

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



P 04 911
(2020-08-30)

IDENTIFICATION

For the reporting period from _____ to _____
Date Date

Number and name of registered district association (including political party) _____ 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:

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.

(X)	Where applicable, submit the following required supporting documentation:
<input type="checkbox"/>	Bank statements with images of cancelled cheques or Party's financial report; Investment certificates
<input type="checkbox"/>	Detailed deposit slips
<input type="checkbox"/>	Loan agreements and statements
<input type="checkbox"/>	Invoices for advertising subject to the \$3,000 limit and a copy of each advertisement
<input type="checkbox"/>	Expenditure invoices greater than \$500 for all other expenditures
<input type="checkbox"/>	Contributions of property & services
<input type="checkbox"/>	Deemed contributions from unreimbursed personally-incurred expenditures

COMPLIANCE WITH THE POLITICAL PROCESS FINANCING ACT

A "No" answer to a question indicates a possible contravention of the *Political Process Financing Act* (PPFA). Please refer to the section of the *Provincial Political Financing Manual* (PPFM) indicated with each question. Further assistance may be obtained from your Party.

	(Enter an "X" below)		
	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. Have contributions of money, property and services been received from individuals only? [PPFM Section 2.8.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If the association has received contributions of property and services ("donations in kind"), have these contributions been valued at retail value? [PPFM Section 2.8.9]	<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 political party? [PPFM Section 2.8.11]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have all contributions of money been forwarded to and deposited by your registered political party? [PPFM Section 2.8.19.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have all details been communicated to the Party so that receipts may be issued for all contributions? [PPFM Section 2.8.19.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have all contributions made contrary to the PPFA, including anonymous contributions, been returned to the contributor (when their identity was known) or otherwise to the Supervisor of Political Financing? [PPFM Section 2.8.17]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Have advertising expenditures other than election expenses described in section 50 of the PPFA been limited to the \$3,000 annual advertising limit? [PPFM Section 2.9.5]	<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 and in accordance with the guidelines issued by the Supervisor of Political Financing and published in the *Provincial Political Financing Manual*. 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.

QUESTIONNAIRE

(Enter an "X" below)

		<u>Column</u>	<u>Yes</u>	<u>No</u>	<u>N/A*</u>
1. Did the association have an operating bank account or funds on deposit with its political party ?	E	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
1.2 If yes, complete Schedule 1, Bank / Funds on Deposit with Party, Reconciliation at End of Reporting Period, on page 4.		<input type="checkbox"/>	<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 Reconciliation for the additional account.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 If there is a separate Women's or Youth Association bank account, complete a separate Transaction Journal and Reconciliation for the account.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Did the association have a savings account , a Guaranteed Investment Certificate (GIC) , or other investments?	F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Did the association have accounts receivable outstanding at the beginning or end of the period?	G	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Did the association have fundraising or auction expenses from prior years due to be reimbursed by the Party?	H	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Did the association have loans receivable from the Party or another association at the beginning or end of the period?	I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Did the association have accounts payable outstanding at the beginning or end of the period?	J	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Did the association hold, arrange, receive advances on, or make repayments on loans or other borrowings , including with the Party or another association, during the period?	K	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.1 For each loan or other borrowing, complete Schedule 2, Loans / Other Borrowings, on page 4.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. An association must not deposit funds (contributions, membership dues, ticket sales, auction proceeds, and other revenue) in its local bank account; rather all funds must be deposited by the political party. Were any of these amounts owed to the Party at the beginning or end of the period?	L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Did the association hold one or more fundraising or political activities ?	M - O	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.1 If yes, were details of the fundraising activities communicated to the Party for issuing receipts and for the sharing of profits between the Party and association?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Did the association hold one or more auctions ?	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1 If yes, were full details of the auctioned items communicated to the Party for issuing of receipts and for the sharing of proceeds between the Party and association; i.e. retail value of donated items, cost of purchased items, and amount of successful bids?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Did the association receive other income during the period; e.g. interest on investments, etc.?	Q	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Were funds transferred from or to the Party or other associations during the period?	R - T	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Did the association incur any of the following expenditures other than election expenses during the period:					
13.1 Advertising expenditures described in subsection 50(1) of the PPFA, subject to the \$3,000 annual advertising limit?	U	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.2 Advertising expenditures <u>not</u> described in subsection 50(1) of the PPFA or exempted by subsection 50(2) or (3) from the \$3,000 annual advertising limit?	V	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.3 Reasonable expenditures, as determined by subsection 67(4) of the PPFA, for a nominating convention held during an election period?	W	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.4 Other expenditures?	Z	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Did the association transfer funds to or from an official agent of a candidate during the period?	Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Did the association pay any election expenses on behalf of a candidate's official agent ?	Z	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Were contributions of property and services received:					
16.1 In relation to a fundraising activity or an auction? (Details are not reported on this Return, but must be forwarded to the Party to properly process the event.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.2 Not in relation to election expenses, a fundraising activity, or an auction? (Complete Schedule 3, Contributions of Property and Services, on page 5.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Were personally-incurred expenditures not reimbursed and thus deemed to be contributions of money ? (Complete Schedule 4, Deemed Contributions of Money, on page 5.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Did the association provide any advertising material that was used in previous election campaigns ?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.1 If yes, were the materials valued at current retail price?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* N/A = Not applicable

