

# Form CR-3: CONSTITUENCY ASSOCIATION CAMPAIGN PERIOD FINANCIAL STATEMENT

## *Completion Guide*

### COMPLETING THE FINANCIAL STATEMENT

The campaign period financial statement has been designed to gather all the information required by the *Election Finances Act*. This form does not replace the registered constituency association's bookkeeping responsibilities throughout the campaign period. The form is set out as follows:

- constituency association and chief financial officer (CFO) information;
- certification signed by the CFO responsible for filing the financial statement;
- statement of campaign period income and expenses and supporting schedules; and
- the signed auditor's reports and auditor's invoice, if applicable.

The supporting schedules are an integral part of the financial statement. It is important that each schedule agrees with the primary statement as required.

The electronic version of this form is provided as a convenience. It is the responsibility of the filer to ensure the information filed with Elections Ontario is complete and accurate. Elections Ontario is not responsible for any errors or omissions caused by mistake, modification, or misuse of this template by the filer.

This form is available in hard copy and soft copy in Microsoft Word.

Supporting schedules should be completed first as they are used to populate the primary statements.

The form should be completed by typing or printing clearly. The form as filed will be photocopied for display and may be inspected by any person upon request at the office of the Chief Electoral Officer during normal office hours. Any person may make extracts from the documents and is entitled to copies of the documents upon payment for their preparation at such rate as the Chief Electoral Officer may determine. Certain data will also be extracted from the information filed and displayed on the Elections Ontario website.

## SUBMITTING THE FINANCIAL STATEMENT

Before you send in this return to Elections Ontario, make sure that:

- it is signed by the registered CFO;
- the signed auditor's reports and the auditor's invoice are included; if applicable;
- for political entities not using Elections Ontario approved Electronic Database,
  - all required copies of used tax receipts and cancellation notices are included;
- all required schedules are completed and attached.

If any of the above items are missing, your return will not be considered filed.

Forms may be submitted to Elections Ontario by any conventional delivery method, including mail, fax, email or hand delivery. The Political Entity Portal (PEP) is also available as an optional online filing tool for filing financial statements.

The campaign period financial statement is due six months after polling day.

Mailed forms postmarked or courier receipted on or before the filing due date will be accepted as on time. The onus for proving delivery to the Chief Electoral Officer rests with the person asserting that delivery has been made.

Filing status is available on our website or through the PEP portal

The Chief Electoral Officer's staff is always available to provide assistance. Please contact us at:

Elections Ontario	Telephone: (416)325-9401
Compliance Division	Toll Free: 1-866-566-9066
26 Prince Andrew Place	Fax: (416)325-9466
Toronto, ON M3C 2H4	Email: ElectFin@elections.on.ca
Internet address: <a href="http://www.elections.on.ca">http://www.elections.on.ca</a>	

## INFORMATION AND CERTIFICATION

The name and contact information of the constituency association and the CFO should be complete as this will be the information used if any contact is required.

The certification section must be completed by the CFO who is responsible for filing the financial statement.

## AUDITOR'S REPORT - FINANCIAL STATEMENT

An audit is required if contributions of at least **\$10,000** are received or expenses of at least **\$10,000** are incurred, with respect to an election or with respect to a calendar year for which a financial statement is required.

The constituency association's auditor will complete the standard auditor's report as shown in this form unless the auditor wishes to submit a qualified report or a denial of opinion. This auditor's report is to provide an opinion on the statement of income and expenses. A separate auditor's report is also required to be provided as part of the supporting schedules.

## STATEMENT OF INCOME AND EXPENSES

This statement should include all income received and expenses, including unpaid accounts and receivables, incurred by the constituency association in the campaign period.

Before completing this statement, ensure that expenses are properly classified under those subject to the limit and those excluded from the limit. Where campaign expenses have been categorized as not subject to the limit and are not specifically permitted to be treated as such, the CFO must be prepared to provide, on request, an explanation for the accounting treatment.

All expenses incurred in the campaign period whether paid for, owing to suppliers or contributed should be categorized on the statement of income and expenses.

### *INCOME*

#### **Candidates' Surplus**

This should be the candidates' surplus as reported on the candidates' campaign period financial statements (Form CR-1) if it is to be paid to the constituency association. The amount may be reported as a receivable or received from the candidates' campaign. If only part or some other amount is reported as received, a schedule must be attached explaining the variance.

#### **Contributions**

All contributions acknowledged by tax receipts including agency contributions should be reported in this account. This includes monies contributed as well as contributions of goods or services. Schedule 2 requires a detailed breakdown of contributions. Membership fees, if acknowledged by tax receipts, and the contribution portion of fund-raising proceeds must be included in contributions.

## **Fund-Raising Events**

Fund-raising income should represent only the revenue from fund-raising event not treated as contributions. Any contribution income from fund-raising event is included as contributions in Schedule 2. Schedule 3 assists in splitting out the two types of possible income from a fund-raising event (contributions and fund-raising income).

## **Interest Income**

Interest income is any interest earned on deposits or investments.

## **Membership Fees**

The constituency association must have a policy on how to treat membership fees. It must be consistent in the amount charged for membership fees and whether fees under \$25 are to be treated as a contribution.

