

**Financial Return of Official Representative of
Registered Independent Candidate**
(Political Process Financing Act, S.N.B. 1978, c. P-9.3, s. 62)



P 04 917
(2022-04-04)

IDENTIFICATION

For the reporting period from _____ to _____
Date Date

Number and name of electoral district _____ Name of registered independent candidate _____

Name and mailing address of official representative _____

Telephone (day) _____ Tel. (evening) _____ Tel. (mobile) _____ 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:

(X)	Submit the following required supporting documentation:
<input type="checkbox"/>	Bank statements with images of cancelled cheques & investment certificates
<input type="checkbox"/>	Detailed deposit slips with donors' names
<input type="checkbox"/>	Loan agreements and statements
<input type="checkbox"/>	Invoices for pre-writ advertising 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

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 Elections New Brunswick.

(Enter an "X" below)
Yes No N/A

1. Were contributions of money, property and services received from individuals only? [PPFM Section 2.8.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the total value of all contributions made (money, property and services) and financing provided (including guarantees) by any individual been limited to \$3,000 for the calendar year? [PPFM Section 2.8.7]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If contributions of property and services ("donations in kind") were received, were these contributions valued at retail value? [PPFM Section 2.8.9]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Were all contributions of money of more than \$100 made by cheque, credit or debit card, or other order of payment and were all such payments made payable to the registered independent candidate? [PPFM Section 2.8.11]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Were all contributions of money deposited with a chartered bank, trust company or credit union? [PPFM Section 2.8.11]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Were receipts received from the Supervisor of Political Financing and issued for all contributions and signed by the official representative? [PPFM Section 2.8.19]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Were all contributions made contrary to the PPFA, including anonymous contributions, returned to the contributors (when their identities were known) or otherwise to the Supervisor of Political Financing? [PPFM Section 2.8.17]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. 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"/>
9. Have signs used in previous election campaigns provided to the official agent been assigned a value equal to the current retail value of similar new signs? [PPFM Section 3.3.3.4]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DECLARATION

I, _____, have prepared the financial return for candidate
Name of official representative

Name of registered independent candidate

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)

		<u>Column</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. Was an operating bank account used?	E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1 If yes, complete the Transaction Journal on Page 3.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 If yes, complete Schedule 1, Bank Reconciliation, End of Reporting Period, on Page 4.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Was a savings account used, or a Guaranteed Investment Certificate (GIC) or other investments, held during the period?	F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Were accounts receivable outstanding at the beginning or end of the period?	G	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Were accounts payable outstanding at the beginning or end of the period?	H	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Were loans or other borrowings held during the period?	I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1 For each loan or other borrowing, complete Schedule 2, Loans / Other Borrowings, on page 4.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Were contributions of money, property, or services received?	J, K	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1 If yes, complete Schedule 3, Contributions Totalling \$100 or less per Individual.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2 If yes, complete Schedule 4, Contributions Totalling more than \$100 per Individual.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3 If yes, complete Schedule 5, Reconciliation of Receipts.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Was other income received during the period; e.g. interest on investments, etc.?	L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Were expenditures other than election expenses incurred during the period:					
8.1 Advertising expenditures described in subsection 50(1) of the PPFA, subject to the \$3,000 annual advertising limit?	M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2 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?	N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3 Other expenditures?	O	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Were funds transferred to or from the official agent of the candidate during the period?	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Were any election expenses paid on behalf of the official agent of the candidate ?	Q	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

N/A = Not applicable

	A	B	C	D	E	F	G	H	I
1	TRANSACTION JOURNAL								
2	Number and name of electoral district: _____								
3	Name of registered independent candidate: _____								
4									
5									
6	The journal is in balance.					Assets		Liabilities	
7					Bank	GIC / Savings	Accounts receivable	Accounts payable	Loans / Other borrowings
8	Date (required)	Ref (required)	Source / Supplier (required)	Description (required)	Deposits (+) Withdrawals (-)	Purchased (+) Redeemed (-)	Owing (+) Collected (-)	Owed (+) Paid (-)	Proceeds (+) Payments (-)
9			Prior year's return	Reconciled year-end balances					
10									
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31									

