

**Joint Financial Return of Official Representative and Official Agent of
Registered Independent Candidate**
(Political Process Financing Act, S.N.B. 1978, c. P-9.3, sections 62 and 81)



P 04 921
(2022-07-13)

OFFICIAL REPRESENTATIVE 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, including election expenses
<input type="checkbox"/>	Contributions of property & services
<input type="checkbox"/>	Deemed contributions from unreimbursed personally-incurred expenditures of a candidate or any other person
<input type="checkbox"/>	Proof of current retail value of advertising material used in previous election campaigns

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"/>

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)

Column Yes No N/A

1.	Was an operating bank account used?	E	<table border="1" style="width: 100%; height: 15px;"><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>			
1.1	If yes, complete the Transaction Journal on Page 3.		<table border="1" style="width: 100%; height: 15px;"><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>			
1.2	If yes, complete Schedule 1, Bank Reconciliation, End of Reporting Period, on Page 4.		<table border="1" style="width: 100%; height: 15px;"><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>			
2.	Was a savings account used, or a Guaranteed Investment Certificate (GIC) or other investments held, during the period?	F	<table border="1" style="width: 100%; height: 15px;"><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>			
3.	Were accounts receivable outstanding at the beginning or end of the period?	G	<table border="1" style="width: 100%; height: 15px;"><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>			
4.	Were accounts payable outstanding at the beginning or end of the period?	H	<table border="1" style="width: 100%; height: 15px;"><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>			
5.	Were loans or other borrowings held during the period?	I	<table border="1" style="width: 100%; height: 15px;"><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>			
5.1	For each loan or other borrowing, complete Schedule 2, Loans / Other Borrowings, on page 4.		<table border="1" style="width: 100%; height: 15px;"><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>			
6.	Was other income received during the period; e.g. interest on investments, etc.?	J	<table border="1" style="width: 100%; height: 15px;"><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>			
7.	Were contributions of money; personally-incurred expenses of a candidate or any other person not reimbursed and thus deemed to be contributions of money; election-related contributions of property and services; and non-election contributions of property and services received?	K-N	<table border="1" style="width: 100%; height: 15px;"><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>			
7.1	If yes, complete Schedule 3, Contributions Totalling \$100 or less per Individual.		<table border="1" style="width: 100%; height: 15px;"><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>			
7.2	If yes, complete Schedule 4, Contributions Totalling more than \$100 per Individual.		<table border="1" style="width: 100%; height: 15px;"><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>			
7.3	If yes, complete Schedule 5, Reconciliation of Receipts.		<table border="1" style="width: 100%; height: 15px;"><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>			
8.	Was any advertising material used in previous election campaigns provided to the official agent of the candidate?	O	<table border="1" style="width: 100%; height: 15px;"><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>			
8.1	If yes, was the material valued at the current retail value?		<table border="1" style="width: 100%; height: 15px;"><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>			
9.	Were expenditures other than election expenses incurred during the period:					
9.1	Advertising expenditures described in subsection 50(1) of the PPFA, subject to the \$3,000 annual advertising limit?	P	<table border="1" style="width: 100%; height: 15px;"><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>			
9.2	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?	Q	<table border="1" style="width: 100%; height: 15px;"><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>			
9.3	Other expenditures?	R	<table border="1" style="width: 100%; height: 15px;"><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>			
10.	Were election expenses incurred?	S - AA	<table border="1" style="width: 100%; height: 15px;"><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>			

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	<i>Date (required)</i>	<i>Ref (required)</i>	<i>Source / Supplier (required)</i>	<i>Description (required)</i>	<i>Deposits (+)</i>	<i>Purchased (+)</i>	<i>Owing (+)</i>	<i>Owed (+)</i>	<i>Proceeds (+)</i>	
9			Prior year's return	Reconciled year-end balances	<i>Withdrawals (-)</i>	<i>Redeemed (-)</i>	<i>Collected (-)</i>	<i>Paid (-)</i>	<i>Payments (-)</i>	
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	J	K	L	M	N	O	P	Q	R
1									
2									
3									
4									
5	Revenue					Expenditures other than election expenses			
6	Other income	Contributions of money	Deemed contributions of money from unreimbursed personally-incurred expenses	Electoral contributions of property and services	Non-electoral contributions of property and services	Advertising material used in previous election campaigns	Advertising subject to \$3,000 annual limit	Advertising <u>not</u> subject to \$3,000 annual limit	Other expenditures
7	<i>Revenue (+)</i>	<i>Collected (+)</i>	<i>Received (+)</i>	<i>Received (+)</i>	<i>Received (+)</i>	<i>Current retail price (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>
8	<i>Returned (-)</i>	<i>Returned (-)</i>					<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>
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	S	T	U	V	W	X	Y	Z	AA	AB
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2										
3										
4										
5	Election expenses									
6	Advertising	Office and administration	Transportation, lodging, and food	Rallies and meetings (other than nominating convention)	Research, polling, and voter contact	Salaries, wages, and honoraria	Election Day expenses	Excessive nominating convention expenses	Other election expenses	Control total
7	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>0 = in balance</i>
8	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	
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	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>	
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56					Totals	-	-	-	-	-

