

## 1 Mid-year reporting timelines

Month	Task
July	<ul style="list-style-type: none"> <li>Complete accounting for January – June reporting period</li> <li>Reconcile all bank, investment, and credit card accounts in Sage</li> </ul>
August	<ul style="list-style-type: none"> <li>Submit Sage accounting reports to ENB for accounting review(s)</li> </ul>
September	<ul style="list-style-type: none"> <li>Prepare party's mid-year financial return</li> <li>Submit return to ENB for preliminary review(s)</li> <li>Submit financial return package – paper and electronic – by September 30 deadline</li> </ul>

## 2 Complete the party's accounting

### 2.1 Prior year verification

Print prior-year comparative Balance Sheet and Income Statement (financial statements)

Verify prior-year statements agree with audited financial return

Locate prior-year's final electronic financial return for copying details into current-year return

### 2.2 Current mid-year accounting

Record contributions, including all related transfers owing to registered district associations or campaigns

- If used, balance with secondary contributions/membership system
- TIP! If recording all contributions individually in Sage, use "Service Items" for all contribution transactions, including cancellations or reversals. By linking Service Items to contribution revenue accounts, Sage will be set up to provide the reports identified in section 2.4.1 that serve as the basis for producing receipts to acknowledge all contributions.

Record other sources of revenue

Record all expenditures

- If eligible, simultaneously record HST Rebate @ 50% of HST paid

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. and record any adjustments

Reverse prior accruals on the same date the related receipt or payment occurred

Accrue receivables, where necessary

- Audit fee reimbursement
- Annual allowance from Elections NB (if necessary)

Accrue liabilities

- Audit fee

## **2.3 Print financial statements and reports**

Comparative Balance Sheet

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

Comparative Income Statement

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

Statement of Cash Flows

- Jan 1 - Jun 30 (current year)

Bank Reconciliation (for all bank accounts)

- Jun 30

Customer/Supporter Aged Summary report (Accounts Receivable)

- Jun 30

Supplier/Vendor Aged Summary Report (Accounts Payable)

- Jun 30

Project reports for election expenses (Summary and Detail reports)

- When multiple by-elections occurred
- Jan 1 - Jun 30

Produce the following two reports and export in MS Excel format:

Transaction Details Report (sorted by transaction date)

- Jan 1 - Jun 30 (current year)
  - If you wish to print each account on separate sheet of paper, produce the report to PDF and select this option on the File menu when printing

All Journals Report (sorted by journal number)

- Jan 1 - Jun 30 (current year)

Review all financial reports above to ensure they are complete and accurate.

## **2.4 Verify accuracy of recorded contributions**

For the political party that uses a separate system to record contributions and print their contribution receipts, ensure the contributions from that system agree with contributions recorded in the Sage accounting system.

For those political parties that record contributions directly in their Sage 50 accounting system, assemble the data needed for completing the financial return and, at year-end only, for printing receipts, too. Follow the instructions below.

#### **2.4.1 Prove the total transactions attached to contributors agree with the contribution-related Revenue accounts in the General Ledger**

Print "Inventory and Services List" report, including the "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) linked to the Revenue account.
- Export to Excel.
- Add formulas to provide an adjusted total:
  - Sum the Revenue column, then
  - Divide the sum by 2 [=SUM(x:y)/2] (to correct for both detail and subtotal rows being included in the total).
- Compare adjusted total with the Revenue account balance to confirm:
  - 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.

#### **2.4.2 Produce the information needed to complete the contribution Schedules in the financial return and, at year-end only, to print receipts**

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) 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) 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 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.

- Save the file.
- Print the report.
- Produce a “Supporter/Donor Revenues Detail Report” for non-monetary contributions.
  - Select the Service Item 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.
  - Save the file.
  - Print the report.

## **2.5 “Accounting review” by ENB**

In MS Excel format, submit all of the reports referenced in sections 2.3 and 2.4 to ENB.

Expect to receive confirmation that the accounting is correct and ready to use in preparing the financial return.