Income from membership fees where membership fees under \$25 are not treated as a contribution are reported here.

## **Social Functions and General Collections at Meetings**

Schedule 4 requires further reporting on each social function and meeting held.

## **Transfers Received**

Any transfers received from the political party endorsing the constituency association, other constituency associations endorsed by the political party, or candidates endorsed by the political party must be recorded. Schedule 5 requires a detailed breakdown of the total amount.

## **Other Income**

Include and provide details of any other income that could not be classified elsewhere. This could include recoveries, donated goods and services for which tax receipts were not required to be issued, gains on disposal of investments or fixed assets, etc. Do not include proceeds from loans.

## ***EXPENSES***

### **Accounting**

This includes all expenses related to accounting and bookkeeping.

### **Audit**

This is the net cost of the audit, which is determined by the auditor's invoice less any audit subsidy.

**Advertising**

This includes all payments for media advertising, except media advertising considered part of any other expense such as fund-raising, meetings or nomination expenses.

**Appreciation Notices**

This includes all payments for media advertising after polling day.

**Bank Charges**

This includes all financial institution service charges, safety deposit box fees, cheque printing, etc.

**Brochures**

This includes all payments for brochures, including design fees, graphics, printing and distribution, and excluding brochures considered part of any other expense such as fund-raising, meetings or nomination expenses. This account should not be adjusted for changes in inventory.

**Candidates' Child Care Expenses**

This includes all expenses related to the care of the candidates' children.

**Candidates' Deficit Assumed**

This is the candidates' deficit as reported on the candidates' campaign period financial statements (Form CR-1). The amount may be reported as payable or paid to the candidate's campaign. If any other amount is reported, a schedule must be attached explaining the variance.

**Candidates' Personal Expenses**

Every candidate must submit to the CFO a statement in writing setting forth all campaign expenses paid or to be paid out of the candidate's own funds, together with all vouchers and claims. The total amount is to be included here, and the candidate's statement is to be enclosed with the financial statement upon filing.

**Conventions, Workshops and Meetings Attended**

This includes all amounts paid for registration fees, meals, travel and accommodations for outside functions attended.

**Credit Card Maintenance Fees**

This includes all amounts paid for maintaining a credit card facility.

**Fund-Raising Expenses**

This includes all expenses directly related to fund-raising which may include advertising, brochures, printing, catering, entertainment, postage, refreshments or hall rental. Revenue from a fund-raising event should not be netted with expenses.

### **Furniture and Equipment**

The Chief Electoral Officer recommends that any acquisitions of furniture or office equipment should be reported as an expense if purchased in the campaign period.

### **Insurance and Utilities**

This includes insurance premiums on fixed assets, signs, etc., as well as utilities related to the operation of the constituency association office.

### **Interest**

This includes all interest paid on any loans, overdrafts, lines of credit, etc.

### **Inventory of Campaign Materials**

This amount includes all campaign materials on hand at the start of the campaign valued at fair market value, as listed on Schedule 7.

Note that all reusable campaign materials remaining at the end of the current campaign period must be valued and reported but must not be deducted from campaign expenses subject to the limit. In other words, all campaign materials are considered to be an expense during the campaign.

All transfers of inventory of reusable campaign materials from or to the constituency association must also be noted on Schedule 5.

### **Meetings Hosted**

This includes all expenses related to meetings hosted other than nomination meetings, such as advertising, printing, postage, hall rental or refreshments.

### **Nomination Expenses**

This includes all expenses related to the nomination process, such as advertising, printing, postage, hall rental or refreshments.

### **Office and Equipment Rental**

This includes office and equipment rental for the constituency association office.

**Office Supplies and Stationery**

This includes all general expenses such as office expenses, supplies, small tools and equipment. In addition, this amount includes the cost of all stationery not related to specific items such as fund-raising, meetings and nominations.

**Postage and Courier**

This includes all expenses for postal and courier services other than those related to items such as fund-raising, meetings and nominations.

**Prepaid Campaign Expenses**

This amount includes all prepaid expenses at the start of the campaign valued at fair market value, as listed on Schedule 7. Only those prepaid expenses consumed or forfeited during the campaign period constitute a campaign expense.

All transfers of prepaid expenses from or to the constituency association must also be noted on Schedule 5.

**Professional Fees**

This includes all amounts paid in fees for professional services such as legal services and professional fund-raisers.

**Recount Expenses**

This includes all expenses related to a recount for an election.

**Research and Polling**

This includes all expenses related to research and polling, including hiring external businesses for these services.

**Salaries and Benefits**

This includes all salaries and benefits other than those related to specific items such as accounting, nominations and research and polling.

**Signs**

This includes all payments for sign design, printing, distribution, etc. This account should not be adjusted for changes in inventory.

**Social Functions and General Collections at Meetings**

This includes all expenses directly related to social functions and general collections at meetings.

**Telecommunications**

This includes expenses related to telecommunications such as fax, telephone and cable.

### **Transfers Paid Out**

Any transfers paid out to the political party endorsing the constituency association, other constituency associations endorsed by the political party, or candidates endorsed by the political party must be recorded. Schedule 5 requires a detailed breakdown of the total amount.

