

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

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



**P 04 921**  
(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) Candidate (Name)

Official Representative and 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, address, electoral account number, and name of account holder)

**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	Monetary contributions	\$	-
2	Contributions of property and services	\$	-
3	Other income	\$	-
4	Advances from loan or line-of-credit	\$	-
6	Accounts payable, end of reporting period	\$	-

**Sub-total** \$ -

**Uses of cash**

4	Payments on loan or line-of-credit	\$	-
7	Election expenses	\$	-
8	Non-election expenditures	\$	-
9	Transfer of Assets	\$	-

**Sub-total** \$ -

**Cash increase (decrease) for the reporting period**

**Sub-total** \$ -

10 **Cash position, beginning of reporting period** \$ -

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

**DECLARATION**

I, \_\_\_\_\_, have prepared this joint financial return for  
Name of official representative and official agent

\_\_\_\_\_ for the reporting period noted above and in accordance with the  
Name of registered independent 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 representative and 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 2 CONTRIBUTIONS OF PROPERTY AND SERVICES**

*PPFA, paragraph 58(1)(b)*

Goods and services donated "in kind" to the election campaign must be included in the election expenses of the candidate on Schedule 7.

Donations "in kind" must also be reported as a "contribution of property and services" on this schedule. There are specific exemptions provided under paragraphs 2(1)(a) and (g) of the *Political Process Financing Act*. As provided in subsection 39(3), they must be valued at retail, or fair market, value.

Any person who accepts for election expenses a price less than his regular price for similar work, merchandise or services outside the election period is deemed to have made a contribution equal in value to the difference between his regular price and the price accepted [subsection 72(2)]. This contribution must be reported below.

Personal expenses of the candidate that are not reimbursed by the official agent are deemed to be contributions of property and services [subsection 71(2.2)]. (This requirement does not apply to expenses of the candidate for lodging, food, and transportation.)

You must issue official receipts for income-tax purposes for contributions of property and services.

Name and address of contributor <u>Candidate</u>	Schedule / Nature of Contribution <u>7.7 Unreimbursed personal expenses</u>	Receipt No.	Amount <u>\$</u>
			-
<b>TOTAL</b> (Report on Page 1)			<u>\$</u> -

**SCHEDULE 3 OTHER INCOME**

*PPFA, paragraph 58(1)(n)*

Examples: the current retail value of signs used in previous elections, where the official representative of the registered district association has not been reimbursed for the value of the signs; bank interest earned, etc.

Date	Source	Nature of income	Amount
<b>TOTAL</b> (Report on Page 1)			<u>\$</u> -

**SCHEDULE 4 LOAN OR LINE-OF-CREDIT**

*PPFA, paragraph 58(1)(l)*

Loans, lines-of-credit, and other forms of campaign financing may be arranged by the official representative/official agent of the registered independent candidate [Guidelines, paragraph 5.36]. Also, financing is sometimes provided personally by the candidate, the candidate's spouse, or other individuals; e.g. personal lines-of-credit. Note that any loan must bear interest at a current rate of interest; otherwise, the loan is deemed to be a contribution [PPFA, paragraph 2(1)(c)].

Attach a separate schedule if more than one loan is being reported.

**Loan or line-of-credit**

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

Terms: Term or Demand Loan, Interest Rate, etc.

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

Loan amount outstanding, beginning of reporting period \$ \_\_\_\_\_ -

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

Loan outstanding, end of reporting period \$ \_\_\_\_\_ -

**SCHEDULE 5 RECONCILIATION OF OFFICIAL RECEIPTS**

	Count	Receipts numbered	
		From	To
RECEIPTS ON HAND, BEGINNING	-	_____	_____
RECEIVED FROM SUPERVISOR	-	_____	_____
RECEIPTS ISSUED	-	_____	_____
RECEIPTS CANCELLED	-	_____	_____
RECEIPTS ON HAND, ENDING	-	_____	_____

\* Attach white and beige copies of all cancelled receipts.

