

IDENTIFICATION

For the reporting period from _____ to _____
Date Date

Number and name of registered district association _____ Official representative _____

Complete mailing address including postal code _____

Telephone (day) _____ Tel. (evening) _____ Mobile _____ Fax _____ E-mail address _____

Indicate location of books and records, if different from above _____

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

Please refer to *Instructions to Official Representative for Completing the Annual Financial Return for Registered District Association (P 04 913)* in order to properly complete this return.

(X)	Where applicable, submit the following required supporting documentation:
<input type="checkbox"/>	Bank statements with images of cancelled cheques or Party's financial report; Investment certificates
<input type="checkbox"/>	Detailed deposit slips
<input type="checkbox"/>	Loan agreements and statements
<input type="checkbox"/>	Invoices for advertising subject to the \$3,000 limit and a copy of each advertisement
<input type="checkbox"/>	Expenditure invoices greater than \$500 for all other expenditures
<input type="checkbox"/>	Contributions of property & services
<input type="checkbox"/>	Deemed contributions from unreimbursed personally-incurred expenditures

COMPLIANCE WITH THE POLITICAL PROCESS FINANCING ACT

A "No" answer to a question indicates a possible contravention of the *Political Process Financing Act* (PPFA). Please refer to the section of the *Provincial Political Financing Manual* (PPFM) indicated with each question. Further assistance may be obtained from your Party.

	(Enter an "X" below)		
	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. Have contributions of money, property and services been received from individuals only? [PPFM Section 2.8.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If the association has received contributions of property and services ("donations in kind"), have these contributions been valued at retail value? [PPFM Section 2.8.9]	<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 political party? [PPFM Section 2.8.11]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have all contributions of money been forwarded to and deposited by your registered political party? [PPFM Section 2.8.19.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have all details been communicated to the Party so that receipts may be issued for all contributions? [PPFM Section 2.8.19.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have all contributions made contrary to the PPFA, including anonymous contributions, been returned to the contributor (when their identity was known) or otherwise to the Supervisor of Political Financing? [PPFM Section 2.8.17]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Have advertising expenditures other than election expenses described in section 50 of the PPFA been limited to the \$3,000 annual advertising limit? [PPFM Section 2.9.5]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DECLARATION

I, _____, have prepared the return for
(Name of official representative)
 the _____
(Name of registered district association)

for the reporting period noted above and in accordance with the guidelines issued by the Supervisor of Political Financing and published in the *Provincial Political Financing Manual*. To the best of my knowledge and belief, the information contained herein is true, complete, and accurate.

_____ Date

_____ Signature

PUBLIC INSPECTION

Pursuant to section 14 of the *Political Process Financing Act*, this document is available for public inspection during the normal office hours of Elections New Brunswick. It may also be posted on the Internet at www.electionsnb.ca.

QUESTIONNAIRE

(Enter an "X" below)

Column Yes No N/A*

<p>1. Did the association have an operating bank account or funds on deposit with its political party?</p> <p>1.1 If yes, complete the Transaction Journal on page 3.</p> <p>1.2 If yes, complete Schedule 1, Bank / Funds on Deposit with Party, Reconciliation at End of Reporting Period, on page 4.</p> <p>1.3 If more than one operating bank account was used, complete a separate Transaction Journal and Reconciliation for the additional account.</p> <p>1.4 If there is a separate Women's or Youth Association bank account, complete a separate Transaction Journal and Reconciliation for the account.</p>	E			
<p>2. Did the association have a savings account, a Guaranteed Investment Certificate (GIC), or other investments?</p>	F			
<p>3. Did the association have accounts receivable outstanding at the beginning or end of the period?</p>	G			
<p>4. Did the association have fundraising or auction expenses from prior years due to be reimbursed by the Party?</p>	H			
<p>5. Did the association have loans receivable from the Party or another association at the beginning or end of the period?</p>	I			
<p>6. Did the association have accounts payable outstanding at the beginning or end of the period?</p>	J			
<p>7. Did the association hold, arrange, receive advances on, or make repayments on loans or other borrowings, including with the Party or another association, during the period?</p> <p>7.1 For each loan or other borrowing, complete Schedule 2, Loans / Other Borrowings, on page 4.</p>	K			
<p>8. An association must not deposit funds (contributions, membership dues, ticket sales, auction proceeds, and other revenue) in its local bank account; rather all funds must be deposited by the political party. Were any of these amounts owed to the Party at the beginning or end of the period?</p>	L			
<p>9. Did the association hold one or more fundraising or political activities?</p> <p>9.1 If yes, were details of the fundraising activities communicated to the Party for issuing receipts and for the sharing of profits between the Party and association?</p>	M - O			
<p>10. Did the association hold one or more auctions?</p> <p>10.1 If yes, were full details of the auctioned items communicated to the Party for issuing of receipts and for the sharing of proceeds between the Party and association; i.e. retail value of donated items, cost of purchased items, and amount of successful bids?</p>	P			
<p>11. Did the association receive other income during the period, such as interest from bank accounts and investments?</p>	Q			
<p>12. Were funds transferred from or to the Party or other associations during the period?</p>	R - T			
<p>13. Did the association incur any of the following expenditures other than election expenses during the period:</p> <p>13.1 Advertising expenditures described in subsection 50(1) of the PPFA, subject to the \$3,000 annual advertising limit?</p> <p>13.2 Advertising expenditures <u>not</u> described in subsection 50(1) of the PPFA or exempted by subsection 50(2) or (3) from the \$3,000 annual advertising limit?</p> <p>13.3 Reasonable expenditures, as determined by subsection 67(4) of the PPFA, for a nominating convention held during an election period?</p> <p>13.4 Other expenditures?</p>	U			
<p>14. Did the association transfer funds to or from an official agent of a candidate during the period?</p>	V			
<p>15. Did the association pay any election expenses on behalf of a candidate's official agent?</p>	W			
<p>16. Were contributions of property and services received:</p> <p>16.1 In relation to election expenses? (Details are not reported on this return but must be reported by the official agent on the Electoral Financial Return of a Candidate.)</p> <p>16.2 In relation to a fundraising activity or an auction? (Details are not reported on this return, but must be forwarded to the Party to properly process the event.)</p> <p>16.3 Not in relation to election expenses, a fundraising activity, or an auction? (Complete Schedule 3, Contributions of Property and Services, on page 5.)</p>	Z			
<p>17. Were personally-incurred expenditures not reimbursed and thus deemed to be contributions of money? (Complete Schedule 4, Deemed Contributions of Money, on page 5.)</p>	SCHEDULE			
<p>18. Did the association provide any advertising material that was used in previous election campaigns?</p> <p>18.1 If yes, were the materials valued at current retail price?</p>	3			
<p>18.1 If yes, were the materials valued at current retail price?</p>	4			
<p>18.1 If yes, were the materials valued at current retail price?</p>	4			

