (Schedule 2, total D+H+K)		\$
16	Acquisitions of investments during the period (Schedule 5, total A)		\$
17	Loans granted during the period (Schedule 5, total D+G)		\$
18	Amounts payable and other liabilities at the end of the previous period		\$
19	Cash on hand (overdraft) at the end of the current period (line 4 + 5 to 11 - 12 to 18) (Must correspond to line 1 or 16 of the balance sheet)		\$

Authority

Schedule 1 – Sums collected during funding activities or political activities

Date	Location	Nature	Admission fee	Sums collected		Subsidiary revenues
				* as a contribution revenue	à titre de revenu d'activité politique	
TOTAL						

* These sums must be part of the amount of the contributions to be entered on line 1 of the income statement

Schedule 2 - Loans
2.0 From a financial institution or an elector

Loan #	Surname, given name and address of lender	Date of the loan	Interest rate	Opening balance	Amount borrowed during the period	Amount reimbursed during the period	Closing balance	Interest paid during the period
TOTAL								

2.1 From the party

Name of the party	Opening balance	Amount borrowed during the period	Amount reimbursed during the period	Closing balance	Interest paid during the period
TOTAL					

2.2 From another authority

Name of the authority	Opening balance	Amount borrowed during the period	Amount reimbursed during the period	Closing balance	Interest paid during the period
TOTAL					

Authority

Schedule 4 - Suretyships

Surname and given name of the elector	Domiciliary address (No., street, apartment, city and postal code)	Amount stood surety for

Schedule 5 - Investments and loans

5.0 Investments

Name of the institution	Balance at the start of the period	Acquisitions (additions)	Disposals (reductions)	Balance at the end of the period
TOTAL		A	B	C

5.1 Loans to the party

Name of the party	Balance at the start of the period	Acquisitions (additions)	Disposals (reductions)	Balance at the end of the period
TOTAL		D	E	F

5.2 Loans to another authority

Name of the authority	Balance at the start of the period	Acquisitions (additions)	Disposals (reductions)	Balance at the end of the period
TOTAL		G	H	I

Authority

Schedule 6 - Financial institution where the sums collected are deposited

Name of the institution	Address of the institution	Account no.

Schedule 7 - Contributions of goods and services

Surname and given name of the elector (alphabetical order)	Domiciliary address (No., street, apartment, city and postal code)	Number	Amount
		TOTAL	

Signature and statement of the official representative

I, _____ ,
Given name Surname

living at _____ ,
Address

official representative of the party authority _____ ,
Name of the authorized party authority

state the following:

1. All contributions were solicited under my responsibility or through people I have designated in writing in accordance with the *Election Act* (EA).
2. All contributions received were paid in accordance with the provisions of section II of chapter II of the EA.
3. All the bank accounts opened for the benefit of the party authority are included in this report.
4. All sums collected for the party authority were deposited in the bank account or accounts opened for the benefit of the party authority and are in compliance with the Act.
5. If applicable, all sums received from the Chief Electoral Officer were deposited in the bank account or accounts opened for the benefit of the party authority.
6. Loans obtained and sureties signed in relation to them comply with the Act. In particular, when these loans come from an elector, they have been paid by personal cheque from this elector, voluntarily, without compensation, and for no consideration, and may not be reimbursed other than in accordance with what is provided for in the loan agreement.
7. All expenses that I incurred or authorized, with the exception of election expenses, are entered in the financial report and were incurred pursuant to the requirements of the Act.
8. All outlays were paid from the bank account or accounts entered in this financial report, with the exception of election expenses.
9. No election expenses were paid in cash, with the exception of those from a petty cash fund constituted from the party authority fund under the responsibility of the official representative.
10. All expenses were incurred at the current market price. Furthermore, with the exception of volunteer work, a contribution receipt was provided for all goods or services provided free of charge by an elector.
11. Anyone who performed volunteer work within the meaning of section 88(1) during the period did so personally and voluntarily, and the fruit of this work was derived without compensation and not for consideration.
12. The information contained in this report and the schedules included herein are true, accurate, and complete.

_____ on _____
Signature of the official representative Date

Signature and statement of the MNA or the highest ranking official of the party authority

I, _____ ,
Given name Surname

living at _____ ,
Address

MNA or highest ranking official _____ ,
Name of the authorized party authority

state the following:

1. I have been informed of the rules governing financing.
2. I have reminded the people authorized to solicit contributions to comply with the rules governing financing.
3. I have been informed of the solicitation practices of my party authority and find that they comply with the Act.
4. I declare that I have given the official representative all the financial information necessary to enable him or her to prepare this report.
5. I have read the report and have obtained all necessary clarification as to its content.
6. I have taken note of the statement of the official representative.
7. I confirm that, to the best of my knowledge, the official representative has fulfilled his or her mandate pursuant to the requirements of the Act.

_____ on _____
Signature of the MNA or highest ranking official Date