## 3 Prepare June 30 financial return

### 3.1 Use current template

Obtain [current financial return electronic template](#) from ENB website

### 3.2 Enter prior year-end Balance Sheet amounts

Tip! To increase efficiency, copy figures from prior financial return

Enter prior year-end bank balances

- 20 Cash and cash equivalents

Enter bank accounts typically in overdraft position as liabilities

- 26 Bank indebtedness
  - Enter the terms of each amount

Note that some prior year-end figures go into first column on a schedule

- 24 Loans receivable
  - Enter the terms of each amount
- 25 Capital assets
- 29 Loans payable
  - Enter the terms of each amount

Total equity entered on Income Statement

Verify second answer to question on Balance Sheet is "Yes"

### 3.3 Enter current-year June 30 Balance Sheet amounts

Tip! To guide your work, follow the order of the Sage Balance Sheet accounts

Tip! Be sure to enter all requested information, e.g., names and descriptions.

Tip! For any organization, align current and prior figures on all schedules.

Schedule 20: Cash and cash equivalents

- Undeposited funds: complete Schedule 20A, perhaps copying from the Transaction Detail report
- Bank accounts
  - Copy bank reconciliation worksheets (20B) from the prior year's template and insert them in the current template
  - Enter current bank reconciliation details using Sage bank reconciliation reports
  - Link reconciliation worksheets to Schedule 20 for all bank accounts

Schedule 21: Receivables

- Accounts receivable
  - Enter only accounts receivable from Customer/Supporter Aged Summary report

- HST Rebate Receivable
  - Enter amounts by period of claim
- Receivables from registered district associations
  - These may be debit balances from “Due to RDA” or “Funds on Deposit” accounts

Schedule 22: Prepaid expenses

Schedule 23: Other current assets

Enter figures from Statement of Cash Flows

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

Schedule 26: Bank indebtedness

- Enter the terms of each amount owed

Schedule 27: Payables and accrued liabilities

- Accounts payable
  - Enter only accounts payable from Supplier/Vendor Aged Summary report
- Source deductions payable
- Transfers due to registered district associations
  - Should correspond to individual liability accounts
- Accrued liabilities and other current liabilities
- Deferred revenues
- Ineligible contributions

Schedule 28: Funds on deposit with Party

- Indicate whether the funds belong to:
  - Registered District Association (A)
  - Electoral District Agent (E)
  - Official Agent of a Candidate (C)

Schedule 29: Loans payable

- Enter the terms of each amount

### 3.4 Enter June 30 Income Statement amounts

Tip! To guide your work, follow the order of the Sage Income Statement accounts

Enter multiple GL account balances in one cell using formulas (=1+2+3...)

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

Enter Direct Costs as negative amounts

- Donation-generating expenses against contributions
- Fundraising activities
- Auctions

- Conventions, including Annual General Meetings
- Print GL accounts for Direct Costs listed on the I/S
  - Organize in the order presented
  - Submit with return
  - Copies of invoices not required

Enter transfer details on schedules

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

Schedules 10, 11, and 12

- Print GL accounts of expenses listed
  - Organize in the order presented
  - Submit with return
  - Copies of invoices not required

### 3.5 Contribution Schedules and Recapitulation

Enter contribution details on Schedules 1A, 1B, 2A, and 2B as detailed below:

- If using a separate contributions system (InfoPC), obtain the information for each contributor needed to complete Schedules 1, 1A, 2, and 2A:

Last name, First name, Address, Community, Province, Postal Code, Year of contribution, Receipt number (should be year-end only), Amount of money, and Amount of property and services.

- Note: 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 (produced below) and the “Supporter Revenues Detail Report(s)” (produced earlier) to compile the data to report on the Schedules. (Note that receipts are not issued at mid-year.)
  - Produce the Sage “Supporter List” report and export to Excel. (This report provides Name, Street 1, Street 2, City, Province, and Postal Code fields that will be manipulated to produce the information needed for 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 2.4.2, 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:
  - 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 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 Income Statement 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.

### **3.6 Complete Schedule 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 (should be year-end only).
  - If issued at mid-year, receipt numbers will need to be added to the contribution schedules.
- Enter X for receipts “On hand, current report”.
- Ensure differences at the end of the Schedule are nil.

Tip! If issued at mid-year, Part 2 of any receipts issued are not to be submitted with the June 30 return. Keep on hand and submit with the December 31 return.

### **3.7 Completing Schedule 31, Advertising limited to aggregate of \$200,000**

Do not enter any information at mid-year.

### **3.8 Complete Checklist**

### **3.9 Complete Compliance questionnaire, page 1**

### **3.10 “Preliminary review” by ENB**

Electronically submit draft return to ENB.

Correct errors identified by ENB.

Resubmit the return until ENB confirms the return is correct.

### **3.11 Submit paper return package to ENB**

Print entire financial return.