### **Travel**

This includes all travel expenses such as vehicle rentals and mileage that are not related to specific items such as conventions, workshops or meetings attended.

### **Victory Party**

This includes all expenses related to a function held following the closing of the polls on polling day. These expenses include all expenses directly related to the function such as advertising, printing, catering, entertainment, refreshments and hall rental.

### **Web and Internet**

This includes all expenses related to web and internet.

### **Other Expenses**

Include and provide details of any other expenses that could not be classified elsewhere. This could include losses on disposals of investments or fixed assets.

## **NOTES TO FINANCIAL STATEMENT AND SCHEDULES**

These notes are for informational purposes.

## **AUDITOR'S REPORT - SUPPORTING SCHEDULES**

An audit is required if contributions of at least **\$10,000** are received or expenses of at least **\$10,000** are incurred, with respect to an election or with respect to a calendar year for which a financial statement is required.

The constituency association's auditor will complete the standard auditor's report as shown in this form unless the auditor wishes to submit a qualified report or a denial of opinion. This auditor's report is to provide an opinion on the supporting schedules of the financial statement.



## **SCHEDULE 1: BORROWINGS AND OVERDRAFTS**

Each indebtedness that the constituency association has had outstanding to any financial institution at any time during the campaign period must be reported separately on Schedule 1. This includes loans, lines of credits, or account overdrafts. If there are additional financial institutions and/or guarantors to report, include with your filing a copy of Schedule 1 completed as necessary or attach another sheet in a similar format.

## **SCHEDULE 2: CONTRIBUTIONS AND TAX RECEIPT FORM RECONCILIATION**

### **Part 1 - Contributions**

Contributions must be broken down into separate totals - those received from fund-raising events and those received by all other methods.

In addition, contribution details regarding those from a single source greater than \$200, those from anonymous sources, and those paid or payable to the Chief Electoral Officer should be reported. For amounts payable to the Chief Electoral Officer, include these with the financial statement with cheques made payable to Elections Ontario.

The total amount of contributions on Schedule 2, Part 1 should agree to the statement of income and expenses. The total amount of contributions should also agree to the total valid tax receipts issued.

### **Part 2 - List of Contributors Whose Contributions Totaled More Than \$200**

For any aggregate contributions from a single source totaling more than \$200, the name and address of the contributor is to be provided. If insufficient space is provided, include with your filing a copy of Schedule 2 completed as necessary or attach another sheet in a similar format.

### **Part 3 - Tax Receipt Form Reconciliation**

The CFO must provide a reconciliation of tax receipts used during the campaign period, split between valid receipts issued, those cancelled or voided, and those lost or destroyed. Any discrepancies must be explained.

The receipt numbers of tax receipts in each category on the reconciliation must also be reported.

Elections Ontario's copy of all valid tax receipts issued during the campaign period along with the contributor's and the Elections Ontario's copy of all cancelled and voided tax receipts are to be submitted to the Chief Electoral Officer with the financial statement. Copies of all issued cancellation notices are also to be submitted.

### **SCHEDULE 3: FUND-RAISING EVENTS**

Each event must be reported separately on Schedule 3. Provide complete details of each event, including the date, type of event, charge, portion of the charge deemed to be a contribution, and other income.

If admission/item charge per person is not consistent, provide a complete breakdown of all ticket/item sales.

Contact Elections Ontario if a silent auction has been held during the period to obtain a template to report information from this event.

The portion of revenue actually treated as contributions must be reported on Schedule 2 as contributions from fund-raising events.

The total revenue not treated as contributions as shown on Schedule 3 should agree to the statement of income and expenses.

Expenses should not be netted against revenue but should be accumulated and reported in the appropriate account in the expense section of the statement of income and expenses.

If there are additional fund-raising events to report, include with your filing a copy of Schedule 3 completed as necessary or attach another sheet in a similar format.

### **SCHEDULE 4: SOCIAL FUNCTIONS AND GENERAL COLLECTIONS AT MEETINGS**

Each social function and/or meeting must be reported separately on Schedule 4. Provide complete details of the date, type of function, location and gross revenue. If there are additional events to report, include with your filing a copy of Schedule 4 completed as necessary or attach another sheet in a similar format.

The total revenue as shown on Schedule 4 should agree to the statement of income and expenses.

Expenses should not be netted against revenue but should be accumulated and reported in the appropriate account in the expense section of the statement of income and expenses.

### **SCHEDULE 5: TRANSFERS**

Transfers received from the constituency association's political party, the party's constituency associations or the party's candidates require information to be reported on the type of asset transferred, date, source and amount. Only payments received for the general purposes of the constituency association should be reported as a transfer. Any payment received for a

specific purpose such as the recovery of expenses or refunds should be reported as other income. The total transfers received as shown on Schedule 5 should agree to the statement of income and expenses.

Transfers paid out to the constituency association's political party, the party's constituency associations or the party's candidates require information to be reported on the type of asset transferred, date, recipient and amount. Only payments made for the general purposes of the recipient should be reported as a transfer. Any payment made for a specific purpose such as attendance at a function or for expenses should be reported in the appropriate expense account. The total transfers paid as shown on Schedule 5 should agree to the statement of income and expenses.

