

1 Complete the party's accounting

1.1 Prior year

Enter prior year-end entries from auditor

Print prior-year Balance Sheet and Income Statement

Verify prior-year statements agree with audited financial return

Retain prior-year's final financial return template for copying details into current-year return

1.2 Current mid-year

Record all contributions

- If used, balance with secondary contributions/membership system
- Record all related transfers paid or owing to registered district associations or campaigns

Record other sources of revenue

Record all expenditures

- HST Rebate

Record loan transactions

Reconcile all bank and similar accounts

Reconcile credit card accounts

Review prior-year's payroll reports, T-4 Slips, T-4 Summary, remittances, PIER, etc.

Reverse prior accruals where appropriate

Record accrued receivables

Record accrued liabilities

Record depreciation of capital assets

1.3 Print financial statements and reports

Comparative Balance Sheet

- June 30 or Dec 31 (current) vs. Dec 31 (prior)

Comparative Income Statement

- Jan 1 - Jun 30 or Dec 31 (current) vs. Jan 1 - Dec 31 (prior)

Statement of Cash Flows

- Jan 1 - Jun 30 or Dec 31 (current)

Aged A/R Report

- Jun 30 or Dec 31

Aged A/P Report

- Jun 30 or Dec 31

Review all financial reports above to ensure they are complete and accurate. Refer to the following two reports as required.

Transaction Details Report

- Jan 1 - Jun 30 or Dec 31 (current)
 - To print each account on separate page, select this option on the File menu

All Journals Report

- Jan 1 - Jun 30 or Dec 31 (current)

Export all statements above to Excel for copying and pasting data into financial return template

1.4 Verify accuracy of recorded contributions

For those political parties that use a separate system to record contributions and print their contribution receipts (Nation Builder, Trail Blazer, etc.), ensure that the contributions from that system agree with those recorded in the accounting system.

For those political parties that record contributions directly in their Sage 50 accounting system, assemble the data that will be needed for printing receipts – at year-end only – and completing both mid-year and year-end financial returns of the party.

1.4.1 Prove that the total transactions attached to contributors agree with the contribution-related Revenue accounts in the General Ledger

Print “Inventory and Services List” report, including “Revenue” column.

For each Revenue account listed on the “Inventory and Services List”, including monetary and non-monetary accounts:

- Produce a “Supporter/Donor Revenues Detail Report” (default title may be “Sales by Customer”) by selecting the Service Item(s) that are linked to the Revenue account.
- Export to Excel.
- Total the Revenue column, then divide by 2 [=SUM(x:y)/2] - to correct for both detail and subtotal rows being included in the total - to provide an adjusted total.
- Compare adjusted total with the Revenue account balance to confirm that:
 - all contributions have been appropriately recorded using the Sales/Pledges input screen, thus being attached to a contributor and to a Service Item;
 - no other adjusting journal entries have been posted to the account, thus not being attached to a contributor nor to a Service Item.
- Print the report and retain as proof of balancing.
- Repeat for each Revenue account described above.

1.4.2 Produce the information needed to print receipts (at year-end only) and to complete the contribution Schedules in the financial return

For the current year, determine the total amount of monetary contributions and the total amount of non-monetary contributions for each contributor:

- Produce a “Supporter/Donor Revenues Detail Report” for monetary contributions.
 - Select all of the Service Item(s) that are linked to all of the Revenue accounts representing contributions of money made during the current year.
 - Export to Excel.
 - Total the Revenue column, then divide by 2 [=SUM()/2] - to correct for both detail and subtotal rows being included in the total - to provide an adjusted total.
 - Print the report.
 - Save the file.
- Produce a “Supporter/Donor Revenues Detail Report” for non-monetary contributions.
 - Select all of the Service Item(s) that are linked to Revenue accounts representing contributions of property and services made during the current year.
 - Export to Excel.
 - Total the Revenue column, then divide by 2 [=SUM()/2] - to correct for both detail and subtotal rows being included in the total - to provide an adjusted total.
 - Print the report.
 - Save the file.

For prior years, if any, determine the total amount of monetary contributions and the total amount of non-monetary contributions for each contributor:

- Produce a “Supporter/Donor Revenues Detail Report” for monetary contributions.
 - Select the Service Item that is linked to the Revenue account representing contributions of money made during prior years.
 - Export to Excel.
 - Total the Revenue column, then divide by 2 [=SUM()/2] - to correct for both detail and subtotal rows being included in the total - to provide an adjusted total.
 - Print the report.
 - Save the file.
- Produce a “Supporter/Donor Revenues Detail Report” for non-monetary contributions.
 - Select the Service Item that is linked to the Revenue account representing contributions of property and services made during prior years.
 - Export to Excel.
 - Total the Revenue column, then divide by 2 [=SUM()/2] - to correct for both detail and subtotal rows being included in the total - to provide an adjusted total.
 - Print the report.
 - Save the file.