	A	B	C	D	E	F	G	H	I	J	K	L	
1	TRANSACTION JOURNAL												
2	Number and name of registered district association: _____												
3													
4													
5	The journal is in balance.				Bank / Funds on Deposit with Party	Assets				Liabilities			
6					<i>Deposits (+)</i>	<i>GIC / Savings</i>	<i>Accounts receivable</i>	<i>Prior-year fundraising & auction expenses recoverable</i>	<i>Loans receivable</i>	<i>Accounts payable</i>	<i>Loans / Other borrowings</i>	<i>Amounts owed to Party</i>	
7	<i>Date (required)</i>	<i>Ref (required)</i>	<i>Source / Supplier (required)</i>	<i>Description (required)</i>	<i>Withdrawals (-)</i>	<i>Purchased (+)</i>	<i>Owing (+)</i>	<i>Expenses (+)</i>	<i>Owing (+)</i>	<i>Owed (+)</i>	<i>Proceeds (+)</i>	<i>Collected (+)</i>	
8			Prior year's annual financial return	Reconciled year-end balances									
9			Prior year's electoral financial return	Liabilities assumed by the association									
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32													

	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1															
2															
3															
4	Fundraising activities				Revenue	Transfers between Party & Associations			Expenditures other than election expenses				Election-related		
5	Fundraising activity A	Fundraising activity B	Fundraising activity C	Auctions	Other income	Transfers from Party	Transfers to Party	Transfers with other Associations	Advertising subject to \$3,000 annual limit	Advertising <u>not</u> subject to \$3,000 annual limit	Nominating convention	Other expenditures	Transfers with official agent	Election expenses paid on behalf of official agent	Control total
6	Expenses (+)	Expenses (+)	Expenses (+)	Expenses (+)	Revenue (+)	Transfer In (+)	Transfer Out (+)	From (+)	Invoices (+)	Invoices (+)	Invoices (+)	Invoices (+)	To (+)	Invoices (+)	0 = in balance
7	Reimbursement by Party (-)	Reimbursement by Party (-)	Reimbursement by Party (-)	Reimbursement by Party (-)	Returned (-)	Adjustment (-)	Adjustment (-)	To (-)	Credit notes (-)	Credit notes (-)	Credit notes (-)	Credit notes (-)	From (-)	Credit notes (-)	
8															
9															
10															-
11															-
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29															-
30															-
31															-
32															-