If there are additional transfers to report, include with your filing a copy of Schedule 5 completed as necessary or attach another sheet in a similar format.

## **SCHEDULE 6: CAMPAIGN PERIOD EXPENSES**

### **Part 1 - List of Suppliers Where Expenditure Exceeds \$200**

Any suppliers where total payments exceeded \$200 for the period should be listed in Schedule 6, providing the name of the supplier, nature of the expenses and amount of payment. This includes reporting of any donors of goods and services where tax receipts were issued. The supplier listed should be the original supplier of the goods or services and not the name of any association member making a purchase on behalf of the constituency association. The nature of the expenses should match the description of expenses in the statement of income and expenses.

If there are additional suppliers to report, include with your filing a copy of Schedule 6 completed as necessary or attach another sheet in a similar format.

### **Part 2 - Statement of Disputed Claims**

Where there is a dispute or refusal to pay for a claim for payment of a campaign expense submitted to the constituency association's CFO, details regarding the disputed claim must be reported. Only the portion of disputed claims that has, or is anticipated will be paid, should be included in expenses. The ultimate resolution of any disputed claim should be reported to the Chief Electoral Officer.

If there are additional disputed claims to report, include with your filing a copy of Schedule 6 completed as necessary or attach another sheet in a similar format.

**SCHEDULE 7: INVENTORY AND PREPAID EXPENSES**

The schedule requires information regarding description, acquisition date, supplier, quantity and value of inventory and prepaid expenses at the opening of the campaign period that is transferred to the campaign. Examples of prepaid expenses include advertising deposits, pre-writ production costs, insurance, office rent, telephone or utilities.

The amount of opening inventory and prepaid expenses transferred to the campaign as shown on Schedule 7 should agree to the statement of income and expenses and be carried forward to Schedule 5 as transfers paid out to candidates to the extent that amounts are transferred.

**SCHEDULE 10: LIST OF ACCOUNTS PAYABLE**

Schedule 10 provides a detailed breakdown of the accounts payable outstanding at the end of the campaign period.

Provide the original date of the charge, the name of the supplier, the nature of the charge and the amount.



**Compliance Division**

26 Prince Andrew Place  
Toronto, Ontario M3C 2H4

Telephone: (416) 325-9401  
Toll Free: 1-866-566-9066  
Fax: (416) 325-9466

**CR-3 Constituency Association Campaign  
Period Financial Statement**

*Disponible aussi en français.*

For Office Use Only					

*By-election*      *General Election*      *Polling Day:* \_\_\_\_\_

***Constituency Association Information***

ED No.: \_\_\_\_\_ Electoral District: \_\_\_\_\_  
Political Party: \_\_\_\_\_

***Chief Financial Officer (CFO)***

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Business Tel.: \_\_\_\_\_ Alternate Tel.: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

***Certification of Chief Financial Officer***

I, \_\_\_\_\_ (Name of CFO), have prepared this campaign period financial statement and the supporting schedules as set out herein for \_\_\_\_\_ (Name of Constituency Association) and certify that to the best of my knowledge and belief the financial statement and supporting schedules are true and correct.

Signature of CFO: \_\_\_\_\_  
Date: \_\_\_\_\_

## CR-3 Constituency Association Campaign Period Financial Statement

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Required if contributions of at least \$10,000 are received or expenses of at least \$10,000 are incurred.

### ***Independent Auditor's Report - Financial Statements:***

To \_\_\_\_\_ (name of CFO), chief financial officer of the \_\_\_\_\_ (name of registered political entity) and the Chief Electoral Officer of Ontario:

### ***Qualified Opinion***

I/We have audited the accompanying financial statements of the \_\_\_\_\_ (name of registered political entity) which comprise the statement of assets and liabilities, where applicable, as at \_\_\_\_\_ (MMDDYYYY), the income and expenses for the year/period ended \_\_\_\_\_ (MMDDYYYY), and a summary of significant accounting policies and other explanatory information.

The financial statements have been prepared by the chief financial officer of the registered political entity based on the financial reporting provisions of Section 42 of the Ontario *Election Finances Act* and guidance issued by the Chief Electoral Officer.

In my/our opinion, except for the possible effects of the matter described in the basis for qualified opinion paragraph, the accompanying financial statements present fairly, in all material respects, the financial position of the \_\_\_\_\_ (name of registered political entity) as at \_\_\_\_\_ (MMDDYYYY), and the results of its operations for the year then ended and/or campaign period where applicable, in accordance with the "applicable" financial reporting provisions of Section 42 of the Ontario *Election Finances Act* and the guidance issued by the Chief Electoral Officer.

### ***Basis for Qualified Opinion***

Due to the inherent nature of the transactions of the political entity of this type, the completeness of the various categories of income and expenses is not susceptible to satisfactory audit verification. Accordingly, my/our verification of income and expenses was limited to the amount recorded in the records of the \_\_\_\_\_ (name of registered political entity) and I/we was/were not able to determine whether any adjustments might be necessary to income, expenses and period surplus/deficit for the period ended \_\_\_\_\_ (MMDDYYYY), and assets and liabilities, where applicable, as at \_\_\_\_\_ (MMDDYYYY).

