

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

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

Assets

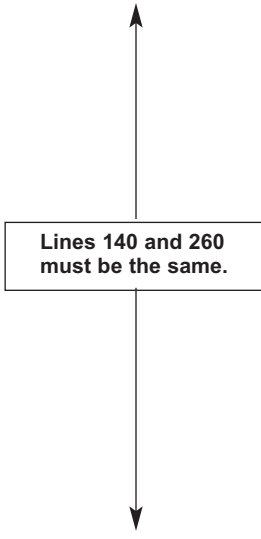
100 Cash \$ _____
 110 Accounts receivable _____
 Other assets (provide details)
 120 _____
 130 _____

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

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 _____ line 400 \$ _____

From line 580, column C →

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 Totals (total lines 500 to 580)			

← To line 400

