

POLITICAL PROCESS FINANCING ACT

SEMI-ANNUAL FINANCIAL RETURN FOR REGISTERED POLITICAL PARTY

Check List of Information to be Reported on the Financial Return

Each registered political party must complete the following questionnaire. For each question answered with a response of "Yes", the relevant Schedule must be completed providing full details.

	Yes	Sch. No.	No
1. Has the Party received funds from the following sources during the period:			
<b>Membership dues</b>	_____	1	_____
<b>Registration fees</b>	_____	2	_____
<b>Entrance fees</b>	_____	3	_____
2. Did the Party receive money contributions from:			
<b>Individuals of \$100 or less</b>	_____	4	_____
<b>Individuals of more than \$100</b>	_____	5	_____
<b>Corporations</b>	_____	6	_____
<b>Trade Unions</b>	_____	7	_____
3. Have receipts been issued to acknowledge contributions in a form other than cash, cheque, credit card or debit card?	_____	9	_____
4. Has the Party borrowed or repaid money during the period?	_____	12	_____
5. Did the Party earn investment income during the period?	_____	8	_____
6. Did the Party receive funds <b>FROM</b> district associations or from its chief agent during the period?	_____	10	_____
7. Did the Party transfer funds <b>TO</b> district associations or to its chief agent during the period?	_____	11	_____
8. Did the Party make disbursements for non-election expenditures during the period?	_____	13	_____

Questionnaire to Assist in the Preparation of the Financial Return

"Yes" answers to questions 1, 2, 4, and 11 indicate possible contraventions of the *Political Process Financing Act*. "No" answers to all other questions indicate possible contraventions of the *Act*. Refer to the section of the *Act* indicated. Further assistance may be obtained from Elections New Brunswick.

	Yes	No	P.P.F.A. Reference
1. Were official receipts issued for donations not considered contributions under the <i>Act</i> ; e.g. contributions of personal services or use of vehicle?	_____	_____	2(1)(a); 2(1)(g)
2. Has the total value of all contributions (cash and property or services) made by any individual, corporation or trade union exceeded \$6,000 in the year?	_____	_____	39(1)
3. Were non-cash contributions valued at fair market value?	_____	_____	39(3)
4. Has an individual become surety or guarantor for the organization for a total amount in excess of \$6,000?	_____	_____	40
5. Were all contributions made to the Official Representative or his deputy?	_____	_____	42; 43
6. Were all contributions of money of more than \$100 made by cheque, credit or debit card, or other order of payment and were such payments made payable to the registered party?	_____	_____	44(1); 44(2)
7. Were all contributions of money deposited with a chartered bank, trust company or credit union?	_____	_____	45
8. Were Official Receipts issued for all contributions?	_____	_____	46
9. Were all contributions made contrary to the <i>Act</i> returned to the contributor or otherwise to the Supervisor?	_____	_____	47(1)
10. Were all anonymous contributions returned to the contributor or otherwise to the Supervisor?	_____	_____	47(2)
11. Have broadcasting or advertising non-election expenses exceeded \$35,000?	_____	_____	50

Schedule 13, Non-Election Expenses

1. Include copies of invoices for ALL non-election expenses of more than \$100. \_\_\_\_\_
2. Include a copy of the invoice and the advertisement or promotional material for each such expense REGARDLESS OF THE DOLLAR AMOUNT. \_\_\_\_\_
3. Group the invoices to correspond with the category indicated on the Schedule. \_\_\_\_\_

**POLITICAL PROCESS FINANCING ACT**

**SEMI-ANNUAL FINANCIAL RETURN FOR REGISTERED POLITICAL PARTY**

**Covering Contributions, Other Revenues, Previously-Held Funds  
and Non-Election Expenditures**

Name of registered political party	Official representative	Telephone number
Mailing address	Fax number	
Location of books and records if different from above		
Name and address of bank, trust company or credit union		
Account number(s)		
Report covers the period from _____ to _____		

