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CANDIDATE'S FINANCIAL REPORT
2019 Territorial General Election

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Form 2120: Candidate's Financial Report

Sec.256 (1) of the Elections and Plebiscites Act

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Instructions for Completion of Form 2120, *Candidate's Financial Report*

(To be completed within 60 days after polling day.)

Note: If you are completing this form electronically, the calculations will be performed automatically for you.

Section One: Supporting Information

- Enter the required information for each box.
- Review and include the documents listed on the right side of the page.

Section Two: Declaration - s. 256 (1)(c) & s.(2)

- Print the name of the Official Agent and Candidate where indicated.
- Both the Official Agent and Candidate must sign where required and date their signatures.
- Both the Official Agent and Candidate declarations must be witnessed and dated.

Section Three: Candidate's Financial Report Summary

- Complete this section once sections Four and Five have been completed. *If the form is being completed electronically, this section should auto-populate the totals from Sections Four and Five as they are completed.*
- Complete the form with the totals for each applicable Part of Sections Four and Five.
- Complete the calculation as indicated to determine a campaign fund surplus or deficit.

Section Four - Part 1: Total Monetary Contributions Received 'During' the Campaign Period - s. 256 (1)(a)(i)

- Record all contributions received during the campaign period - s. 247 (1).
- The following information must be included in the spaces provided:
 - the date the contribution was received,
 - the name of the individual, corporation, association or organization who made the contribution for items greater than \$100,
 - the address of the individual, corporation, association or organization who made the contribution,
 - the community name in which the individual, corporation, association or organization who made the contribution reside or conduct business,

- the postal code of the individual, corporation, association or organization who made the contribution,
 - the number of the tax receipt number issued to the individual, corporation, association or organization who made the contribution,
 - the amount that appears on the tax receipt issued to the individual, corporation, association or organization who made the contribution.
- Total the amounts of all issued and recorded tax receipts and record that total in the space provided.
 - Total all anonymous contributions of \$100 or less and record that total in the space provided.
 - Add totals together and record the ‘total monetary contributions received during the campaign period’ in the space provided.

Section Four - Part 2: Total Monetary Contributions Received ‘After’ the Campaign Period - s. 256 (1)(a)(ii)

- Record all contributions, received after the campaign period - s.249.
- The following information must be included in the spaces provided:
 - the date the contribution was received,
 - the name of the individual, association, or organization who made the contribution,
 - the address of the individual, association, or organization who made the contribution,
 - the community name in which the individual, association, or organization who made the contribution reside or conduct business,
 - the postal code of the individual, association, or organization who made the contribution,
 - the number of the tax receipt issued to the individual, association, or organization who made the contribution,
 - the amount that appears on the tax receipt issued to the individual, association, or organization who made the contribution.
- Total the amounts of all issued and recorded tax receipts and record that total in the space provided.
- Total all anonymous contributions of \$100 or less and record that total in the space provided.
- Add totals together and record the ‘total monetary contributions received after the campaign period’ in the space provided.

Section Four - Part 3: Non-Monetary Contributions Received - s. 237 (1)(b) and (c); s. 244 (1)

When completing this part, note: Campaigns can accept donations of goods or services, as well as discounts on any goods and services. These are considered non-monetary contributions and must be reported at fair market value. The definition of fair market value generally accepted by Canadian courts is: *"The highest price available in an open and unrestricted market between informed and prudent parties, acting at arm's length and under no compulsion to act, expressed in terms of cash."* - s. 247 (2).

- Record all non-monetary contributions received.
- The following information must be included in the spaces provided:
 - the date the contribution was received,
 - a brief description of the contribution received,
 - the name of the individual, corporation, association or organization who made the contribution,
 - the address of the individual, corporation, association, or organization who made the contribution,
 - the community name in which the individual, corporation, association, or organization who made the contribution reside or conduct business,
 - the postal code of the individual, corporation, association or organization who made the contribution,
 - the amount (fair market value) of the contribution received.
- Total the amounts of all non-monetary contributions and record that total in the space provided.
- Tax Receipts should not be issued for Non-Monetary Contributions.

Section Four - Part 4: Fundraising Summaries - s. 256 (1)(a)(iv) and (v)

- Enter the required information for each box.
- The following information must be included in the spaces provided:

○ Name of sponsor	○ Total number of tax receipts issued
○ Cost of entry in Box A	○ Net benefit amount, appearing on the tax receipts issued to entrants (Box E)
○ Number of entrants in Box B	○ Total amount of anonymous contributions in Box F
○ Gross revenue in Box C	○ Fundraiser's net revenue (i.e. total revenue minus costs)
○ Gross expense of the function in Box D	

Section Five - Part 1: Election Expenses (Pre-election Period) - s. 256 (1)(vi)

- Record all expenses incurred during the pre-election period.
- The following information must be included in the spaces provided:
 - Date of expenditure
 - To whom it was paid to
 - A description on the type of expense
 - An indication of non-monetary, if applicable
 - Amount of the expense

Section Five - Part 2: Election Expenses (Campaign Period) - s. 256 (1)(vi)

When completing this part, note: If an expense is indicated as non-monetary, then the details and amount of the good or service must match that shown on Part 3 (Non-monetary contributions received).