- Ensure all pages printed on legal paper.
- Ensure all columns of each page printed on one page.

Sign the declaration on page 1.

Expenses transaction detail reports must be attached in the order they appear in the return.

## 4 Year-end reporting timelines

Month	Task
January	<ul style="list-style-type: none"><li>• Continue accounting for July - December</li><li>• Reconcile all bank, investment, and credit card accounts in Sage</li></ul>
February	<ul style="list-style-type: none"><li>• Contact RDAs to determine whether contributions remain unremitted. Obtain details of contributions, fundraisers, and auctions and record in accounting system(s).</li><li>• Assist official agents with preparing outstanding electoral financial returns, if applicable</li><li>• Accrue audit fees and audit fees reimbursement (maximum reimbursement supplied by ENB on new fiscal year annual allowance)</li><li>• Prepare T4 Slips and Summaries (month-end deadline from CRA)</li><li>• Complete accounting</li><li>• Submit accounting reports to ENB for “accounting review(s)”</li><li>• Issue receipts for contributions (no deadline specified in PPFA)</li></ul>
March	<ul style="list-style-type: none"><li>• Assist RDAs with preparing annual or joint financial returns</li><li>• Proactively request copy of returns from RDAs (March 31 filing deadline under PPFA)</li></ul>
April	<ul style="list-style-type: none"><li>• Prepare party’s annual financial return, including advertising subject to <a href="#">\$200,000 (plus CPI) limit</a> as reported by RDAs</li><li>• Submit return to ENB for “preliminary review(s)”</li><li>• Submit return and supporting documentation to party’s auditor</li></ul>
May	<ul style="list-style-type: none"><li>• Receive audit report and audited financial return from auditor</li><li>• Submit printed and electronic reporting package and part 2 of receipts to ENB (May 31 deadline under PPFA)</li></ul>

## 5 Complete the party’s accounting

### 5.1 Current year-end accounting

Perform accounting for year-end as laid out in Section 2.2.

### 5.2 Print financial statements and reports

Follow the instructions in section 2.3, changing Jun 30 date references to Dec 31.

### 5.3 Verify accuracy of recorded contributions

Follow the instructions in section 2.4.

### 5.4 “Accounting review” by ENB

Follow the instructions in section 2.5

## 6 Prepare December 31 financial return

### 6.1 Use June 30 financial return

Open previously submitted June 30 return and overwrite Jun 30 figures with Dec 31 figures.

### 6.2 Enter current-year Dec 31 Balance Sheet amounts

Follow the instructions in section 3.3.

### 6.3 Enter current-year Dec 31 Income Statement amounts

Follow the instructions in section 3.4.

### 6.4 Prepare receipts acknowledging contributions

#### 6.4.1 If using a separate contributions system

If using a separate contributions system (InfoPC), review the information for each contributor and contribution, i.e., name, address, date 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 contribution Schedules).

Ensure 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.

#### 6.4.2 If using Sage 50 to record contributions

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

- Produce the Sage “Supporter List” report and export to Excel. (This report provides Name, Street 1, Street 2, City, Province, and Postal Code fields that will be manipulated to produce the information needed for the receipts.)
- Make a copy of this worksheet and work from the copy.
- Review the “Contact” column to determine if any text needs to be manually added to the Name text.
- Delete the Contact column.
- Change the Street 1 title to “Address 1”.
- 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 the contents of the “Street 2” column. Rename it “Address 2”.
- Under Address 2, combine the City, Province, and Postal Code fields into one by using the CONCATENATE function (&):
  - =[City cell]&” “[Province cell]&” “[Postal code cell]. (One space, then two spaces are the Canada Post address standard.)
  - FILL DOWN this formula for all records
  - To harden the combined Address 2 values, copy and paste the values of the cells over themselves:
    - Select these cells.
    - COPY/PASTE SPECIAL/VALUES.
    - Enter

- Insert five columns after Address 2 and add the following headers and format styles:
  - Receipt No (General)
  - Amount (Comma)
  - Date Received (Short Date mm/dd/yyyy)
  - Date Issued ((Short Date mm/dd/yyyy)
  - P&S (General).
- Using the Supporter Revenues Detail Reports produced in section 2.4, 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 the total contributions of money and 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.
- Save these updates.