I/We conducted my/our audit in accordance with Canadian generally accepted auditing standards. My/Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my/our report.

I/We am/are independent of the registered political entity in accordance with the ethical requirements that are relevant to my/our audit of the financial statements in

## CR-3 Constituency Association Campaign Period Financial Statement

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Canada, and I/we have fulfilled my/our other ethical responsibilities in accordance with these requirements. I/We believe that the audit evidence I/we have obtained is sufficient and appropriate to provide a basis for my/our opinion.

### ***Basis of Accounting and Restriction on Use***

Without modifying my/our opinion, I/we draw attention to the Notes to Financial Statements, which describe the basis of accounting. The Notes to Financial Statements are prepared to assist the chief financial officer of the registered political entity to meet the requirements of the Ontario *Election Finances Act* and the guidance issued by the Chief Electoral Officer. As a result, the financial statements may not be suitable for another purpose.

### ***The Chief Financial Officer's responsibility for the Financial Statements***

The chief financial officer of the registered political entity is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of Section 42 of the Ontario *Election Finances Act* and the guidance issued by the Chief Electoral Officer, and for such internal control as the chief financial officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Those charged with governance are responsible for overseeing the political entity's financial reporting process.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

My/Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my/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 these financial statements.

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

I/We also:

- Identify and assess the risks of material misstatement of the financial statements, 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 my/our 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

## CR-3 Constituency Association Campaign Period Financial Statement

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the purpose of expressing an opinion on the effectiveness of the registered political entity's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the chief financial officer.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I/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 I/we identify during my/our audit.

I/We also provide those charged with governance with a statement that I/we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on my/our independence, and where applicable, related safeguards.

**Signature of Auditor:**

**Date:** \_\_\_\_\_

**Auditor's Address:** \_\_\_\_\_

**Audit Fee:** \_\_\_\_\_

(Attach auditor's invoice)

I confirm that I am a licensed public accountant in good standing / my firm whose partner(s) resident in Ontario are licensed public accountant in good standing.

**License Holder Name:** \_\_\_\_\_



# CR-3 Constituency Association Campaign Period Financial Statement

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## Statement of Income and Expenses

from: \_\_\_\_\_ to: \_\_\_\_\_

Income	<i>Amount</i>
Line 001 - Candidates' Surplus (attach explanation of variance)	_____
Line 002 - Contributions (from Line 203)	_____
Line 003 - Fund-Raising Events (from Line 301)	_____
Line 004 - Interest Income	_____
Line 005 - Membership Fees	_____
Line 006 - Transfers Received (from Line 504)	_____
Line 007 - Social Functions and General Collections at Meetings (from Line 401)	_____
Line 008 - Other Income (provide full details below)	_____
Line 009 - Total Income	_____

Expenses	<i>Subject to Limit</i>	<i>Excluded</i>	<i>Total</i>
Line 010 - Accounting	_____	_____	_____
Line 011 - Audit	_____	_____	_____
Line 012 - Advertising	_____	_____	_____
Line 013 - Appreciation Notices	_____	_____	_____
Line 014 - Bank Charges	_____	_____	_____
Line 015 - Brochures	_____	_____	_____
Line 016 - Candidates' Child Care Expenses	_____	_____	_____
Line 017 - Candidates' Deficit Assumed (attach explanation of variance)	_____	_____	_____
Line 018 - Candidates' Personal Expenses	_____	_____	_____
Line 019 - Conventions, Workshops and Meetings Attended	_____	_____	_____
Line 020 - Credit Card Maintenance Fees	_____	_____	_____
Line 021 - Fund-Raising Expenses	_____	_____	_____
Line 022 - Furniture and Equipment	_____	_____	_____
Line 023 - Insurance and Utilities	_____	_____	_____
Line 024 - Interest	_____	_____	_____
Line 025 - Inventory of Campaign Materials at Start of Campaign Period (from Line 701)	_____	_____	_____
Line 026 - Inventory of Campaign Materials Transferred to Candidate's Campaign (negative amount)	_____	_____	_____
Line 027 - Meetings Hosted	_____	_____	_____
Line 028 - Nomination Expenses	_____	_____	_____
Line 029 - Office and Equipment Rental	_____	_____	_____
Line 030 - Office Supplies and Stationery	_____	_____	_____
Line 031 - Postage and Courier	_____	_____	_____
Line 032 - Prepaid Campaign Expenses at Start of Campaign Period (from Line 702)	_____	_____	_____

# CR-3 Constituency Association Campaign Period Financial Statement

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Line 033 - Prepaid Campaign Expenses Transferred to Candidate's Campaign (negative amount)			
Line 034 - Professional Fees			
Line 035 - Recount Expenses			
Line 036 - Research and Polling			
Line 037 - Salaries and Benefits			
Line 038 - Signs			
Line 039 - Social Functions and General Collections at Meetings			
Line 040 - Telecommunications (fax, telephone, cable)			
Line 041 - Transfers Paid Out (from Line 508)			
Line 042 - Travel			
Line 043 - Victory Party			
Line 044 - Web and Internet			
Line 045 - Other Expenses (provide full details below)			
Line 046 - Total Expenses			
<b>Line 047 - Campaign Surplus/(Deficit) for the Campaign Period</b>			