2 Prepare June 30 financial return

2.1 Enter prior-year Balance Sheet amounts

Copy from prior financial return, if possible

Work from Balance Sheet to enter amounts in template

Enter bank accounts typically in overdraft position as liabilities

- 26 Bank indebtedness

Note that some figures go into first column on a schedule

- 24 Loans receivable
- 25 Capital assets
- 29 Loans payable

Total equity goes on Income Statement

Verify second answer to question on B/S is "Yes"

2.2 Enter June 30 Balance Sheet amounts

Work from Balance Sheet to enter amounts in template

Copy and link 20B Bank Reconciliation schedules for all bank accounts

Enter accounts receivable by customer from Aged A/R

- Match up accounts with prior-year figures

Enter accounts payable by customer from Aged A/P

- Match up accounts with prior-year figures

Enter figures from Statement of Cash Flows

- 24 Loans receivable
- 25 Capital assets
- 29 Loans payable

2.3 Enter June 30 Income Statement amounts

Work from Income Statement to enter amounts in template

Enter multiple GL accounts in one cell where needed

- Contributions
- Party and ridings' fundraising and auction activities combined on return

Enter transfer details on schedules

- 7 Transfers to RDAs and official agents
- 8 Transfers from RDAs and official agents

Enter Direct Costs as negative amounts!

- Donation-generating expenses against contributions
- Fundraising activities
- Auctions
- Conventions, including Annual General Meetings

Print GL accounts of Direct Costs listed on the I/S, for submission with return

- Copies of invoices not submitted

Print GL accounts of expenses listed on Schedules 10, 11, and 12 for submission with return

- Copies of invoices not submitted

2.4 Recapitulation of contributions

Enter contribution details on schedules:

- If using a separate contributions system (Nation Builder, Trail Blazer), obtain the information for each contributor: Name, Address 1, Community, Province, Postal Code, year of contribution, receipt number (if issued), amount of money, and amount of property and services.
 - Amounts of money and amounts of property and services contributed by a single contributor must be acknowledged on different receipts and presented on different rows in the Schedules.
- If using Sage 50 to record contributions, use the “Supporter List” report and the “Supporter Revenues Detail Report” to compile the data to report on the Schedules. Note that receipts are not required to be issued at mid-year.
 - Produce the “Supporter List” report and export to Excel. This report provides the Name, Street 1, City, Province, and Postal Code fields needed on the contribution Schedules.
 - Make a copy of this worksheet and work from the copy.
 - Split the “Name” field into two fields: Last Name and First Name.
 - Insert an additional column after Name to receive the first name. (Additional commas in the Name field may extend data into the third column, “Contact”.)
 - Highlight the data under the Name header.
 - Use “Data/Text to Columns” to split the field based on the comma.
 - Replace the Name data with the last name coming from the split by leaving the destination field as the default provided.
 - Change the header “Name” to “LastName”.
 - Review the “Contact” column to determine if any text needs to be manually added with the first name text.
 - Use “Text to Columns” to split the first name, separating the leading space from the text of the first name.
 - Select “Fixed Width”, Next, then create a break line by clicking at column 1.
 - Leave the default destination position and click “Finish”. This will overwrite column B and put the first name in the Contact column.
 - Delete column B
 - Change the header name “Contact” to “FirstName”.
 - Insert a blank column after LastName.
 - Insert a blank column after FirstName.