	J	K	L	M	N	O	P	Q	R
1									
2									
3									
4									
5	Revenue			Expenditures other than election expenses			Electoral transactions		
6	Contributions of money	Contributions of property and services	Other income	Advertising subject to \$3,000 annual limit	Advertising <u>not</u> subject to \$3,000 annual limit	Other expenditures	Transfers with official agent	Election expenses paid on behalf of official agent	Control total
7	<i>Collected (+)</i>	<i>Received (+)</i>	<i>Revenue (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>To (+)</i>	<i>Invoices (+)</i>	<i>0 = in balance</i>
8	<i>Returned (-)</i>		<i>Returned (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>From (-)</i>	<i>Credit notes (-)</i>	
9									
10									-
11									-
12									-
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31									-

	A	B	C	D	E	F	G	H	I	
5						Assets		Liabilities		
6	The journal is in balance.				Bank	GIC / Savings	Accounts receivable	Accounts payable	Loans / Other borrowings	
7					<i>Deposits (+)</i>	<i>Purchased (+)</i>	<i>Owing (+)</i>	<i>Owed (+)</i>	<i>Proceeds (+)</i>	
8	<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>Paid (-)</i>	<i>Payments (-)</i>	
32										
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53										
54										
55										
56										
57					Totals	-	-	-	-	-

	J	K	L	M	N	O	P	Q	R
5	Revenue			Expenditures other than election expenses			Electoral transactions		
6	Contributions of money	Contributions of property and services	Other income	Advertising subject to \$3,000 annual limit	Advertising <u>not</u> subject to \$3,000 annual limit	Other expenditures	Transfers with official agent	Election expenses paid on behalf of official agent	Control total
7	<i>Collected (+)</i>	<i>Received (+)</i>	<i>Revenue (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>To (+)</i>	<i>Invoices (+)</i>	<i>0 = in balance</i>
8	<i>Returned (-)</i>		<i>Returned (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>From (-)</i>	<i>Credit notes (-)</i>	
32									-
33									-
34									-
35									-
36									-
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SCHEDULE 1 BANK RECONCILIATION, END OF REPORTING PERIOD

Financial institution: _____

Account number: _____

	Date	Amount
Balance per statement, 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 bank balance, end of reporting period \$ -

Bank balance (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 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 _____

SCHEDULE 3 CONTRIBUTIONS TOTALLING \$100 OR LESS PER INDIVIDUAL

Pursuant to subsection 63(2) of the PPFA, this information will not be made available for public inspection.

	Receipt count	Total money	Property & services
(Carry count to Schedule 5)	0	\$ -	\$ -

SCHEDULE 4 CONTRIBUTIONS TOTALLING MORE THAN \$100 PER INDIVIDUAL

Individual (last name, first name) <i>(Sort alphabetically)</i>	Full address <i>(Use two lines, if necessary)</i>	Year of contribution	Receipt number	Amount of money	Property & services	
				\$ -	\$ -	
Receipt count, Total amounts (Carry count to Schedule 5)				-	\$ -	\$ -

Reconciliation		
Contributions of money (column J on Transaction Journal)	\$	-
Contributions of property and services (column K on Transaction Journal)		\$ -
Deemed contributions of money from unreimbursed personally-incurred expenses reported by the official agent (P 04 901, column H)	\$	-
Contributions of property and services reported by the official agent (P 04 901, column G)		\$ -
Sub-total	\$	-
As reported on Schedule 3	\$	-
As reported on Schedule 4	\$	-
Sub-total	\$	-
Difference (must be nil)	\$	-

SCHEDULE 5

RECONCILIATION OF RECEIPTS

PPFA, para. 14(c)(i)

1. For each receipt:
- a. Enter the receipt number.
 - b. Enter an "x" in one of the "Available" columns.
 - c. If used during the period, enter an "x" in one of the "Used" columns.
 - d. If not used during the period, enter an "x" in the "End" column.
2. Ensure that all "Difference" calculations are nil. Be careful not to overwrite the formulas in the "Count" and "Difference" cells.

Receipt number	Available		Used					End
	On hand, beginning of period	Received from Supervisor	Schedule 3: Individuals \$100 or less	Schedule 4: Individuals > \$100	Replaced	Cancelled or Voided	Missing	On hand, end of period
Count 0	0	0	0	0	0	0	0	0
As reported on Schedule 3, 4	Available	0	Total used				0	Ending
Difference (must be nil)			0	0	Difference (must be nil)		0	0
			0	0				0