Provide details of Other Income (Line 008) and Other Expenses (Line 045) below:

### Other Income (Line 008)

<i>Description</i>	<i>Amount</i>
Total Other Income:	

### Other Expenses (Line 045)

<i>Description</i>	<i>Subject to Limit</i>	<i>Excluded</i>	<i>Total</i>
Total Other Expenses:			

## ***Notes to Financial Statement and Schedules***

For the campaign period from: \_\_\_\_\_ to: \_\_\_\_\_

### **Notes to Financial Statement**

This financial statement has been prepared in accordance with the financial reporting provisions of section 42 of the Ontario *Election Finances Act* and the guidance issued by the Chief Electoral Officer.

The most significant accounting policies are as follows:

#### **Contributions**

- Contributions are considered accepted when deposited.
- Contributions of goods and services are recorded at their fair market value.

#### **Expenses**

- All expenses are recorded at their fair market value.
- Inventory of campaign materials is valued at their fair market value.
- Inventory other than campaign materials is valued at cost.
- Capital assets are expensed in the period of acquisition.

### **Notes to Schedules**

These Schedules have been prepared in accordance with the financial reporting provisions of section 42 of the Ontario *Election Finances Act* and the guidance issued by the Chief Electoral Officer.

The most significant accounting policies are as follows:

#### **Contributions**

- Contributions are considered accepted when deposited.
- Contributions of goods and services are recorded at their fair market value.

#### **Expenses**

- All expenses are recorded at their fair market value.
- Inventory of campaign materials is valued at their fair market value.
- Inventory other than campaign materials is valued at cost.

## CR-3 Constituency Association Campaign Period Financial Statement

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Required if contributions of at least \$10,000 are received or expenses of at least \$10,000 are incurred.

### *Independent Auditor's Report - Schedules:*

To \_\_\_\_\_ (name of CFO), chief financial officer of the \_\_\_\_\_ (name of registered political entity) and the Chief Electoral Officer of Ontario:

### *Qualified Opinion*

I/We have audited the accompanying schedules of the \_\_\_\_\_ (name of registered political entity) which include one or more of the following schedules, as applicable, for the period ended \_\_\_\_\_ (MMDDYYYY), and a summary of significant accounting policies and other explanatory information.

The schedules have been prepared by the chief financial officer of the registered political entity based on the financial reporting provisions of Section 42 of the Ontario *Election Finances Act* and the guidance issued by the Chief Electoral Officer.

In my/our opinion, except for the possible effects of the matter described in the basis for qualified opinion paragraph, the accompanying schedules present fairly, in all material respects, the financial position of the \_\_\_\_\_ (name of registered political entity) as at \_\_\_\_\_ (MMDDYYYY), and the results of its operations for the year then ended and/or campaign period where applicable, in accordance with the "applicable" financial reporting provisions of Section 42 of the Ontario *Election Finances Act* and guidance issued by the Chief Electoral Officer.

Schedule 1: Borrowings and Overdrafts

Schedule 2: Contributions and Tax Receipt Form Reconciliation

Schedule 3: Fund-Raising Events

Schedule 4: Social Functions and General Collections at Meetings

Schedule 5: Transfers

Schedule 6: List of Suppliers Where Current Year Expenditure Exceeds \$200 (\$1,000 for political parties)

Schedule 7: Inventory and Prepaid Expenses

Schedule 8: Campaign Period Statement of Income and Expenses

Schedule 9: List of Accounts Receivable

Schedule 10: List of Accounts Payable

Schedule 11: Calculation of Candidate's Campaign Expense Limit and Reimbursement Entitlement

Schedule 12: Agency Contributions Accepted During the Reporting Period

Schedule 13: Candidates' and Leadership Contestants' Surplus and Deficits

Schedule 14: Statement of Disposition of Leadership Contestant Surplus or Deficit

Schedule 15: Statement of Disposition of Nomination Contestant Surplus or Deficit

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### ***Basis for Qualified Opinion***

Due to the inherent nature of the transactions of the political entity of this type, the completeness of the various categories of income and expenses is not susceptible to satisfactory audit verification. Accordingly, my/our verification of income and

expenses was limited to the amount recorded in the records of the \_\_\_\_\_  
\_\_\_\_\_ (name of registered political entity)  
and I/we was/were not able to determine whether any adjustments might be necessary to income, expenses and period surplus/deficit for the period ended \_\_\_\_\_ (MMDDYYYY) and assets and liabilities, where applicable, as at \_\_\_\_\_ (MMDDYYYY).

I/We conducted my/our audit in accordance with Canadian generally accepted auditing standards. My/Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Schedules* section of my/our report.

I/We am/are independent of the registered political entity in accordance with the ethical requirements that are relevant to my/our audit of the schedules in Canada, and I/we have fulfilled my/our other ethical responsibilities in accordance with these requirements. I/We believe that the audit evidence I/we have obtained is sufficient and appropriate to provide a basis for my/our opinion.