- Determine if there are any values under Street 2 that should be kept and added to “Street 1”. Use filtering to do this most efficiently. If so:
 - Update the Sage 50 database.
 - Update Street 1 in this worksheet.
 - Clear all values and the header “Street 2”, creating a blank column.
- Insert a blank column after City.
- Insert a blank column after Province.
- Insert a blank column after Postal Code.
- Delete the “Phone No. 1” column.
- Insert a column and add the header “Year”.
- Insert a blank column after Year.
- Insert a column with the header “Receipt”.
- Enter a blank column after Receipt.
- Change the “Balance Owing” title to “Amount”.
- Insert a blank column after Amount.
- After the blank column, add the header “Property and Services”. Use the *Format Painter* to duplicate the format from the Amount column.
- Add another header for “Schedule”.
- Using the Supporter Revenues Detail Reports produced in section 1.4, manually enter the total contributions for each supporter and the Year the contribution was made.
 - If a contributor made both contributions of money and of property and services, copy the row for that contributor and insert it immediately below, thus making a second row to report the contributions of property and services.
- Determine on which Schedule a contribution should be reported:
 - Add a “Schedule” column at the end.
 - Filter on the current Year.
 - Then:
 - Filter to identify “Amounts” less than or equal to \$100.
 - Enter “1A” in the Schedule column and FILL DOWN all of the filtered rows.
 - Filter to identify “Amounts” greater than \$100.
 - Enter “1B” in the Schedule column and FILL DOWN all of the filtered rows.
 - Clear the Amount filter by clicking “Select all”.
 - Filter to identify “Property and Services” less than or equal to \$100.
 - Enter “1A” in the Property and Services column and FILL DOWN all of the filtered rows.
 - Filter to identify “Property and Services” greater than \$100.
 - Enter “1B” in the Property and Services column and FILL DOWN all of the filtered rows.
 - Clear the Property and Services filter by clicking “Select all”.
 - Visually identify any contributor that made contributions of both money and property and services. Calculate their total contributions for the year. If the total now exceeds \$100 where the individual amounts did not, change the Schedule values from 1A to 1B. (If there is a large number of these situations, a Pivot Table may be helpful to perform this test.)

- Filter those contributions made prior years and enter “2A” or “2B” in the Schedule column as appropriate.
 - Filter the Supporter List to only include rows with values under Amount or Property and Services.
 - Review the address fields to ensure they are complete for all contributors. If gaps are discovered, determine the missing addresses and update both Sage and this spreadsheet.
- Copy the data from the Supporter List to the contribution Schedules 1A, 1B, 2A, and 2B in the financial return.
 - Ensure the contribution Schedules have sufficient rows to receive a paste from the Supporter List worksheet.
 - Turn off protection for the worksheet
 - INSERT additional rows as needed.
 - Turn protection back on.
 - COPY the appropriate range of data from the Supporter List worksheet and use PASTE SPECIAL/VALUES to paste it into the appropriate contribution Schedule.

Balance with I/S contribution figures:

- On the Income Statement, if the recapitulation total cells are orange and there is a difference displaying, the contribution schedules are not in balance with the general ledger’s contribution accounts.
- This must be resolved before proceeding further.

2.5 Complete 30 Reconciliation of Receipts

If any:

- Copy ending receipt numbers from prior return and enter “X” under “On hand from prior report”.
- Enter numbers of receipts received from Supervisor and enter “X” under “Received from Supervisor”.
- Enter “X” for receipts used under the appropriate column.
- Enter X for receipts “On hand, current report”.
- Ensure differences at the end of the Schedule are nil.

Part 2 of the receipts are not to be submitted with the June 30 return!

2.6 Completing Schedule 31, Advertising limited to aggregate of \$200,000, is not required at June 30!

2.7 Complete Checklist

2.8 Complete Compliance questionnaire, page 1

2.9 Electronically submit draft return to ENB for preliminary review

Correct any edits identified by ENB in its preliminary review of the draft return.

2.10 Sign Declaration

2.11 Submit signed paper return to ENB

Expenses transaction details must be attached.

2.12 Email excel files to ENB

Completed financial return

Comparative Balance Sheet

Comparative Income Statement

Statement of Cash Flows

Aged Accounts Receivable

Aged Accounts Payable

General ledger/All Transactions report

All Journals report

3 Prepare Dec 31 return

3.1 Year-end accounting

Perform accounting for year-end as laid out in Sections 1.2.

Contact official representatives of registered district associations to ensure that all contributions collected by the RDAs have been remitted to the party for processing and issuing of receipts.

3.2 Print financial statements and reports

Follow the instructions in section 1.3.

3.3 Verify accuracy of recorded contributions

Follow the instructions in section 1.4.

3.4 Enter Dec 31 Balance Sheet accounts

Open latest June 30 return and overwrite Jun 30 figures with Dec 31 figures

Work from Balance Sheet to enter amounts in template

Copy and link 20B Bank Reconciliation schedules for new bank accounts

Enter accounts receivable by customer from Aged A/R

- Match up accounts with prior year figures

Enter accounts payable by customer from Aged A/P

- Match up accounts with prior year figures

Enter figures from Statement of Cash Flows

- 24 Loans receivable
- 25 Capital assets
- 29 Loans payable

3.5 Enter Dec 31 Income Statement accounts

Work from Income Statement to enter amounts in template

Enter multiple GL accounts in one cell where needed

- Contributions
- Party and ridings' fundraising and auction activities combined on return

Enter transfer details on schedules

- 7 Transfers to RDAs and official agents
- 8 Transfers from RDAs and official agents

Enter Direct Costs as negative amounts!

