

REMINDER CHECKLIST FORM 920



Check when complete:

- Have you signed and dated Form 920 on the bottom of page 1?
- Has your auditor's report been attached?
- Have you completed all required sections and provided details if required?
- Have you attached copies of all loan, line of credit and bank overdraft agreements?

(To be filed within 3 months after the end of every year by the Chief Financial Officer of a registered political party.)

For the year ending December 31, _____

Note: In any year where an election occurs do not include on this statement the income, election expenses and transfers of the political party during the campaign period in any electoral division in which the election is being contested by the party. A separate statement with those details, Form 921 Statement of Income Transfers and Election Expenses, must be filed with the Chief Electoral Officer within 30 days after the expiry of the campaign period for the election.

**Registered
Political Party**

Name

Name of Auditor

Name of Public Accountant to whom inquiry may be directed (if different than above)

Declaration

I, the undersigned Chief Financial Officer, hereby file the Annual Financial Statement of a Registered Political Party and supporting schedules for the year indicated 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 requirements of *The Elections Finances Act*.

Signature of Chief Financial Officer

Date

Statement of Assets, Liabilities and Surplus/ (Deficit) as at December 31, _____

Assets

100	Cash	\$ _____	
110	Accounts receivable	_____	
120	Bonds, stocks and other investments	_____	
	Other current assets (provide details)		
130	_____	_____	
140	Land, buildings, furnishings	_____	
	Other assets (provide details)		
150	_____	_____	
190	Total Assets (total of line 100 to 150)		line 190 \$ <u>_____</u>

Liabilities

200	Accounts payable	\$ _____
	Other short term liabilities (provide details)	
210	_____	_____
220	Loans (attach agreements)	_____
	Other long term liabilities (provide details)	
230	_____	_____
250	Total Liabilities (total of line 200 to 230)	\$ _____

Surplus/ (Deficit)

260	Surplus/ (Deficit), beginning of year	\$ _____	
265	Election Surplus/ (Deficit)	_____	← From Form 921, line 440
270	Non-election Surplus/ (Deficit)	_____	← From line 440
275	Surplus/ (Deficit), end of year (total of lines 260 to 270)	_____	
290	Total liabilities and Surplus/ (Deficit) (line 250 plus line 275)		line 290 \$ <u>_____</u>

Statement of Income, Expenses and Transfers (EXCLUDING THE CAMPAIGN PERIOD)

(Income, Expenses and Transfers during the Campaign Period are reported on Form 921)

Income

300 Contributions	\$ _____	← From line 660
310 Transfers from constituency associations	_____	← From line 700
320 Transfers from nominated candidates	_____	← From line 710
330 Fund raising	_____	
350 Interest and investment income	_____	
Other income (provide details)		
360 _____	_____	
390 Total Income (total of line 300 to 360)		line 390 \$ _____

Expenses and Transfers

400 Expenses	\$ _____	← From line 595
410 Transfers to constituency associations	_____	← From line 720
420 Transfers to nominated candidates	_____	← From line 730
430 Total Expenses and Transfers (total of line 400 to 420)		line 430 \$ _____
440 Surplus/ (Deficit) (line 390 minus line 430)		line 440 \$ _____
		↑ To line 270

Schedule 1 – Expenses (INCLUDING DONATIONS IN KIND)

500 Advertising – Media \$ _____

← Forward to line 740

505 Posters, pamphlets, promotional _____

510 Depreciation _____

515 Fund raising _____

520 Furniture and equipment rental _____

525 Honoraria and salaries _____

530 Interest and bank charges _____

535 Legal and audit fees _____

540 Meeting space _____

545 Office occupancy (rent, utilities) _____

550 Office supplies and postage _____

Other professional services (provide details)

555 _____

560 Polling _____

565 Signs and structural support _____

570 Transportation, accommodation and food _____

575 Telephone _____

Other (provide details)

580 _____

585 _____

595 Total Expenses (total of line 500 to 585) line 595 \$ _____

← To line 400

599 Total paid expenses for the administration and functions of the party \$ _____

Schedule 3 – Transfers from Constituency Associations and Nominated Candidates

(Complete only if transfers were received outside an election campaign period from any constituency association or nominated candidate of the registered political party. Transfers received during the campaign period of an election or by-election are recorded on Form 921)

A. From Constituency Associations

Complete Schedule 4 for every constituency association that transferred \$250 or more to the registered political party.

