

**Annual Financial Return for Registered District Association**  
*(Political Process Financing Act, R.S.N.B. c. P-9.3, s. 60)*



**P 04 911**  
(2018-02-05)

**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:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

✓	<b>Required supporting documentation:</b>
<input type="checkbox"/>	Bank statements & investment certificates
<input type="checkbox"/>	Detailed deposit slips with donors' names
<input type="checkbox"/>	Statements of Fundraising Activity / Batch Reports
<input type="checkbox"/>	Auction Summary Reports
<input type="checkbox"/>	Party cheque stubs or Transfer Reports
<input type="checkbox"/>	Loan agreements and statements
<input type="checkbox"/>	Expenditure invoices greater than \$100

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.

**POSSIBLE CONTRAVENTIONS OF THE POLITICAL PROCESS FINANCING ACT**

A "No" answer to a question indicates a possible contravention of the *Political Process Financing Act*. Please refer to the section of the *Act* indicated with each question. Further assistance may be obtained from your Party or Elections New Brunswick.

	(Enter an "X" below)		
	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. If the association has received contributions of property and services ("donations in kind"), have these contributions been valued at retail value? [ss.39(3)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. For each individual who has become a surety or a guarantor for the association's liabilities, has the amount of each individual's guarantee been limited to \$6,000? [s.39.1]	<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 district association or its registered political party? [ss.44(1) and (2)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have all contributions of money been deposited with a chartered bank, trust company or credit union, or forwarded to the official representative of the Party for deposit? [s.42, s.45]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have contributions and financing made by corporations and trade unions after May 31, 2017, been returned to the contributor or financier? [ss.47(1)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have interim receipts been issued for monetary contributions, and have all details been communicated to the Party so that receipts may be issued for all contributions? [s.46]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Have all contributions made contrary to the <i>Act</i> been returned to the contributor (when their identity was known) or otherwise to the Supervisor of Political Financing? [ss.47(1)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Have all anonymous contributions been returned to the contributors when their identity has been established or to the Supervisor when their identities cannot be established? [ss.47(2)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Have non-election advertising expenditures of a "political" nature been limited to \$3,000? [s.50]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**DECLARATION**

I, \_\_\_\_\_, have prepared the financial return for  
(name of official representative)  
 the \_\_\_\_\_  
(name of registered district association)

for the reporting period noted above in accordance with the *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.

\_\_\_\_\_  
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](http://www.electionsnb.ca).

## QUESTIONNAIRE

(Enter an "X" below)

