

Electoral Financial Return for Candidate
 (Political Process Financing Act, S.N.B. 1978, c. P-9.3, s. 81)



P 04 901
(2014-06-20)

IDENTIFICATION

For the election period from _____ to _____
Date of Writ Date of Ordinary Poll

General election
 By-election

For the reporting period from _____ to _____
Date Date

Electoral District (Number and name) _____ Party / Independent _____ Candidate (Name) _____

Official Agent (Name and mailing address) _____

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

Location of books and records, if different from above _____

Financial institution (Name, mailing address, and electoral account number) _____

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

(X)

The following documents must be submitted with this return:

- Bank statements
- Deposit slips
- Proof of contributions of goods & services
- Loan agreements, if any
- Expenditure invoices greater than \$100

SUMMARY OF FINANCIAL ACTIVITY

Schedule

Sources of cash

1	Transfers from Association and Party	\$ -
2	Contributions of property and services	\$ -
3	Other income	\$ -
4	Proceeds from loan or line-of-credit	\$ -
5	Deposits of monetary contributions due to Association	\$ -
6	Accounts payable, end of reporting period	\$ -
	Sub-total	\$ -

Uses of cash

4	Payments on loan or line-of-credit	\$ -
5	Remittance of monetary contributions to Association	\$ -
7	Election expenses	\$ -
8	Non-election expenditures	\$ -
9	Transfers to Association and Party	\$ -
	Sub-total	\$ -

Cash increase (decrease) for the reporting period

10	Cash position, beginning of reporting period	\$ -
12	Cash position, end of reporting period (carry to Schedule 12)	Total \$ -

DECLARATION

I, _____, have prepared this electoral financial return for
Name of official agent

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

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 Date

SCHEDULE 7.3 TRANSPORTATION, LODGING, AND FOOD

Include expenses for which individuals, including the candidate, are reimbursed. A candidate's unreimbursed expenses for transportation, lodging, and food are not election expenses. A candidate's unreimbursed other personal expenses are reported on Schedule 7.7.

Chq	Individual travelling and Supplier	Nature of expense	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
(Carry forward to Schedule 7) TOTAL			\$ -

SCHEDULE 7.4 RALLIES AND MEETINGS (Other than Nominating Convention)

Chq	Supplier	Nature of expense	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
(Carry forward to Schedule 7) TOTAL			\$ -

SCHEDULE 7.5 SALARIES, WAGES, AND HONORARIA

Include payments to individuals serving as campaign chairperson, office workers, etc. Report payments to poll workers on Schedule 7.6, Election Day Expenses.

Chq	Name and title of individual	Nature of expense	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
(Carry forward to Schedule 7) TOTAL			\$ -

SCHEDULE 7.6 ELECTION DAY EXPENSES

If a poll captain is provided with funds to operate their poll, attach an itemized statement of election day expenses signed by the poll captain; e.g. payments to poll workers, drivers and transportation, meals, etc.

Do not include expenditures related to celebrations held after the close of polls. Such expenditures are reported on Schedule 8, Non-Election Expenditures.

Chq	Name of individual or supplier	Nature of expense	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
(Carry forward to Schedule 7) TOTAL			\$ -

SCHEDULE 7.7 UNREIMBURSED PERSONAL EXPENSES OF CANDIDATE

A candidate may incur his or her own personal expenses which constitute election expenses up to a total of \$2000 during the election period; e.g. clothing, child care [subsection 71(1)]. If the candidate is reimbursed for these personal expenses, report them on the appropriate election expense schedule. If the candidate is not reimbursed, report them below. (Note that expenses for transportation, lodging, and meals are addressed on Schedule 7.3.)

The candidate is also deemed to have made a contribution equal in value to the amount of the expenses reported below. This contribution is reported on Schedule 2.

Supplier	Nature of expense	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
(Carry forward to Schedules 2 and 7) TOTAL		\$ -

SCHEDULE 7.8 EXCESSIVE NOMINATING CONVENTION EXPENSES

Reasonable costs incurred in relation to holding a convention for the selection of a candidate for an electoral district during an election period are considered non-election expenditures. If paid by the official agent of a candidate, these expenditures should be reported on Schedule 8. Reasonable expenses include: the cost of renting a hall for the convention; the cost of advertising the date, place, time, programme and organizers of the convention; the cost of the convening of delegates to the convention; the cost of providing refreshments and entertainment for those attending the convention; the expenses of up to \$1000 of the candidate selected at the convention; and the reasonable expenses of all other candidates at the convention [subsection 67(4)].