**STATEMENT OF CHANGES IN FINANCIAL POSITION**

**REVENUE:**

<b>Fees and Dues:</b>			
1. Memberships (Schedule 1)	\$	-	
2. Registration Fees (Schedule 2)	\$	-	
3. Entrance Fees (Schedule 3)	\$	-	\$ -
<b>Cash Contributions From:</b>			
4. Individuals of \$100 or Less (Schedule 4)	\$	-	
5. Individuals of More Than \$100 (Schedule 5)	\$	-	
6. Corporations (Schedule 6)	\$	-	
7. Trade Unions (Schedule 7)	\$	-	\$ -
8. Investment Income (Schedule 8)			\$ -
<b>Funds received under the Political Process Financing Act:</b>			
9-1 Annual Allowance (Parties Only)			
9-2 Audit Fee Reimbursement (Parties Only)			
9-3 Election Expense Reimbursement (Candidates Only)			\$ -
10. Transfers in from Related Organization (Schedule 10)			\$ -
11. Transfers in from Previously Held Funds (Appendix 1)			
12. Proceeds from Loans (Schedule 12)			\$ -
13. Other Income (Please specify)			
	<b>Sub-total</b>		<b>\$ -</b>

**EXPENDITURE:**

14. Non-Election Expenses (Schedule 13)	\$	-	
15. Transfers to Related Organizations (Schedule 11)	\$	-	
16. Repayment of Loans (Schedule 12)	\$	-	
	<b>Sub-total</b>		<b>\$ -</b>
<b>17. NET CASH SURPLUS (DEFICIENCY) FOR THE PERIOD</b>			<b>\$ -</b>
18. CASH IN BANK AND ON HAND, BEGINNING OF PERIOD			
NET ACCOUNTS PAYABLE AND/OR ACCOUNTS RECEIVABLE			
19. "CALCULATED" CASH POSITION, END OF PERIOD			<u>\$ -</u>
20. Value of Contributed Property / Services (Schedule 9)			<u>\$ -</u>

**OFFICIAL REPRESENTATIVE'S DECLARATION**

I, \_\_\_\_\_, have prepared the financial return and supporting Schedules in accordance with the Political Process Financing Act for \_\_\_\_\_ (name of registered party) for the period from \_\_\_\_\_ to \_\_\_\_\_.

The information contained herein is to the best of my knowledge and belief, full, complete and accurate.

Date	Signature
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SCHEDULE 1

MEMBERSHIP DUES

PPFA, subsection 58(1)(d)

Amount

TOTAL (Report on Page 1, Line 1)

SCHEDULE 2

REGISTRATION FEES AT POLITICAL CONVENTIONS

PPFA, subsection 58(1)(e)

Date of even

Place

Individual fee charge

Amount

TOTAL (Report on Page 1, Line 2)

\$ -

SCHEDULE 3

ENTRANCE FEES TO A POLITICAL ACTIVITY OR DEMONSTRATION

PPFA, subsection 58(1)(f)

Date of even

Place

Nature of activity

Fee charge

Amount

TOTAL (Report on Page 1, Line 3)

\$ -

SCHEDULE 4

CASH CONTRIBUTIONS FROM INDIVIDUALS OF \$100 OR LESS

PPFA, subsection 48(1)(c)

Number of contributors

Amount

TOTAL (Report on Page 1, Line 4)

SCHEDULE 5

CASH CONTRIBUTIONS FROM INDIVIDUALS OF MORE THAN \$100

PPFA, subsection 58(1)(i)

Name of contributor (surname first)

Address

Amount

TOTAL (Report on Page 1, Line 5)

\$ -



**SCHEDULE 10**

**TRANSFERS RECEIVED FROM PARTY / DISTRICT ASSOCIATIONS / CANDIDATES**

Date received	Received from	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>TOTAL</b> (Report on Page 1, Line 10)		<b>\$ -</b>

**SCHEDULE 11**

**TRANSFERS TO PARTY / DISTRICT ASSOCIATIONS / CANDIDATES**

Date of transfer	Transferred to	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>TOTAL</b> (Report on Page 1, Line 15)		<b>\$ -</b>

**SCHEDULE 12**

**BORROWINGS**

Balance of loan(s) outstanding at beginning of period: \_\_\_\_\_

(List separately details of each new loan and/or repayment.)

