

# ANNUAL FINANCIAL RETURN for REGISTERED DISTRICT ASSOCIATION

As required under section 60 of the *Political Process Financing Act, R.S.N.B. Chapter P-9.3*

For the period January 1 to December 31, \_\_\_\_\_

\_\_\_\_\_  
Name of Registered District Association \_\_\_\_\_  
Official representative

\_\_\_\_\_  
Complete mailing address including postal code

506 \_\_\_\_\_  
Telephone # (residence) Fax # (residence) Tel. # (business) Fax # (business) E-mail address

\_\_\_\_\_  
Indicate location of books and records, if different from above

\_\_\_\_\_  
Name and mailing address of financial institution(s)

\_\_\_\_\_  
Bank account number(s) \_\_\_\_\_  
GIC / Investment account number(s)

**NOTE:** If someone else has prepared this return for you,  
please indicate their name and telephone number below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(X)	Required supporting documentation
<input type="checkbox"/>	Bank statements
<input type="checkbox"/>	Deposit slips
<input type="checkbox"/>	Investment certificates
<input type="checkbox"/>	Loan agreements
<input type="checkbox"/>	Expenditure invoices greater than \$100

## STATEMENT OF CASH FLOWS

**Schedule**

**Sources of cash**

1	Memberships	\$	-
2	Registration fees	\$	-
3A	Entrance fees - Entrance fee of \$10 or less	\$	-
3B	Fundraising activities - Entrance fee of more than \$10	\$	-
4	Auctions	\$	-
5	Other income	\$	-
6	Transfers from Party, associations, and candidate	\$	-
7	Interest and investment income	\$	-
8	Proceeds from loans	\$	-
11	Monetary contributions deposited	\$	-
11.1	Additional accounts payable	\$	-
11.2	Payments received on accounts receivable	\$	-
	<b>Sub-total</b>	\$	-

**Uses of cash**

8	Payments on loans	\$	-
9	Transfers to Party, associations, and candidate	\$	-
10	Non-election expenditures	\$	-
11	Monetary contributions remitted to Party	\$	-
11.1	Payments made on accounts payable	\$	-
11.2	Additional accounts receivable	\$	-
	<b>Sub-total</b>	\$	-

<b>Net increase (decrease) in cash position</b>	<b>Sub-total</b>	\$	-
12 <b>Cash Position, beginning of period</b>		\$	-
<b>Cash Position, end of period</b> (carry back to Schedule 13)	<b>Total</b>	\$	-

## DECLARATION

I, \_\_\_\_\_, have prepared the financial return and supporting schedules for  
(name of official representative)

the \_\_\_\_\_  
(name of registered district association)

for the financial period noted above in accordance with the *Political Process Financing Act* and the Guidelines issued by the Supervisor of Political Financing. To the best of my knowledge and belief, the information contained herein is true, complete, and accurate.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Official Representative



**SCHEDULE 5 OTHER INCOME** [paragraph 58(1)(n)]

Note: Include proceeds from 50/50 draws, sale of promotional items, collections at meetings, funds from Women's Associations, etc.

Date	Source	Nature of event	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
(Carry forward to Page 1) <b>TOTAL</b>			\$ _____ -

**SCHEDULE 6 TRANSFERS FROM PARTY, ASSOCIATIONS, AND CANDIDATE** [paragraph 58(1)(k)]

Note: Specify nature of transfer; e.g. contributions returned from Party, election expenses reimbursement, balance of election account, etc.

Date	Source	Nature of transfer	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
(Carry forward to Page 1) <b>TOTAL</b>			\$ _____ -

**SCHEDULE 7 INTEREST AND INVESTMENT INCOME** [paragraph 58(1)(n)]

Note: Report interest earned on bank and savings accounts, guaranteed investment certificates, and other investments.

Financial institution & acct. reference	Amount invested	Date invested	Redeemable value, beginning of period	Redeemable value, end of period	Amount, Gain/loss on investment
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
(Carry forward to Page 1) <b>TOTAL</b>					\$ _____ -

**SCHEDULE 8 LOANS** [paragraph 58(1)(l)]

Note: Include loans, lines of credit, and any other borrowings.

**Attach supporting schedules if more than one loan.**

Name and address of lender \_\_\_\_\_

Term or Demand Loan, Interest Rate, etc. \_\_\_\_\_

Name and address of guarantor(s) and amount of guarantee(s) \_\_\_\_\_

Loan(s) outstanding, beginning of period \_\_\_\_\_

Date	Nature of transaction	Proceeds	Payments
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
(Carry forward to Page 1) <b>TOTALS</b>		\$ _____ -	\$ _____ -

Loan(s) outstanding, end of period \_\_\_\_\_ \$ \_\_\_\_\_ -

**SCHEDULE 9 TRANSFERS TO PARTY, ASSOCIATIONS, AND CANDIDATE** [paragraph 58(1)(k)]

Note: Do not include remittances of monetary contributions due to Party (see Schedule 11).

Note: Include election expenses paid on behalf of official agent of candidate.

Date	Recipient	Nature of transfer	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
(Carry forward to Page 1) <b>TOTAL</b>			\$ _____ -





**SCHEDULE 12 CASH POSITION, BEGINNING OF PERIOD** [subsection 58(1)]

Note: Obtain amounts from prior period's financial return.

