

## REMINDER CHECKLIST FORM 947

**Check when complete:**

- Have you signed and dated Form 947 on the bottom of page 1?
- Has your auditor's report been attached?
- Has your auditor's invoice been attached?
- Have you completed all required sections and provided details if required?
- Have you included copies of all receipts or vouchers supporting the expenses reported on schedule 1?
- Have you attached copies of all loan, line of credit and bank overdraft agreements?

**Note: Please complete the form in ink and avoid using white-out for corrections.**

(To be filed within 30 days after the end of the Leadership Contest Period)

**For the Leadership Contest Period**

Date	To	Date
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**Leadership  
Contestant**

Name
Registered Political Party

**Official Agent**

Name
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**Auditor**

Name of Auditor
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 947 – *Leadership Contestant'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 Elections Finances Act*.

\_\_\_\_\_  
Signature of Official Agent

\_\_\_\_\_  
Date

# Statement of Assets, Liabilities and Surplus/(Deficit) as at the End of the Leadership Contest Period

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## Assets

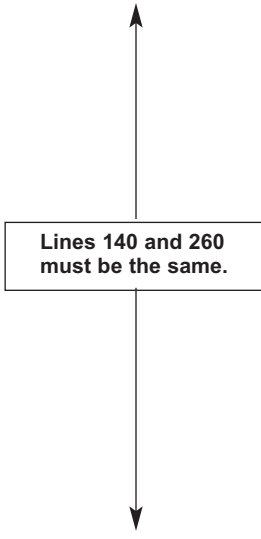
100 Cash \$ \_\_\_\_\_  
 110 Accounts receivable \_\_\_\_\_  
 Other assets (provide details)  
 120 \_\_\_\_\_  
 130 \_\_\_\_\_

**140 Total Assets** (total of lines 100 to 130) \$ \_\_\_\_\_

## Liabilities and Surplus/(Deficit)

200 Accounts payable \$ \_\_\_\_\_  
 210 Overdraft/Line of Credit\* \_\_\_\_\_  
 220 Loans\* \_\_\_\_\_  
 Other liabilities (provide details)  
 230 \_\_\_\_\_  
 240 \_\_\_\_\_  
 250 Leadership Contest Period Surplus/(Deficit) ← **From line 410** \_\_\_\_\_

**260 Total Liabilities and Surplus/(Deficit)** (total of lines 200 to 250) \$ \_\_\_\_\_



\* 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 leadership contestant during the leadership contest period.

# Statement of Income and Expenses for the Leadership Contest Period

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## Income

300 Contributions \$ \_\_\_\_\_  
310 Fund raising \_\_\_\_\_  
Other Income (provide details)  
320 \_\_\_\_\_  
330 \_\_\_\_\_

← From line 630, column C

**340 Total Income** (total of lines 300 to 330) line 340 \$ \_\_\_\_\_

## Expenses

400 Expenses \_\_\_\_\_

From line 580, column C →

line 400 \$ \_\_\_\_\_

**410 Leadership Contest Period Surplus/(Deficit)** (line 390 minus line 400) line 410 \$ \_\_\_\_\_

↗  
To line 250

**Schedule 1 – Leadership Contest Period Expenses (Including Donations in Kind)**

**Expenses (used in leadership contest period)**

	A	B	C
	Money paid, liabilities	Donations in Kind	Total Expenses (columns A plus B)
500 Advertising - Media			
505 Posters, pamphlets, promotional			
510 Audit fee (amount in excess of subsidy)			
515 Disability			
520 Fund raising			
525 Furniture and equipment rental			
530 Honoraria/Salaries			
535 Interest and bank charges			
540 Office Occupancy (rent, utilities)			
545 Office Supplies and postage			
550 Personal			
555 Polling			
560 Signs/structural support			
565 Telephone			
570 Transportation, accommodation and food			
Other (provide details)			
575 _____			
580 _____			
585 <b>Totals</b> (total lines 500 to 580)			

← To line 400