* N/A = Not applicable

	A	B	C	D	E	F	G	H	I	J	K	L	
1	TRANSACTION JOURNAL												
2	Number and name of registered district association: _____												
3													
4													
5	The journal is in balance.				Bank / Funds on deposit with Party	Assets				Liabilities			
6					<i>Deposits (+)</i>	<i>Purchased (+)</i>	<i>Owing (+)</i>	<i>Expenses (+)</i>	<i>Owing (+)</i>	<i>Owed (+)</i>	<i>Proceeds (+)</i>	<i>Collected (+)</i>	
7	<i>Date (required)</i>	<i>Ref (required)</i>	<i>Source / Supplier (required)</i>	<i>Description (required)</i>	<i>Withdrawals (-)</i>	<i>Redeemed (-)</i>	<i>Collected (-)</i>	<i>Reimbursement by Party (-)</i>	<i>Collected (-)</i>	<i>Paid (-)</i>	<i>Payments (-)</i>	<i>Remitted (-)</i>	
8			Prior year's annual or joint financial return	Reconciled year-end balances									
9			Prior year's electoral financial return	Reconciled year-end balances									
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29													
30	Totals				-	-	-	-	-	-	-	-	

	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1															
2															
3															
4	Fundraising activities				Revenue	Transfers between Party & Associations			Expenditures other than election expenses				Election-related		
5	Fundraising activity A	Fundraising activity B	Fundraising activity C	Auctions	Other income	Transfers from Party	Transfers to Party	Transfers with other Associations	Advertising subject to \$3,000 annual limit	Advertising <u>not</u> subject to \$3,000 annual limit	Nomination convention	Other expenditures	Transfers to or from official agent	Election expenses paid on behalf of official agent	Control total
6	Expenses (+)	Expenses (+)	Expenses (+)	Expenses (+)	Revenue (+)	Transfer In (+)	Transfer Out (+)	From (+)	Invoices (+)	Invoices (+)	Invoices (+)	Invoices (+)	To(+)	Invoices (+)	0 = in balance
7	Reimbursement by Party (-)	Reimbursement by Party (-)	Reimbursement by Party (-)	Reimbursement by Party (-)	Returned (-)	Adjustment (-)	Adjustment (-)	To (-)	Credit notes (-)	Credit notes (-)	Credit notes (-)	Credit notes (-)	From (-)	Credit notes (-)	
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**SCHEDULE 1 BANK / FUNDS ON DEPOSIT WITH PARTY,
RECONCILIATION AT END OF REPORTING PERIOD**

Financial institution / Political party: _____

Account number: _____

	Date	Amount
Balance per statement or report, end of reporting period		\$ -

Add: Outstanding deposits (clearing bank subsequent to reporting period)

Date	Source		Amount
		\$ -	
			\$ -

Subtract: Outstanding cheques (clearing bank subsequent to reporting period)

Date	Cheque no.	Payee		Amount
			\$ -	
				\$ -

Reconciled balance of Bank / Funds on deposit with Party, end of reporting period \$ -

Balance of Bank / Funds on deposit with Party (from Transaction Journal, Column E) \$ -

Difference (must be nil) \$ -

SCHEDULE 2 LOANS / OTHER BORROWINGS

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

Copy and paste schedule on a separate page if more than one loan existed.

Name and address of lender _____

Date loan arranged _____

Description (term or demand loan, interest rate, etc.) _____

Name and address of surety or guarantor and amount of guarantee (repeat if more than one) _____

If the right to recover the loan was waived, or if payments on the loan were made by a surety or guarantor or other individual, provide or attach details _____