All other costs of a nominating convention held during the election period are considered excessive and are deemed to be election expenses of the candidate selected. Such expenses shall be deemed to have been incurred by the official agent of the candidate. Report such excessive nominating convention expenses below.

Chq	Name and address of supplier	Nature of expense	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
(Carry forward to Schedule 7) TOTAL			\$ -

SCHEDULE 7.9 OTHER ELECTION EXPENSES

Report other election expenses below; e.g. interest and bank charges during the election period. Non-election expenditures should be reported on Schedule 8.

Chq	Supplier	Nature of expense	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
(Carry forward to Schedule 7) TOTAL			\$ -

SCHEDULE 7.10

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 more than 45 days following polling day. Otherwise, such person shall forfeit the right to recover the claim [subsection 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, 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 [subsection 91(1)]. Claims for election expenses contested by the official agent should be reported below [subsection 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 and previously listed as contested shall be disclosed forthwith to the Supervisor [section 84]. Such communication would occur subsequent to filing this Return.)

Date	Supplier	Nature of expense	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
(Carry forward to Schedule 7) TOTAL			\$ _____ -

SCHEDULE 8 NON-ELECTION EXPENDITURES

The following items are considered non-election expenditures:

- Advertising expenses incurred due to vandalism, theft, or destruction and exempted by the Supervisor;
- Candidate's nomination deposit [paragraph 67(2)(e)];
- Post-election celebrations;
- Interest on loans outside the election period;
- Bank service charges outside the election period;
- Reasonable costs of nominating conventions (excessive costs on Schedule 7.8) [subsection 67(4)]; and
- Other post-election expenditures.

Chq	Supplier	Nature of expense	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
(Carry forward to Page 1) TOTAL			\$ _____ -

SCHEDULE 9 TRANSFERS TO ASSOCIATION AND PARTY

Include transfers of funds to official representative of Association or Party; e.g. upon closing the election bank account during the financial reporting period. (Remittances of Monetary Contributions due to Association should be reported on Schedule 5.)

Chq	Date	Recipient	Nature of transfer	Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
(Carry forward to Page 1) TOTAL				\$ _____ -

SCHEDULE 10 CASH POSITION, BEGINNING OF REPORTING PERIOD

Most official agents would have opened their electoral bank account at the beginning of the financial reporting period with a nil balance. Petty cash would normally be nil, too. In rare cases, an electoral account may have remained open from a previous election. If so, enter the balances as of January 1.

Account	Description and date account opened	Amount
Operating Account	_____	\$ -
Shares in financial institution	_____	\$ -
Petty Cash	_____	\$ -
(Carry forward to Page 1) TOTAL		\$ -

SCHEDULE 11 PETTY CASH

Only report the setting up and closing of petty cash funds. Cheques to replenish petty cash funds are reported on the applicable expense schedules. Replenish a petty cash fund immediately before closing it.

		Amount
Petty cash, beginning of reporting period	(Carry from Schedule 10 above) (A)	\$ -
Date established	Person responsible	Chq
_____	_____	_____
_____	_____	_____
Sub-total (B)		\$ -
Date closed	Person responsible	
_____	_____	_____
_____	_____	_____
Sub-total (C)		\$ -
Petty Cash, end of reporting period (carry to Schedule 12)	(A) + (B) - (C) = (D)	\$ -

SCHEDULE 12 CASH AND BANK RECONCILIATION, END OF REPORTING PERIOD

		Amount
(A) Electoral Bank Account		
Balance per bank statement, end of reporting period	Date of bank statement _____	_____
Add: Outstanding deposits (clearing bank in subsequent period)		
Date	Source	
_____	_____	_____
_____	_____	_____
_____	_____	_____
Sub-total		\$ -
Subtract: Outstanding cheques (clearing bank in subsequent period)		
Cheque No.	Date	Payee
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Sub-total		\$ -
Reconciled Bank Balance		(A) \$ -
(B) Shares in financial institution	(Enter from bank statement)	(B) _____
(C) Petty cash	(Carry from Schedule 11)	(C) \$ -
(D) Bank and petty cash, end of reporting period	(A) + (B) + (C) = (D)	\$ -
(E) Cash position, end of reporting period	(Carry from Page 1)	(E) \$ -
(F) Difference	(D) - (E) = (F)	\$ -

If the difference is not nil, please explain the difference.