	Yes	No	N/A
1. Did the association have an operating <b>bank</b> account or funds on deposit with its political party, a savings account, a Guaranteed Investment Certificate, or other investments?	<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"/>
1.2 For an operating bank account or funds on deposit with a political party, complete the Bank Reconciliation, End of Period, on Page 4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 If more than one operating bank account was used, complete a separate Transaction Journal and Bank Reconciliation for the additional account.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If using the accrual basis of accounting, did the association have <b>accounts receivable</b> outstanding at the beginning or end of the period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Did the association have <b>loans receivable</b> from the Party or another association at the beginning or end of the period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. If using the accrual basis of accounting, did the association have <b>accounts payable</b> outstanding at the beginning or end of the period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Did the association have amounts from prior years due to be remitted to the Party for the contribution portion of fundraising activities and auctions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Did the association hold, arrange, receive advances on, or make repayments on <b>loans or other borrowings</b> , including with the Party or another association, during the period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1 For each loan or other borrowing, complete the schedule on page 4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Did the association deposit any <b>contributions of money</b> in its bank account?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.1 Were all contributions remitted to the Party?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Did the association deposit <b>membership dues</b> into its bank account?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.1 Were all membership dues remitted to the Party?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Did the association hold one or more fundraising or political activities where the ticket price, entrance fee, and profit per ticket exceeded \$10?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.1 Were details of the fundraising activities communicated to the party for issuing receipts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2 Did the Party provide a copy of the calculations of contributions and profit-sharing for each activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.3 If yes, have these calculation statements been submitted with this return?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Did the association hold one or more fundraising or political activities where the ticket price, entrance fee, or profit per ticket was \$10 or less?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1 If yes, complete the schedule on Page 5 for each activity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Did the association hold one or more <b>auctions</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.1 Were full details of the auctioned items communicated to the party for calculation of contributions and issuing of receipts; i.e. retail value of donated items, cost of purchased items, amount of successful bids, calculation of contribution amount per auction item?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.2 Was the amount of the successful bids remitted to the party?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.3 Has the <i>Auction Summary Report</i> , prepared or approved by the Party, been submitted with this return?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Did the association receive contributions of property and services ("donations in kind") during the period other than those related to a fundraising activity or an auction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1 If yes, complete the schedule of "Contributions of Property and Services" on Page 5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Did the association receive <b>other income</b> during the period; e.g. interest on investments, sale of promotional items, funds from Women's Associations, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Were <b>funds transferred</b> from or to the Party or other district associations during the period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Did the association incur any of the following <b>non-election expenditures</b> during the period:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.1 Advertising of a political nature subject to the limit of \$3,000 prescribed under subsection 50(1)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.2 Advertising not of a political nature and exempted from the \$3,000 limit by subsections 50(2) or (3)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.3 Reasonable expenditures, as determined by subsection 67(4), for a nominating convention held during an election period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.4 Other non-election expenditures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Did the association <b>transfer funds to or from an official agent of a candidate</b> during the period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Did the association pay any <b>election expenses</b> on behalf of a candidate's official agent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Did the association provide any <b>previously-used advertising materials</b> to the candidate's official agent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.1 If yes, was a determination of the current retail price of the materials provided to the official agent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	A	B	C	D	E	F	G	H	I	J	K	L