### ***Basis of Accounting and Restriction on Use***

Without modifying my/our opinion, I/we draw attention to the Notes to Schedules, which describe the basis of accounting. The Notes to Schedules are prepared to assist the chief financial officer of the registered political entity to meet the requirements of the Ontario *Election Finances Act* and the guidance issued by the Chief Electoral Officer. As a result, the Schedules may not be suitable for another purpose.

### ***The Chief Financial Officer's Responsibility for the Schedules***

The chief financial officer of the registered political entity is responsible for the preparation and fair presentation of these schedules in accordance with the financial reporting provisions of Section 42 of the Ontario *Election Finances Act* and the guidance issued by the Chief Electoral Officer, and for such internal control as the chief financial officer determines is necessary to enable the preparation of schedules that are free from material misstatement, whether due to fraud or error.

Those charged with governance are responsible for overseeing the political entity's financial reporting process.

### ***Auditor's Responsibilities for the Audit of the Schedules***

My/Our objectives are to obtain reasonable assurance about whether the schedules as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my/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

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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 these schedules.

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

I/We also:

- Identify and assess the risks of material misstatement of the 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 my/our 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 registered political entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the chief financial officer.
- Evaluate the overall presentation, structure and content of the schedules, including the disclosures, and whether the schedules represent the underlying transactions and events in a manner that achieves fair presentation.

I/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 I/we identify during my/our audit.

I/We also provide those charged with governance with a statement that I/we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on my/our independence, and where applicable, related safeguards.

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Signature of Auditor: \_\_\_\_\_

Date: \_\_\_\_\_

Auditor's Address: \_\_\_\_\_

Audit Fee: \_\_\_\_\_ *(Attach auditor's invoice)*

I confirm that I am a licensed public accountant in good standing / my firm whose partner(s) resident in Ontario are licensed public accountant in good standing.

License Holder Name: \_\_\_\_\_

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***Schedule 1: Borrowings and Overdrafts***

**Financial Institution:**

Date Amount Borrowed:      /      /      Loan Due Date:      /      /       
(MM/DD/YY) (MM/DD/YY)

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Line 101 Original Amount Borrowed \_\_\_\_\_

Line 102 Amount Repaid During the Period \_\_\_\_\_

Line 103 Amount Outstanding at End of Period \_\_\_\_\_

**Guarantor(s):**

First Name:	Last Name:	Address:	City:	Postal Code:	Amount of Guarantee:
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Financial Institution:**

Date Amount Borrowed:      /      /      Loan Due Date:      /      /       
(MM/DD/YY) (MM/DD/YY)

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Line 101 Original Amount Borrowed \_\_\_\_\_

Line 102 Amount Repaid During the Period \_\_\_\_\_

Line 103 Amount Outstanding at End of Period \_\_\_\_\_

**Guarantor(s):**

First Name:	Last Name:	Address:	City:	Postal Code:	Amount of Guarantee:
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Line 104 Total Amount Outstanding At End of Period \_\_\_\_\_

*To add additional financial institutions and/or guarantors, copy this page, fill out as necessary and include with your filing.*



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## Schedule 2: Contributions

### Part 1 - Contributions

Line 201	Contributions excluding fund-raising events	_____
Line 202	Contributions from fund-raising events (from Line 302)	_____
<b>Line 203</b>	<b>Total Contributions (to Line 002)</b>	<b>_____</b>
Line 204	Contributions from a single source greater than \$200 (complete Part 2)	_____
Line 205	From anonymous sources	_____
Line 206	Paid or payable to the Chief Electoral Officer	_____

### Part 2 - List of Contributors Whose Contributions Totaled More Than \$200

First Name:	Last Name:	Address:	City:	Postal Code:	Amount:
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total Amount of Contributions from a single source greater than \$200:

(this should equal Line 204) \_\_\_\_\_

To add additional contributors, attach a supplementary list in a similar format and include with your filing.

### Part 3 - Tax Receipt Form Reconciliation

	Receipt Numbers/Ranges	Quantity
Line 207	Supply received during period	_____
Line 208	Valid tax credit receipts issued	_____
Line 209	Cancelled or voided	_____
Line 210	Lost or destroyed (provide written notice to CEO)	_____
Line 211	Unused remaining at end of period	_____
Line 212	Unused returned to Chief Electoral Officer	_____
Line 213	Balance (must be NIL - explain any variances)	_____

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***Schedule 3: Fund-Raising Events***

Name and Description of Event: \_\_\_\_\_

Date Held: \_\_\_\_\_ (MM/DD/YY)

Price per Ticket (A): \_\_\_\_\_ Number of Tickets Sold (B): \_\_\_\_\_

Direct Cost Per Ticket \_\_\_\_\_ Contribution Portion per Ticket \_\_\_\_\_

(C): \_\_\_\_\_ (D = A - C): \_\_\_\_\_

Total Contributions \_\_\_\_\_ Total Fund-Raising Income \_\_\_\_\_

(B \* D): \_\_\_\_\_ (E = B \* C): \_\_\_\_\_

Other Income from Event (provide details below):

<i>Description</i>	<i>Amount</i>
--------------------	---------------

_____	_____
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_____	_____
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Total Other Fund-Raising Income (F): \_\_\_\_\_