Account	Description	Amount
Operating Account, reconciled	_____	_____
Shares in financial institution	_____	_____
Savings Account	_____	_____
Investments & GICs	_____	_____
Petty Cash	_____	_____
(Carry forward to Page 1) TOTAL		<u>\$ -</u>

**SCHEDULE 13 CASH AND BANK RECONCILIATIONS, END OF PERIOD** [subsection 58(1)]

			Amount
<b>Operating Account balance</b>			
Balance per bank statement, end of period			_____
Add: Outstanding deposits (clearing bank in subsequent period)			
Date	Source		
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Sub-total</b>			<u>\$ -</u>
Subtract: Outstanding cheques (clearing bank in subsequent period)			
Cheque #	Date	Payee	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Sub-total</b>			<u>\$ -</u>
<b>Reconciled Total</b>			<u>\$ -</u>
<b>Shares in financial institution</b>			
Balance per bank statement, end of period			<b>Total</b> _____
<b>Savings Account balance</b>			
Balance per bank statement, end of period			<b>Total</b> _____
<b>Investments &amp; GICs (Guaranteed Investment Certificates)</b>			
Description		Amount	
_____		_____	
<b>Total</b>			<u>\$ -</u>
<b>Petty Cash</b>			
Held by		Amount	
_____		_____	
Held by		_____	
<b>Total</b>			<u>\$ -</u>
<b>Bank and cash on hand, end of period</b>			<b>Grand Total (A)</b> <u>\$ -</u>
Cash Position, end of period(from Page 1)			<b>(B)</b> <u>\$ -</u>
Difference			<b>(C)</b> <u>\$ -</u>
If (C) is not nil, please explain the difference.			
_____			
_____			

## QUESTIONNAIRE

### REQUIRED SCHEDULES

(Enter an "X" below)

For each question answered "YES", the associated Schedule must be completed.

	<u>Yes</u>	<u>Schedule</u>	<u>No</u>
1. Has the association received funds from the following sources during the period: Membership dues	<input type="checkbox"/>	1	<input type="checkbox"/>
Registration fees	<input type="checkbox"/>	2	<input type="checkbox"/>
Entrance fees	<input type="checkbox"/>	3A	<input type="checkbox"/>
Fundraising activities	<input type="checkbox"/>	3B	<input type="checkbox"/>
2. Did the association receive income from an Auction as a fundraising activity?	<input type="checkbox"/>	4	<input type="checkbox"/>
2.1 Were details regarding Goods & Services donated "in kind" to the Auction communicated to the party for issuance of receipts?	<input type="checkbox"/>	4	<input type="checkbox"/>
2.2 Were details regarding all successful bids communicated to the party for issuance of receipts?	<input type="checkbox"/>	4	<input type="checkbox"/>
3. Did the association receive other income during the period; e.g. proceeds from 50/50 draws, sale of promotional items, collections at meetings, funds from Women's Associations, etc.?	<input type="checkbox"/>	5	<input type="checkbox"/>
4. Did the association receive funds transferred FROM the Party, other district associations, or the official agent of a candidate during the period?	<input type="checkbox"/>	6	<input type="checkbox"/>
5. Did the association earn interest and other investment income during the period?	<input type="checkbox"/>	7	<input type="checkbox"/>
6. Has the association held, acquired, or repaid loans during the period?	<input type="checkbox"/>	8	<input type="checkbox"/>
7. Did the association transfer funds TO the Party, other district associations, or an official agent of a candidate during the period?	<input type="checkbox"/>	9	<input type="checkbox"/>
7.1 Did the association pay any election expenses on behalf of a candidate's official agent?	<input type="checkbox"/>	9	<input type="checkbox"/>
8. Did the association incur non-election expenditures during the period?	<input type="checkbox"/>	10	<input type="checkbox"/>
9. At any time during the period, did the association hold in its bank account monetary contributions due to be remitted to the Party for issuing official income tax receipts?	<input type="checkbox"/>	11	<input type="checkbox"/>
10. Did the association have accounts payable outstanding at the beginning or end of the period, including the contribution element from fundraising activities due to be remitted to the Party?	<input type="checkbox"/>	11.1	<input type="checkbox"/>
11. Did the association have accounts receivable outstanding at the beginning or end of the period, including funds advanced to the Party or another association?	<input type="checkbox"/>	11.2	<input type="checkbox"/>
12. Did the association hold cash or cash equivalents at the beginning of the period; e.g. operating and savings bank accounts, shares in a financial institution, investments, petty cash, etc.?	<input type="checkbox"/>	12	<input type="checkbox"/>
13. Did the association hold cash or cash equivalents at the end of the period; e.g. operating and savings bank accounts, shares in a financial institution, investments, petty cash, etc.?	<input type="checkbox"/>	13	<input type="checkbox"/>

### POSSIBLE CONTRAVENTIONS OF THE ACT

A "NO" answer to a question indicates a possible contravention of the *Political Process Financing Act*. Please refer to the section of the Act indicated with each question. Further assistance may be obtained from your Party or Elections New Brunswick.

(Enter an "X" below)

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. If the organization has received non-cash contributions, have these contributions been valued at fair market value and has the Party been advised of these contributions? [39(3)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. For each individual who has become surety or a guarantor for the association's liabilities, has the amount of each individual's guarantee been limited to \$6,000? [40]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have all contributions of money of more than \$100 been by way of cheque, credit or debit card, or other order of payment and have all such payments been made payable to the registered party or registered district association? [44(1) and (2)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have all contributions of money been deposited with a chartered bank, trust company or credit union, or forwarded to the official representative of the Party for deposit? [42, 45]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have interim receipts been issued for monetary contributions, and have all details been communicated to the Party so that official income tax receipts may be issued for all contributions? [46]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have all contributions made contrary to the Act been returned to the contributor (when their identity was known) or otherwise to the Supervisor of Political Financing? [47(1)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Have all anonymous contributions been returned to the contributor (if their identity was known) or otherwise to the Supervisor of Political Financing? [47(2)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Have non-election advertising expenditures of a political nature been limited to \$2,000? [50]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>