- Record all expenses incurred during the campaign period.
- The following information must be included in the spaces provided:
 - Date of expenditure
 - To whom it was paid to
 - A description of the type of expense
 - An indication of non-monetary, if applicable
 - Amount of the expense

Section Six: Surplus or Deficit Declarations - s. 248 (1)

- Using the Surplus or Deficit Box in Section Three complete the appropriate declaration.
- Include verification from the organization(s) receiving the surplus.

Section Seven: Tax Receipt Reconciliation - s. 259 (2)

- Provide the information for each tax receipt issued, voided, or unused.
- Use as many copies of Section 7 page needed to record receipts from all receipt books received.
- Include all copies of issued, voided, and unused tax receipts.

Section One: Supporting Information

Electoral District – Conscription:

Name Of Official Agent:
Residential Postal Address:
Postal Code:
Email Address:
Phone Number:

Name Of Candidate:
Residential Postal Address:
Postal Code:
Email Address:
Phone Number:

Name Of Financial Institution/ Other Approved Institution:	
Account Number (If Applicable):	
Postal Address	
Postal Code:	Phone Number:

The following documents must be submitted with this report:

- All statements from a bank or institution approved for the account recorded in this *Candidate's Financial Report*.
- All Deposit slips issued for the account recorded in this *Candidate's Financial Report*.
- All required bills proving payment of election expenses listed in this *Candidate's Financial Report*.
- All copies of issued, voided or unused Tax Receipts listed in this *Candidate's Financial Report*.
- All documents proving surplus contribution funds not expended on the campaign.

Section Three: Candidate's Financial Report Summary

(as of _____, 20____)
(enter date)

Note: When completing this form electronically these numbers will be automatically populated from the pages that follow.

Information from Section Four: Contributions

		Totals
Part 1	Total monetary contributions received during the campaign period.	
Part 2	Total monetary contributions received after the campaign period.	
Part 3	Total non-monetary contributions received	
Part 4	Fundraising summaries	
Total Contributions		

Box A

Information from Section Five: Expenses

Part 1	Election Expenses (pre-election period)	
Part 2	Election Expenses (campaign period)	
Total Expenses		

Box B

Box 'A' minus Box 'B' =

Surplus or Deficit

Section Four - Part 4: Fundraising Summaries

FUNDRAISER #1:

Function Name:			
Function Date:			
Name of Function Sponsor:			

Cost of Entry:	<input type="text"/>	Box A	Total number of Tax Receipts issued:	<input type="text"/>	
Number of Entrants:	<input type="text"/>	Box B	Net benefit amount appearing on receipts issued:	<input type="text"/>	Box E
Gross Revenue:	<input type="text"/>	Box C = Box 'A' multiplied by Box 'B'	Total amount of anonymous contributions:	<input type="text"/>	Box F
Gross expense of function:	<input type="text"/>	Box D	Fundraiser's Net Revenue:	<input type="text"/>	= Box C – Box D + Box E + Box F

FUNDRAISER #2:

Function Name:			
Function Date:			
Name of Function Sponsor:			

Cost of Entry:	<input type="text"/>	Box A	Total number of Tax Receipts issued:	<input type="text"/>	
Number of Entrants:	<input type="text"/>	Box B	Net benefit amount appearing on receipts issued:	<input type="text"/>	Box E
Gross Revenue:	<input type="text"/>	Box C = Box 'A' multiplied by Box 'B'	Total amount of anonymous contributions:	<input type="text"/>	Box F
Gross expense of function:	<input type="text"/>	Box D	Fundraiser's Net Revenue:	<input type="text"/>	= Box C – Box D + Box E + Box F

Fundraising Summaries Total:

(This total will be automatically entered on Page 7 when completing the form electronically)

Section Six: Surplus or Deficit Declarations

SURPLUS DECLARATION

I, _____ of _____, the Official Agent for _____
(Given Name and Surname) (Community) (Candidate's Name)
in the Electoral District of _____ declare, to the best of my knowledge and belief, that the information
(Electoral District)
contained herein is a complete, true and accurate indication of a campaign surplus.

The campaign surplus of \$ _____ has been:

Donated to the following organization: _____, and the receipt accompanies this *Candidate's Financial Report*.

- OR -

Paid to the Government of the Northwest Territories in legal tender, certified cheque, or money order and accompanies this *Candidate's Financial Report*.

The *Candidate Financial Report* has achieved a zero balance.

_____ x _____
Date Signature of Official Agent

DEFICIT DECLARATION

I, _____ of _____, the Official Agent for _____
(Given Name and Surname) (Community) (Candidate's Name)
in the Electoral District of _____ declare, to the best of my knowledge and belief, that the information
(Electoral District)
contained herein is a complete, true and accurate indication of a campaign deficit.

The amount of \$ _____ was paid to me by the aforementioned candidate and applied to any or all unpaid expenses. The *Candidate Financial Report* has achieved a zero balance.

_____ x _____
Date Signature of Official Agent

Section Seven: Tax Receipt Reconciliation

Receipt Number	Receipt was:			Receipt was issued to:	Amount
	Issued	Voided	Unused		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Receipt Number	Receipt was:			Receipt was issued to:	Amount
	Issued	Voided	Unused		
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					