- Donation-generating expenses against contributions
- Fundraising activities

- Auctions

Provide GL accounts of Direct Costs listed on the I/S for submission with return

- Copies of invoices not submitted

Provide GL accounts of expenses accounts listed on Schedules 10, 11, and 12 for submission with return

- Copies of invoices not submitted

3.6 Prepare receipts acknowledging contributions

3.6.1 If using a supplementary contributions system (Nation Builder, Trail Blazer)

If using a separate contributions system (Nation Builder, Trail Blazer), review the information for each contributor and contribution: name, address, year of contribution, receipt number (if issued), amount of money, and amount of property and services.

- Amounts of money and amounts of property and services contributed by a single contributor must be acknowledged on different receipts (and presented on different rows in the Schedules).

Ensure that the contribution details match the Revenue accounts in the general ledger. **If not, these two systems must be brought into agreement before receipts are printed.**

Print receipts on the forms provided by the Supervisor.

- The supplementary contributions system may be used to print the receipts.
- Otherwise, follow the instructions in section 3.6.3 with the necessary modifications.

3.6.2 If using Sage 50 to record contributions

If using Sage 50 to record contributions, use the “Supporter List” report and the “Supporter Revenues Detail Report” to compile the data to print on the receipts.

- Produce the “Supporter List” report and export to Excel. This report provides the Name, Street 1, City, Province, and Postal Code fields needed on the receipts.
- Determine if there are any values under Street 2 that should be kept and added to “Street 1”. Use filtering to do this most efficiently. If so:
 - Update the Sage 50 database.
 - Update Street 1 in this worksheet.
 - Delete the “Street 2” column.
- Continue with the instructions below in section 3.6.3.

3.6.3 Printing receipts using Mail Merge templates supplied by Elections New Brunswick

These instructions assume that the Party wishes to produce one summary receipt for all contributions of money made by a contributor and one summary receipt for all contributions of property and services made by a contributor.

- Open the Contributions Data spreadsheet template supplied by Elections New Brunswick or used by the party in the previous year.
 - Make a working copy for the current year.
 - Clear all data.
 - Copy and Paste the Name, Street 1, City, Province, and Postal Code fields from the Supplier List.
 - Using the Supporter Revenues Detail Reports produced in section 1.4, manually enter the contributions for each supporter under the Amount column.
 - If a contributor made both contributions of money and of property and services, copy the row for that contributor and insert it immediately below, thus making a second row to report the contributions of property and services.
 - Enter an “X” in the P&S column for the contributions of property and services.

- Verify your data entry by ensuring that the total contributions of money, and then the total contributions of property and services, agree with the general ledger. Filter on the P&S field to do this quickly.
 - Delete all rows without any contributions entered.
 - Filter on the Amount field and select “Blanks”. There should not be any 0.00 values.
 - Delete the displayed rows.
 - Clear the filtering.
 - Enter the date of the end of the year as the Date Received and FILL DOWN. Use the MM-DD-YY order to enter the date; however, the date will be presented in DD/MM/YY format to match that specified on the receipt.
 - If any contributions were made by the contributor in a prior year, enter the actual date or the year-end date of the prior year as the Date Received.
 - Enter today’s date as the Date Issued and FILL DOWN. Use the MM-DD-YY order to enter the date; however, the date will be presented in DD/MM/YY format to match that specified on the receipt.
 - Determine on which Schedule a contribution should be reported:
 - Filter on the current year under Date Received.
 - Then:
 - Filter to identify “Amounts” less than or equal to \$100.
 - Enter “1A” in the Schedule column and FILL DOWN all of the filtered rows.
 - Filter to identify “Amounts” greater than \$100.
 - Enter “1B” in the Schedule column and FILL DOWN all of the filtered rows.
 - Clear the Amount filter by clicking “Select all”.
 - Visually identify any contributor that made contributions of both money and of property and services. Calculate their total contributions for the year. If the total now exceeds \$100 where the individual amounts did not, change the Schedule values from 1A to 1B. (If there is a large number of these situations, a Pivot Table may be helpful to perform this test.)
 - Filter for those contributions made in prior years and enter “2A” or “2B” in the Schedule column as appropriate.
 - Review the address fields to ensure they are complete for all contributors. If gaps are discovered, determine the missing addresses and update both Sage and this spreadsheet.
 - Sort the data by Schedule and Name.
 - Count the number of receipts to be printed and request a sufficient number of receipt forms from Elections New Brunswick.
 - Save and close the data workbook.
- Open the Receipt template (MS Word document)
 - Upon opening, ensure the data spreadsheet is connected as the source of data for the upcoming mail merge.
 - Select Mailings/Preview Results and view a few of the receipts for accuracy.
 - Verify that all of the fields are properly linked within the Receipt template.
 - Replace or update any fields that are not properly linked.
 - Verify that the Date Received and that the Date Issued are printing in the proper format.
 - Print a few receipts on plain paper.