**SCHEDULE 6 ACCOUNTS PAYABLE, END OF REPORTING PERIOD**

List accounts unpaid as of the reporting date, along with the corresponding number(s) of the schedule(s) where the expense is reported.

Date	Supplier	Schedule(s)	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
(Carry forward to page 1) <b>TOTAL</b>			<b>\$ -</b>

**SCHEDULE 7 SUMMARY STATEMENT OF ELECTION EXPENSES**

*PPFA, subsection 81(1)*

Amount

<b>7.1</b>	Election Advertising	\$ -
<b>7.2</b>	Office and Administration	\$ -
<b>7.3</b>	Transportation, Lodging, and Food	\$ -
<b>7.4</b>	Rallies and Meetings (other than nominating convention)	\$ -
<b>7.5</b>	Salaries, Wages and Honoraria	\$ -
<b>7.6</b>	Election Day Expenses	\$ -
<b>7.7</b>	Unreimbursed Personal Expenses of Candidate (to Schedule 2)	\$ -
<b>7.8</b>	Excessive Nominating Convention Expenses	\$ -
<b>7.9</b>	Other Election Expenses	\$ -

(Carry forward to Page 1) **ELECTION EXPENSES** \$ -

**7.10** Claims for Election Expenses Contested by Official Agent \$ -

Election Expenses Limit (as provided by Elections New Brunswick) \_\_\_\_\_

**Reimbursement of Election Expenses**

If the candidate received 15% or more of the valid votes cast in the electoral district, the candidate is entitled to a reimbursement of a portion of his or her election expenses.

**(A)** Candidate's percentage of valid votes cast in the electoral district (as provided by Elections New Brunswick) \_\_\_\_\_

	Reference	Amount
<b>(B)</b> Eligible election expenses		
Election expenses	Schedule 7	\$ -
Less: Contributed property and services	Schedule 2	\$ -
		<u>\$ -</u>

**(C)** Potential reimbursement amount (as provided by Elections New Brunswick) \_\_\_\_\_

**(D)** Reimbursement of election expenses (lesser of (B) and (C)) **Amount** \$ -



**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) <b>TOTAL</b>			<b>\$ -</b>

**SCHEDULE 7.4 RALLIES AND MEETINGS** (Other than Nominating Convention)

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

**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) <b>TOTAL</b>			<b>\$ -</b>

**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) <b>TOTAL</b>			<b>\$ -</b>

**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) <b>TOTAL</b>		<b>\$ -</b>

**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) <b>TOTAL</b>			<b>\$ -</b>

**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) <b>TOTAL</b>			<b>\$ -</b>



**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) <b>TOTAL</b>			<b>\$ -</b>

**SCHEDULE 8 NON-ELECTION EXPENDITURES**

*PPFA, paragraph 58(1)(m)*

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) <b>TOTAL</b>			<b>\$ -</b>

**SCHEDULE 9 TRANSFER OF ASSETS**

*PPFA, subsection 30(1)*

Remit all remaining assets to the Supervisor of Political Financing for deposit to the Consolidated Fund of the Province.

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

**SCHEDULE 10 CASH POSITION, BEGINNING OF REPORTING PERIOD**

Most official representatives/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) <b>TOTAL</b>		<b>\$ -</b>

**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
_____	_____	_____
_____	_____	_____
<b>Sub-total (B)</b>		<b>\$ -</b>
Date closed	Person responsible	
_____	_____	_____
_____	_____	_____
<b>Sub-total (C)</b>		<b>\$ -</b>
Petty Cash, end of reporting period (carry to Schedule 12)	(A) + (B) - (C) = (D)	<b>\$ -</b>

**SCHEDULE 12 CASH AND BANK RECONCILIATION, END OF REPORTING PERIOD**

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

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

\_\_\_\_\_