Name of Constituency Association (attach list if necessary)	\$ Total of Transfers from each Constituency Association
Total Transfers from Constituency Associations	\$

Line 700

1. List attached? Yes _____ No _____

↑
To line 310

B. From Nominated Candidates

Name of Nominated Candidate (attach list if necessary)	\$ Total of Transfers from each Nominated Candidate
Total Transfers from Nominated Candidates	\$

Line 710

1. List attached? Yes _____ No _____

↑
To line 320

Schedule 4 – Contributions to Constituency Associations (FOR CONSTITUENCY ASSOCIATIONS TRANSFERRING \$250 TO REGISTERED POLITICAL PARTY)

Where the aggregate value of transfers to the registered political party from any constituency association during the year was \$250 or more, (including transfers received during the campaign period of an election) report the name and address of any contributor whose contributions to the constituency association during the year had an aggregate value of \$250 or more.

Were there transfers of \$250 or more to the political party during the year by any constituency association?

_____ No (no further information is required for this schedule)

_____ Yes (for each constituency association transferring \$250 or more to the registered political party during the year provide the information requested below)

Name and Address of Constituency Association

1. Total value of transfers received from the constituency association \$ _____

Names of Contributors Who Made Contributions Totaling \$250 or More During the Year to the Constituency Association	Residential Address	Aggregate Value of Contributions Made During the Year
Total of contributors of \$250 or more to constituency association		Line 715 \$

1. List attached? Yes _____ No _____

Schedule 5 – Transfers to Constituency Associations and Nominated Candidates

(The following information must be reported for any transfers sent by the registered political party to any constituency association or nominated candidate of the registered political party, excluding transfers made during an election campaign period)

A. To Constituency Associations

Name of Constituency Association (attach list if necessary)	\$ Total of Transfers sent to each Constituency Association
Total amount of Transfers to Constituency Associations	Line 720 \$

1. List attached? Yes _____ No _____

↑
To line 410

B. To Nominated Candidates

Name of Nominated Candidate (attach list if necessary)	\$ Total of Transfers sent to each Nominated Candidate
Total amount of Transfers to Nominated Candidates	Line 730 \$

1. List attached? Yes _____ No _____

↑
To line 420

Schedule 6 – Annual Limit on Advertising Expenses (outside the election period and to be completed in the year of a fixed date election)

(Complete the following schedule to calculate the amount of advertising expenses subject to the annual advertising limit per s. 54.1(1)(a) and s. 54.1(2)(a)

Total advertising expenses incurred by:

740 Advertising (from line 500)	line 740	\$ _____
750 Constituency associations (from line 785)	line 750	_____
760 Individuals (from line 790)	line 760	_____
770 Total Annual Advertising Subject to Limitation (total line 740 to 760)	line 770	\$ _____

A. Advertising expenses incurred by the party's constituency association outside the election period.*

Constituency Association	Amount \$
Total	line 785
	\$ _____

B. Advertising expenses incurred by an individual on the party's behalf with its knowledge and consent outside the election period.*

Name of Individual	Address	Amount \$
	Total	line 790
		\$ _____

* Attach separate list if necessary.

Annual Allowance Statement by a Registered Political Party under *The Elections Finances Act* [s. 70.2(1)]

I, _____, the undersigned Chief Financial Officer of the
_____ state that the forementioned party:
(party name)

_____ does wish to receive the annual allowance as provided under section
(CFO initials)

70.2(2) and (3) and the total paid expenses for the administration and functions
of the party are - \$ _____, as reported on line 599 of Form 920;

or

_____ does not wish to receive the annual allowance as provided under
(CFO initials)

section 70.2(2) and (3) of *The Elections Finances Act*.

in relation to the party's annual financial statements filed for the calendar year ending December 31, _____.

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 requirements of *The Elections Finances Act*.

Signature of Chief Financial Officer

Date