1	<b>TRANSACTION JOURNAL</b>											
2	<b>Number and Name of Association:</b>											
3					<b>Account No.</b>	<b>Account No.</b>						
4					Assets				Liabilities			
5					Bank / Funds on Deposit with Party	GIC / Savings	Accounts Receivable	Loans Receivable	Accounts Payable	Prior-Year Fundraising Activities & Auctions	Loans / Other Borrowings	Contributions & Membership Dues
6					<i>Deposits</i>	<i>Purchased</i>	<i>Owing</i>	<i>Owing</i>	<i>Owed</i>	<i>Owed</i>	<i>Proceeds</i>	<i>Collected</i>
7	<b>Date</b>	<b>Ref</b>	<b>Source/Supplier (required)</b>	<b>Description (required)</b>	<i>(Withdrawals)</i>	<i>(Redeemed)</i>	<i>(Collected)</i>	<i>(Collected)</i>	<i>(Paid)</i>	<i>(Remitted)</i>	<i>(Payments)</i>	<i>(Remitted)</i>
8			Prior Year's Return	Year-end Balances								
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4	Fundraising Activities				Other Income	Transfers between Party & Associations			Expenditures other than Election Expenses				Election-Related	
5	Fundraising Activity A	Fundraising Activity B	Fundraising Activity C	Auctions	Interest, Miscellaneous sales	Transfers from Party	Transfers to Party	Transfers with Other Associations	"Political" Advertising - Limited to \$3,000	Other Advertising - Unlimited	Nominating Convention	Other Expenditures	Transfers with Official Agent	Election Expenses Paid on Behalf of Official Agent
6	<i>Ticket Sales</i>	<i>Ticket Sales</i>	<i>Ticket Sales</i>	<i>Proceeds</i>	<i>Revenue</i>	<i>Transfer In</i>	<i>Transfer Out</i>	<i>From</i>	<i>Invoices</i>	<i>Invoices</i>	<i>Invoices</i>	<i>Invoices</i>	<i>To</i>	<i>Invoices</i>
7	<i>(Expenses &amp; Remittances)</i>	<i>(Expenses &amp; Remittances)</i>	<i>(Expenses &amp; Remittances)</i>	<i>(Remittances)</i>	<i>(Returned)</i>	<i>(Adjustment)</i>	<i>(Adjustment)</i>	<i>(To)</i>	<i>(Credits)</i>	<i>(Credits)</i>	<i>(Credits)</i>	<i>(Credits)</i>	<i>(From)</i>	<i>(Credits)</i>
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4						Assets			Liabilities			
5					Bank / Funds on Deposit with Party	GIC / Savings	Accounts Receivable	Loans Receivable	Accounts Payable	Prior-Year Fundraising Activities & Auctions	Loans / Other Borrowings	Contributions & Membership Dues
6					<i>Deposits</i>	<i>Purchased</i>	<i>Owing</i>	<i>Owing</i>	<i>Owed</i>	<i>Owed</i>	<i>Proceeds</i>	<i>Collected</i>
7	Date	Ref	Source/Supplier (required)	Description (required)	<i>(Withdrawals)</i>	<i>(Redeemed)</i>	<i>(Collected)</i>	<i>(Collected)</i>	<i>(Paid)</i>	<i>(Remitted)</i>	<i>(Payments)</i>	<i>(Remitted)</i>
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4	Fundraising Activities				Other Income	Transfers between Party & Associations			Expenditures other than Election Expenses				Election-Related	
5	Fundraising Activity A	Fundraising Activity B	Fundraising Activity C	Auctions	Interest, Miscellaneous sales	Transfers from Party	Transfers to Party	Transfers with Other Associations	"Political" Advertising - Limited to \$3,000	Other Advertising - Unlimited	Nominating Convention	Other Expenditures	Transfers with Official Agent	Election Expenses Paid on Behalf of Official Agent
6	<i>Ticket Sales</i>	<i>Ticket Sales</i>	<i>Ticket Sales</i>	<i>Proceeds</i>	<i>Revenue</i>	<i>Transfer In</i>	<i>Transfer Out</i>	<i>From</i>	<i>Invoices</i>	<i>Invoices</i>	<i>Invoices</i>	<i>Invoices</i>	<i>To</i>	<i>Invoices</i>
7	<i>(Expenses &amp; Remittances)</i>	<i>(Expenses &amp; Remittances)</i>	<i>(Expenses &amp; Remittances)</i>	<i>(Remittances)</i>	<i>(Returned)</i>	<i>(Adjustment)</i>	<i>(Adjustment)</i>	<i>(To)</i>	<i>(Credits)</i>	<i>(Credits)</i>	<i>(Credits)</i>	<i>(Credits)</i>	<i>(From)</i>	<i>(Credits)</i>
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58	-	-	-	-	-	-	-	-	-	-	-	-	-	-

**BANK RECONCILIATION, END OF PERIOD**

**Amount**

**Financial Institution / Party:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

Balance per bank statement, end of period      **Date:** \_\_\_\_\_      \$ \_\_\_\_\_ -

Add: Outstanding deposits (clearing bank in subsequent period)

Date      Source      \_\_\_\_\_      \$ \_\_\_\_\_ -

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

**Sub-total**      \$ \_\_\_\_\_ -

Subtract: Outstanding cheques (clearing bank in subsequent period)

Cheque #      Date Issued      Payee      \_\_\_\_\_      \$ \_\_\_\_\_ -

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

**Sub-total**      \$ \_\_\_\_\_ -

**Reconciled Total**      \$ \_\_\_\_\_ -

**Bank balance from Transaction Journal (Total of Column E)**      \$ \_\_\_\_\_ -

**Difference (Must be nil to be in balance)**      \$ \_\_\_\_\_ -

**LOANS** [sections 39, 39.1, 42.01]

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

**Copy and paste schedule if more than one loan.**

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      \_\_\_\_\_