### **6.4.3 Printing receipts using “Mail Merge” and templates supplied by Elections NB**

These instructions assume 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 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 data from the Supplier List report saved above - select columns FullName to P&S - into the Contributions Data workbook beginning at cell B1. (Column A is reserved for the Schedule number on which the contribution will be reported.)
  - COPY the City, Province and Postal Code columns from the Supplier List report and paste to the right of the D/C Card column in the Contributions Data workbook. (For use in preparing the contribution Schedules in the return.)
  - Enter the reporting year-end date as the Date Received and FILL DOWN. Use the MM-DD-YY format 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 format to enter the date; however, the date will be presented in DD/MM/YY format to match that specified on the receipt.
  - Fill Down the “Order of Entry” column beginning with 1, 2, 3, etc. (This will retain the original order of the data should you need to start again at some point.)
  - Several fields are no longer needed, so leave blank (Corp, TU, Individ, Cash, Cheque, and D/C Card).
  - Determine on which Schedule each 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 (column A) 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 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 FullName.
- Note 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 Contributions Data workbook 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 all fields are properly linked within the Receipt template.
    - Replace or update any fields not properly linked.
  - Verify the Date Received and the Date Issued are displaying in the proper format (DD/MM/YYYY) to match the receipt form.
  - 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 an ENB-supplied receipt against a light source to ensure the fields are printing in the proper places on the receipt.
  - Verify the Amount is properly aligned within the box on the form.
  - Verify the Property and Services box is properly aligned for any such contributions.
- Print the receipts
  - When satisfied the receipts will all print properly, load the receipts in your printer. **Be sure you have loaded the receipts so 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 Contributions Data workbook.
  - Open the Contributions Data workbook.
  - 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.
  - SAVE and CLOSE the workbook.

## 6.5 Contribution Schedules and Recapitulation

### 6.5.1 Enter contribution details on schedules

If using a separate contributions system, obtain the information for each contributor needed to complete Schedules 1, 1A, 2, and 2A:

Last name, First name, Address, Community, Province, Postal Code, Year of contribution, Receipt number, Amount of money, and Amount of property and services.

If using Sage 50 to record contributions:

- Make a copy of the Contributions Data workbook completed in section 6.4.3.
- Perform the following in the copied workbook:
  - Split the “Full Name” field into two fields: Last Name and First Name.
    - Insert an additional column after Full Name to receive the first name.
    - Highlight the data under the Full Name header.
    - Use “Data/Text to Columns” to split the field based on the comma.
      - Replace the Full 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 LastName column.
    - 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 this 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 FirstName.
  - Insert a blank column after Address 1.
  - CUT and INSERT the City column.
  - Insert a blank column.
  - CUT and INSERT the Province column.
  - Insert a blank column.
  - CUT and INSERT the Postal Code column.
  - Clear the Address 2 column to create a blank column.
  - 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.
  - Insert a Property and Services 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.
    - Filter on P&S.

- 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 LastName to Property and Services and use PASTE SPECIAL/VALUES to paste it into the appropriate contribution Schedule.

### **6.5.2 Balance with Income Statement 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.**

### **6.6 Complete Schedule 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. This includes missing and voided receipts.

Enter "X" for receipts "On hand, current report".

Ensure differences at the end of the Schedule are nil.

### **6.7 Complete Schedule 31, Advertising subject to \$200,000 aggregate limit**

Assemble copies of all RDA returns

Enter advertising subject to \$3,000 limit

### **6.8 Complete Checklist**

### **6.9 Complete Compliance questionnaire, page 1**

### **6.10 Electronically submit draft return to ENB for preliminary review**

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

Submit return for second or more preliminary reviews.

### **6.11 Proceed with Audit**

Supply documentation requested by auditor, including physical receipts

Following the audit, sign Declaration.

Obtain auditor's CaseWare Trial Balance and Adjusting Journal Entries

### **6.12 Verify Sage accounting matches audited financial return**

If any, enter auditor's adjusting journal entries in Sage

Print Balance Sheet and Income Statement and verify they agree with audited financial return

### **6.13 Submit signed paper return to ENB**

Expenses transaction details must be attached

Attach printed copy of auditor's Trial Balance and Adjusting Journal Entries



## **6.14 Email electronic files to ENB**

Completed financial return

If any adjusting journal entries were made, resend the following reports in Excel format:

- Comparative Balance Sheet
- Comparative Income Statement
- Statement of Cash Flows
- Bank reconciliations
- Aged Accounts Receivable
- Aged Accounts Payable
- General ledger Details/All Transactions report in date order
- All Journals report in journal order