Name and address of lender	Amount borrowed	Int. Rate	Demand or term loan (If term, provide details)	Repayments date and amount	Guarantor (name and address)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
	<b>\$ -</b>			<b>\$ -</b>	
	To Page 1, Line 12			To Page 1, Line 16	

Balance of loan(s) outstanding at end of period: \_\_\_\_\_

**SCHEDULE 13**

**NON-ELECTION EXPENSES**

	Amount
Salaries and honorariums	_____
Employee benefits	_____
Occupancy costs (rent, heat and light)	_____
Office supplies, printing and stationery	_____
Postage	_____
Travel and accommodation	_____
Non-election advertising (limited to \$35,000 by subsection 50(1) of the PPFA)	_____
Non-election advertising (unrestricted)	_____
Interest on loans and bank service charges	_____
Nominating convention expenses <b>not</b> considered election expenses - Refer to subsection 67(4) of the PPFA	_____
Other (please specify):	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
	<b>\$ -</b>
<b>TOTAL</b> (Report on Page 1, Line 14)	<b>\$ -</b>

**SCHEDULE 14**

**RECONCILIATION OF OFFICIAL RECEIPT FORMS**

	Receipts numbered	
	From	To
RECEIPTS ON HAND, BEGINNING OF PERIOD		
RECEIVED FROM SUPERVISOR OF POLITICAL FINANCING DURING THE PERIOD		
RECEIPTS ISSUED DURING THE PERIOD		
RECEIPTS CANCELLED DURING THE PERIOD *		
RECEIPTS ON HAND, END OF PERIOD		

\* Attach white and beige copies of all cancelled receipts.

**SCHEDULE 15**

**RECONCILIATION OF CASH IN BANK AND ON HAND**

**CASH RECONCILIATION**

Cash in bank and on hand, beginning of period	
Add (deduct) cash surplus (deficiency) for the year - from Page 1, Line 17	
<b>Sub-total</b>	<b>\$ -</b>

Add unpaid accounts included in determination of cash surplus (deficiency) above **attach list** \_\_\_\_\_

Other adjustments (please specify):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

"Calculated" cash balance, end of period **(A)** \$ -

**BANK RECONCILIATION**

Balance per bank statement, end of period \_\_\_\_\_

Add outstanding deposits

Date	Source	Amount	
			<b>\$ -</b>

Deduct outstanding cheques:

Cheque No. (or date)	Payee	Amount	
			<b>\$ -</b>

Reconciled bank balance, end of period **\$ -**

Other adjustments (please specify):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ **\$ -**

Add petty cash account(s)

Held by: \_\_\_\_\_  
 Held by: \_\_\_\_\_ **\$ -**

Cash in bank and on hand, end of period **(B)** \$ -

Amounts reported at **(A)** and **(B)** should agree.

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**Appendix 1  
Previously-Held Funds**

Name of registered entity	Official representative	Telephone number(s)
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1. If the values at the end of the current period differ from those at the end of the prior period, please provide details of all changes in the asset(s).
2. Where funds have been transferred to the regular operating account, show this as a "Transfer Out" in PART B (below); the "Transfer In" will be shown at Schedule 10 of the financial return.
3. Income earned on previously-held funds is to be reported in Appendix 1, PART C.

**PART A**

	Value at beginning of period	Value at end of period
FIXED ASSETS (other than office furniture and equipment) (Please provide details in the space below.)		
<b>TOTALS</b>	<b>\$ -</b>	<b>\$ -</b>

**PART B  
Details of transfers of previously-held funds**

**1. Transfers out:**

Date transferred	To whom transferred	Amount

**2. Transfers in:**

Date transferred	To whom transferred	Amount

**PART C  
Income earned on previously-held funds from  
beginning of period to end of period**

Date	Nature of income	Amount

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**Appendix 2**  
**Supplement to Schedule 13 of return - Salaries, honoraria or other remuneration**  
(suggested format)

**SALARIES, HONORARIA OR OTHER REMUNERATION**

.1 Paid to members of the Legislature:

Name of member	Amount paid
<b>Sub-total</b>	<b>\$ -</b>

2. Paid to staff (total only -- amounts paid to individuals not required.):

**TOTAL**    **\$ -**

**REIMBURSEMENT OF EXPENSES AND/OR EXPENSE ALLOWANCES**

1. Paid to members of the Legislature:

Name of member	Amount paid
<b>Sub-total</b>	<b>\$ -</b>

2. Paid to staff (total only -- amounts paid to individuals not required.):

**TOTAL**    **\$ -**

**OTHER FINANCIAL BENEFITS**  
**(made to members of the Legislature)**

Name of member	Nature of benefit	Amount	Category in Schedule 13