**Total Fund-Raising Income from Event (E + F): \_\_\_\_\_**

---

Name and Description of Event: \_\_\_\_\_

Date Held: \_\_\_\_\_ (MM/DD/YY)

Price per Ticket (A): \_\_\_\_\_ Number of Tickets Sold (B): \_\_\_\_\_

Direct Cost Per Ticket \_\_\_\_\_ Contribution Portion per Ticket \_\_\_\_\_

(C): \_\_\_\_\_ (D = A - C): \_\_\_\_\_

Total Contributions \_\_\_\_\_ Total Fund-Raising Income \_\_\_\_\_

(B \* D): \_\_\_\_\_ (E = B \* C): \_\_\_\_\_

Other Income from Event (provide details below):

<i>Description</i>	<i>Amount</i>
--------------------	---------------

_____	_____
-------	-------

_____	_____
-------	-------

Total Other Fund-Raising Income (F): \_\_\_\_\_

**Total Fund-Raising Income from Event (E + F): \_\_\_\_\_**

**Line 301 Total Fund-Raising Income (to Line 003)** \_\_\_\_\_

**Line 302 Total Contributions from Fund-Raising (to Line 202)** \_\_\_\_\_

**Line 303 Total Event Expense** \_\_\_\_\_

*To add additional fund-raising events, copy this page, fill out as necessary and include with your filing.*

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***Schedule 4: Social Functions and General Collections at Meetings***

Date of Function/Meeting: \_\_\_\_\_ (MM/DD/YY)

Location: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Amount Collected: \_\_\_\_\_

Total Expenses Incurred: \_\_\_\_\_

Date of Function/Meeting: \_\_\_\_\_ (MM/DD/YY)

Location: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Amount Collected: \_\_\_\_\_

Total Expenses Incurred: \_\_\_\_\_

Date of Function/Meeting: \_\_\_\_\_ (MM/DD/YY)

Location: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Amount Collected: \_\_\_\_\_

Total Expenses Incurred: \_\_\_\_\_

Date of Function/Meeting: \_\_\_\_\_ (MM/DD/YY)

Location: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Amount Collected: \_\_\_\_\_

Total Expenses Incurred: \_\_\_\_\_

**Line 401 Total Amount Collected (to Line 007)** \_\_\_\_\_

**Line 402 Total Expenses Incurred** \_\_\_\_\_

*To add additional social functions and general meetings, copy this page, fill out as necessary and include with your filing.*

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## Schedule 5: Transfers

### Transfers Received From Political Party

Date:	Description (cash, inventory, prepaid expenses, etc.):	Amount:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Line 501 Total From Political Party (provide full details above)

### Transfers Received From Constituency Associations

Date:	Description:	ED #:	Electoral District Name:	Amount:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Line 502 Total From Constituency Associations (provide full details above)

### Transfers Received From Candidates

Date:	Description:	ED #:	ED Name:	Last Name:	First Name:	Amount:
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Line 503 Total From Candidates (provide full details above)

Line 504 Total Transfers Received (to Line 006)

### Transfers Paid Out To Political Party

Date:	Description (cash, inventory, prepaid expenses, etc.):	Amount:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Line 505 Total To Political Party (provide full details above)

### Transfers Paid Out To Constituency Associations

Date:	Description:	ED #:	Electoral District Name:	Amount:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Line 506 Total To Constituency Associations (provide full details above)

### Transfers Paid Out To Candidates

Date:	Description:	ED #:	ED Name:	Last Name:	First Name:	Amount:
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Line 507 Total To Candidates (provide full details above)

Line 508 Total Transfers Paid Out (to Line 041)

To add additional transfers, copy this page, fill out as necessary and include with your filing.

***Schedule 6: Campaign Period Expenses***

***Part 1 - List of Suppliers Where Expenditure Exceeds \$200***

Nature of Expense:	Description:	Original Supplier:	Amount:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Line 601 Total Expenditures** \_\_\_\_\_

***Part 2 - Statement of Disputed Claims***

Claimant: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ Nature of Expense: \_\_\_\_\_  
 Reason for Dispute: \_\_\_\_\_  
 Amount Included in Expenses: \_\_\_\_\_ Amount Disputed: \_\_\_\_\_

Claimant: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ Nature of Expense: \_\_\_\_\_  
 Reason for Dispute: \_\_\_\_\_  
 Amount Included in Expenses: \_\_\_\_\_ Amount Disputed: \_\_\_\_\_

**Line 602 Total Disputed Claims** \_\_\_\_\_

*To add additional suppliers and/or disputed claims, copy this page, fill out as necessary and include with your filing.*

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***Schedule 7: Inventory and Prepaid Expenses***

***Inventory of Campaign Goods and Materials Transferred to the Campaign***

Description:	Date Acquired:	Supplier:	Unit Value:	Quantity:	Total Value:
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Line 701 Opening Total Campaign Goods and Materials Transferred (to Line 025)**

***Prepaid Expenses Transferred to the Campaign***

Description:	Date Originated:	Supplier:	Amount:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Line 702 Total Opening Prepaid Expenses Transferred (to Line 032)**

**Line 703 Value of Opening Inventory and Prepaid Expenses**

