



**GUIDE TO THE PREPARATION OF THE CANDIDATE'S FINANCIAL REPORT
RESPECTING ELECTION EXPENSES AND CONTRIBUTIONS (FORM 2060)**

REPORTING PERIOD OF JUNE 3, 2011 to DECEMBER 2, 2011

FILING DEADLINE DECEMBER 02, 2011, 5:00 PM

This guide will assist you in completing the Candidate's Financial Report in compliance with Part 9 of the *Elections and Plebiscites Act*. This guide will take you line by line through the financial reporting completion process and is especially intended to assist those official agents who have not been part of this process before.

**SUBMIT CANDIDATE'S FINANCIAL REPORT TO:
OFFICE OF THE CHIEF ELECTORAL OFFICER
7, 4915 – 48TH STREET
YELLOWKNIFE, NT, X1A 3S4**

KEY INFORMATION

1. The Candidate's Financial Report **must** be submitted to the Office of the Chief Electoral Officer (OCEO) within 60 days after polling day (i.e., by December 2nd, 2011). The Report **must** be submitted with the original of all vouchers (bills or other supporting documents) for each expenditure of \$50 or more.
2. An official agent, other than an official agent for a candidate declared elected, may apply to the Chief Electoral Office for an extension of this time limit. The Chief Electoral Officer **may** extend the timeline by an additional 60 days only. Failure to transmit the Report to the OCEO on time **shall** result in the candidate having to pay a penalty of \$250 to the Government of the Northwest Territories and/or other penalties.
3. Prior to submitting the Report, the official agent should verify that the electoral district and candidate's name are shown correctly where required. In addition, the official agent should verify that signatures have been provided and, where required, that the signature has been witnessed by a person authorized to administer oaths (**e.g., Commissioner of Oaths, Justice of the Peace, Notary Public or RCMP officer**).
4. The maximum amount for total contributions and expenses for a campaign is **\$30,000**.
5. The maximum contribution in a campaign period by an individual or an organization is **\$1,500**. If an individual or an organization contributes both monetary and non-monetary contributions, the combined total must not exceed **\$1,500**. There is an exception to the maximum contribution amount in the case of transportation services and the use of office premises. For these types of non-monetary contributions, an official agent shall record and report the full value of the services or use of premises.
6. An official agent may accept an anonymous contribution not exceeding \$100 to promote a candidate's election.
7. Fair market value shall be used in the recording and reporting of non-monetary contributions and expenses. Fair market value is defined as the commercial/retail cost to purchase/make the same product in the same market area.

Part 1

Part 1 is to be completed only if the campaign **did not** receive any contributions (monetary or non-monetary) or incur any expenses. This part is signed off by the official agent, the candidate and a witness. In this scenario, Parts 2 – 6 are not completed.

Parts 2 – 4

Parts 2 – 4 are completed when the campaign has received contributions and incurred expenses.

Part 2 – this form is a declaration by the official agent and candidate that the information submitted in the Report is accurate and conforms with the *Act*.

Part 3 – this document is a summary of election expenses and contributions. The information contained in this summary is obtained from Part 4 of the Report.

Part 4 – this part of the report provides all the details of expenses incurred and contributions received during the pre-election and campaign period.

SUMMARY of REVENUE and EXPENSES

Points to observe in determining what goes where and how to report it:

- All amounts received during the affected period must be accounted for regardless of whether a receipt was or was not issued for the value received.
- Revenue includes any cash amounts contributed to the campaign as well as the value of any goods and/or services that were contributed to the campaign.
- Cash contributions must be separated into two parts – those received that were \$100 or less and those over \$100.
- The summaries in Part 4 **must** reconcile to the detail of contributions in Parts 4a-1 and 4a-2 and the detail of expenses in Part 4a-3.
- Part 4a-1 is a summary of all monetary contributions, identifying those contributors of \$100 or less and those of over \$100.
- Part 4a-2 details all goods, services, discounts received and the type of non-monetary contribution received. It is important that supporting documentation is received and submitted for all non-monetary contributions.
- Part 4a-3 outlines all election expenses paid and the type of expenses. All original supporting documentation **must** be remitted for each expense.

Part 5

Section 248 of the *Act* stipulates that any surplus contributions **shall**, within 60 days following polling day, be given to a charitable organization of the candidate's choice or be provided to the Chief Electoral Officer to be paid into the Consolidated Revenue Fund.

Charitable organizations are defined as a society under Section 1 of the *Societies Act* or a registered charity as defined in Section 248 of the *Income Tax Act (Canada)*.

Part 5 is a statement of the candidate's surplus and the name of the charitable organization to which the surplus was donated.

Part 6

This part is a summary of the contributors of more than \$100 and the sponsors of fundraising functions.