	A	B	C	D	E	F	G	H	I	J	K	L
4						Assets				Liabilities		
5	The journal is in balance.				Bank / Funds on Deposit with Party	GIC / Savings	Accounts receivable	Prior-year fundraising & auction expenses recoverable	Loans receivable	Accounts payable	Loans / Other borrowings	Amounts owed to Party
6					<i>Deposits (+)</i>	<i>Purchased (+)</i>	<i>Owing (+)</i>	<i>Expenses (+)</i>	<i>Owing (+)</i>	<i>Owed (+)</i>	<i>Proceeds (+)</i>	<i>Collected (+)</i>
7	<i>Date (required)</i>	<i>Ref (required)</i>	<i>Source / Supplier (required)</i>	<i>Description (required)</i>	<i>Withdrawals (-)</i>	<i>Redeemed (-)</i>	<i>Collected (-)</i>	<i>Reimbursement by Party (-)</i>	<i>Collected (-)</i>	<i>Paid (-)</i>	<i>Payments (-)</i>	<i>Remitted (-)</i>
33												
34												
35												
36												
37												
38												
39												
40												
41												
42												
43												
44					-							
45												
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47												
48												
49												
50												
51												
52												
53												
54												
55												
56	Totals				-	-	-	-	-	-	-	-

	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
4	Fundraising activities				Revenue	Transfers between Party & Associations			Expenditures other than election expenses				Election-related		
5	Fundraising activity A	Fundraising activity B	Fundraising activity C	Auctions	Other income	Transfers from Party	Transfers to Party	Transfers with other Associations	Advertising subject to \$3,000 annual limit	Advertising <u>not</u> subject to \$3,000 annual limit	Nominating convention	Other expenditures	Transfers with official agent	Election expenses paid on behalf of official agent	Control total
6	Expenses (+)	Expenses (+)	Expenses (+)	Expenses (+)	Revenue (+)	Transfer In (+)	Transfer Out (+)	From (+)	Invoices (+)	Invoices (+)	Invoices (+)	Invoices (+)	To (+)	Invoices (+)	0 = in balance
7	Reimbursement by Party (-)	Reimbursement by Party (-)	Reimbursement by Party (-)	Reimbursement by Party (-)	Returned (-)	Adjustment (-)	Adjustment (-)	To (-)	Credit notes (-)	Credit notes (-)	Credit notes (-)	Credit notes (-)	From (-)	Credit notes (-)	
33															-
34															-
35															-
36															-
37															-
38															-
39															-
40															-
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56	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

**SCHEDULE 1 BANK / FUNDS ON DEPOSIT WITH PARTY,
RECONCILIATION AT END OF REPORTING PERIOD**

Financial institution / Political party: _____

Account number: _____

	Amount	
Balance per statement or report, end of reporting period _____	\$	-
Date		

Add: Outstanding deposits (clearing bank subsequent to reporting period)

Date	Source		Amount
_____	_____	\$	-
_____	_____		
_____	_____		
_____	_____		
		\$	-

Subtract: Outstanding cheques (clearing bank subsequent to reporting period)

Date	Cheque no.	Payee		Amount
_____	_____	_____	\$	-
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
			\$	-

Reconciled balance of Bank / Funds on deposit with Party, end of reporting period \$ -

Balance of Bank / Funds on deposit with Party (from Transaction Journal, Column E) \$ -

Difference (must be nil) \$ -

SCHEDULE 2 LOANS / OTHER BORROWINGS

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

Copy and paste schedule on a separate page if more than one loan existed.

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 _____

SCHEDULE 3 CONTRIBUTIONS OF PROPERTY AND SERVICES

Note: There are three types of contributions of property and services that may be received:

- 1) To fund election expenses (details are not reported on this Return but must be reported by the official agent on the *Electoral Financial Return of a Candidate*);
- 2) Related to a fundraising activity or an auction (details are not reported on this Return but must be forwarded to the Party to properly process the event); or
- 3) Not related to election expenses, a fundraising activity, or an auction (reported on this Schedule).

Date	Source	Description	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			\$ -

SCHEDULE 4 DEEMED CONTRIBUTIONS OF MONEY

Note: Any person authorized by an official representative to make expenditures who, out of his or her own money or credit, incurs expenditures that are not reimbursed to the person by the official representative shall be deemed to have made a contribution of money equal in value to the amount of the expenditures [PPFM Section 2.9.3, Guideline 35].

Report deemed contributions of money from unreimbursed personally-incurred expenditures on this Schedule.

Date	Source	Description	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			\$ -