	J	K	L	M	N	O	P	Q	R
5	Revenue					Expenditures other than election expenses			
6	Other income	Contributions of money	Deemed contributions of money from unreimbursed personally-incurred expenses	Electoral contributions of property and services	Non-electoral contributions of property and services	Advertising material used in previous election campaigns	Advertising subject to \$3,000 annual limit	Advertising <u>not</u> subject to \$3,000 annual limit	Other expenditures
7	<i>Revenue (+)</i>	<i>Collected (+)</i>	<i>Received (+)</i>	<i>Received (+)</i>	<i>Received (+)</i>	<i>Current retail price (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>
8	<i>Returned (-)</i>	<i>Returned (-)</i>					<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>
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	S	T	U	V	W	X	Y	Z	AA	AB
5	Election expenses									
6	Advertising	Office and administration	Transportation, lodging, and food	Rallies and meetings (other than nominating convention)	Research, polling, and voter contact	Salaries, wages, and honoraria	Election Day expenses	Excessive nominating convention expenses	Other election expenses	Control total
7	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>0 = in balance</i>
8	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	
31										-
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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)	<u>0</u>	<u>\$ -</u>	<u>\$ -</u>

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)				<u>-</u>	<u>\$ -</u>	<u>\$ -</u>

Reconciliation			
Contributions of money (column K on Transaction Journal)		\$ -	
Deemed contributions of money from unreimbursed personally-incurred expenses (column L on Transaction Journal)		\$ -	
Electoral contributions of property and services (column M on Transaction Journal)			\$ -
Non-electoral contributions of property and services (column N on Transaction Journal)			\$ -
Sub-total		<u>\$ -</u>	<u>\$ -</u>
As reported on Schedule 3		\$ -	\$ -
As reported on Schedule 4		\$ -	\$ -
Sub-total		<u>\$ -</u>	<u>\$ -</u>
Difference (must be nil)		<u>\$ -</u>	<u>\$ -</u>

SCHEDULE 5

RECONCILIATION OF RECEIPTS

PPFA, para. 14(c)(i)

1. For each receipt:
- Enter the receipt number.
 - Enter an "x" in one of the "Available" columns.
 - If used during the period, enter an "x" in one of the "Used" columns.
 - 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.

	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	
	Available	0					Total used	0	Ending
			0	0	0	0	Difference (must be nil)		
			0	0			0		

Joint Financial Return of Official Representative and Official Agent of Registered Independent Candidate

(Political Process Financing Act, S.N.B. 1978, c. P-9.3, sections 62 and 81)

OFFICIAL AGENT IDENTIFICATION

For the election period from _____ to _____ (X)
Date of writ Date of return of writ

 General election
By-election

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 agent

Telephone (day) Telephone (evening) Telephone (mobile) E-mail address

DECLARATION

I, _____, have submitted the Summary Statement of Election Expenses for candidate
Name of official agent

_____ for the reporting period noted above and in accordance with the
Name of registered independent candidate

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.

Signature of official agent

SWORN TO at _____ in the County of _____
Community County

and the Province of New Brunswick this _____ day of _____, A.D. _____
Day Month Year

BEFORE ME _____ My Commission expires _____
Commissioner of Oaths or Notary Public Date

SUMMARY STATEMENT OF ELECTION EXPENSES

If the return is being completed electronically, only the shaded fields below need to be entered. All other amounts will be carried forward from the Transaction Journal and from the schedule below.

	Amount
Advertising	\$ -
Office and administration	\$ -
Transportation, lodging, and food	\$ -
Rallies and meetings (other than nominating convention)	\$ -
Research, polling, and voter contact	\$ -
Salaries, wages, and honoraria	\$ -
Election day expenses	\$ -
Excessive nominating convention expenses	\$ -
Other election expenses	\$ -
Total election expenses	(A) \$ -
Claims for election expenses contested by official agent (from schedule below)	(B) \$ -
Election expenses limit (as calculated by Elections New Brunswick) *	(C) \$ -

Reimbursement of election expenses

If the candidate is declared elected or has obtained 15% or more of the valid votes cast in the electoral district, a reimbursement of election expenses will be paid by Elections New Brunswick.

Candidate's percentage of valid votes cast in the electoral district (as calculated by Elections New Brunswick) * **(D)**

	Amount
Eligible election expenses:	
Total election expenses (amount (A) above)	\$ -
Less: Electoral contributions of property and services (from Transaction Journal, column M)	\$ -
Less: Advertising material used in previous election campaigns (from Transaction Journal, column O)	\$ -
	(E) \$ -
Maximum reimbursement amount (as calculated by Elections New Brunswick) *	(F) \$ <input style="width: 100px;" type="text"/>
Reimbursement of election expenses (lesser of (E) and (F))	(G) \$ -

* <http://www.electionsnb.ca/content/dam/enb/pdf/finance/2022-06-20-ElectionExpensesLimits-Limitesdesdepenseslectorales-2020-06-20.pdf>

CLAIMS FOR ELECTION EXPENSES CONTESTED BY OFFICIAL AGENT

Every person to whom an amount is due for election expenses shall present his claim to the official agent not later than 45 days following polling day. Otherwise, such person shall forfeit the right to recover the claim [*Political Process Financing Act*, s. 76(1)].

Where an official agent contests or fails to pay any claim for election expenses allegedly incurred by the official agent or by a person authorized by him or her, the claim shall be deemed to be a contested claim. The claimant may bring an action in any court of competent jurisdiction to recover the claim [s. 91(1)]. Claims for election expenses contested by the official agent shall be reported below [s. 81(1)].

The particulars of any subsequent payment, including a payment in consequence of a judgment of any court, on any claim for election expenses allegedly incurred by an official agent or a person authorized by him or her and previously listed as contested shall be disclosed forthwith to the Supervisor of Political Financing [s. 84]. Such communication would occur subsequent to filing this return.

Date	Supplier	Nature of expense	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			\$ -