- Note on which side and in which direction the paper prints from your printer.
 - Hold the test receipts up behind a preprinted receipt form against the light to ensure the fields are printing in the proper places on the receipt.
- Verify that the Amount is properly aligned within the box on the form.
- Verify that the Property and Services box is properly aligned for any such contributions.
- When satisfied that the receipts will all print properly, load the receipts in your printer. **Be sure you have loaded the receipts so that they will print in the proper direction on the face of the receipt.**
- Select Finish and Merge to complete the process.
- Close the receipt template and any other Word document that may have opened as part of this process.
- Enter the receipt numbers in the data spreadsheet.
 - Open the Contributions Data spreadsheet.
 - Enter the first two receipt numbers. Select them and use the FILL DOWN function to add the remaining receipt numbers.
 - Compare the physical receipts and the spreadsheet to be sure they are 100% accurate.

3.7 Recapitulation of contributions

3.7.1 Enter contribution details on schedules

If using a separate contributions system (Nation Builder, Trail Blazer), enter the information for each contributor: Name, Address 1, Community, Province, Postal Code, year of contribution, receipt number, amount of money, and amount of property and services.

Otherwise:

- Make a working copy of the Receipt Data worksheet and work with this copy.
 - Split the “Name” field into two fields: Last Name and First Name.
 - Insert an additional column after Name to receive the first name.
 - Highlight the data under the Name header.
 - Use “Data/Text to Columns” to split the field based on the comma.
 - Replace the Name data with the last name coming from the split by leaving the destination field as the default provided.
 - Change the header “Name” to “LastName”.
 - Insert a column after the “first name” column.
 - Use “Text to Columns” to split the first name, separating the leading space from the text of the first name.
 - Select “Fixed Width”, Next, then create a break line by clicking at column 1.
 - Leave the default destination position and click “Finish”. This will overwrite column with the blanks and put the first name in the next column.
 - Delete the column with the blanks.
 - Add the header name “FirstName”.
 - Insert a blank column after LastName.
 - Insert a blank column after FirstName.
 - Insert a blank column after City.
 - Insert a blank column after Province.
 - Insert a blank column after Postal Code.
 - Insert a column and add the header “Year”.
 - Insert a blank column after Year.

- Enter a blank column after Receipt.
- Insert a blank column after Amount.
- After the blank column, add the header “Property and Services”. Use the *Format Painter* to duplicate the format from the Amount column.
- Enter and FILL DOWN the current and prior years the contributions were received.
- Cut and Paste any contributions of property and services from the Amount column into the Property and Services column.
- Based on the Schedule values, ensure the contribution Schedules have sufficient rows to receive a paste from worksheet above.
 - Turn off protection for the contribution Schedule worksheet.
 - INSERT additional rows as needed.
 - Turn protection back on.
 - COPY the appropriate range of data from the data worksheet copied above and use PASTE SPECIAL/VALUES to paste it into the appropriate contribution Schedule.

3.7.2 Balance with I/S contribution figures

On the Income Statement, if the recapitulation total cells are orange and there is a difference displayed, the contribution schedules are not in balance with the general ledger’s contribution accounts. **This must be resolved before proceeding further.**

3.8 Complete 30 Reconciliation of Receipts

Enter numbers of receipts received from Supervisor since reported on the mid-year return and enter “X” under “Received from Supervisor”.

Enter “X” for receipts used under the appropriate column.

Enter X for receipts “On hand, current report”.

Ensure differences at the end of the Schedule are nil.

3.9 Complete 31 Advertising subject to \$200,000 aggregate limit

Assemble copies of all RDA returns

Enter advertising subject to \$3,000 limit.

3.10 Complete Checklist

3.11 Complete Compliance questionnaire, page 1

3.12 Electronically submit draft return to ENB for preliminary review

Correct any edits identified by ENB in its preliminary review of the draft return.

3.13 Proceed with Audit

3.14 Sign Declaration following audit

3.15 Submit signed paper return to ENB

Expenses transaction details attached

3.16 Email excel files to ENB

Completed financial return

Comparative Balance Sheet

Comparative Income Statement

Statement of Cash Flows

Aged Accounts Receivable

Aged Accounts Payable

General ledger/All Transactions report

All Journals report