

Joint Financial Return for Registered District Association and Candidate

(Political Process Financing Act, S.N.B. 1978, c. P-9.3, s. 60 and s. 81)



P 04 923
(2020-08-30)

OFFICIAL REPRESENTATIVE IDENTIFICATION

For the reporting period from _____ to _____
Date Date

Number and name of registered district association _____ Official representative _____

Complete mailing address including postal code _____

Telephone (day) _____ Tel. (evening) _____ Tel. (mobile) _____ 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 for Completing the Joint Financial Return for Registered District Association and Candidate (P 04 927)** 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 pre-writ advertising and a copy of each advertisement
<input type="checkbox"/>	Expenditure invoices greater than \$500 for all other expenditures, including election expenses
<input type="checkbox"/>	Election expenses paid by Party
<input type="checkbox"/>	Costs of fundraising activity held during election period
<input type="checkbox"/>	Contributions of property & services
<input type="checkbox"/>	Deemed contributions from unreimbursed personally-incurred expenditures of a candidate or any other person
<input type="checkbox"/>	Proof of current retail value of advertising material used in previous election campaigns

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 or Elections New Brunswick.

(Enter an "X" below)
Yes No N/A

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 joint financial return for
Name of official representative

the _____ and _____
Name of registered district association Name of candidate

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)

Column Yes No N/A*

1.	Did the association have an operating bank account or funds on deposit with its political party ?	E			
1.1	If yes, complete the Transaction Journal on page 3.				
1.2	If yes, complete Schedule 1, Bank / Funds on Deposit with Party, Reconciliation at End of Reporting Period, on page 4.				
1.3	If more than one operating bank account was used, complete a separate Transaction Journal and Reconciliation for the additional account.				
1.4	If there is a separate Women's or Youth Association bank account, complete a separate Transaction Journal and Reconciliation for the account.				
2.	Did the association have a savings account , a Guaranteed Investment Certificate (GIC) , or other investments?	F			
3.	Did the association have accounts receivable outstanding at the beginning or end of the period?	G			
4.	Did the association have fundraising or auction expenses from prior years due to be reimbursed by the Party?	H			
5.	Did the association have loans receivable from the Party or another association at the beginning or end of the period?	I			
6.	Did the association have accounts payable outstanding at the beginning or end of the period?	J			
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			
7.1	For each loan or other borrowing, complete Schedule 2, Loans / Other Borrowings, on page 4.				
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			
9.	Did the association hold one or more fundraising or political activities ?	M - O			
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?				
10.	Did the association hold one or more auctions ?	P			
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?				
11.	Did the association receive other income during the period; e.g. interest on investments, etc.?	Q			
12.	Were funds transferred from or to the Party or other associations during the period?	R - T			
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			
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			
13.3	Reasonable expenditures, as determined by subsection 67(4) of the PPFA, for a nominating convention held during an election period?	W			
13.4	Other expenditures?	X			
14.	Were contributions of property and services received:				
14.1	To fund election expenses?	Y			
14.2	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.)				
14.3	Not in relation to election expenses, a fundraising activity, or an auction? (Complete Schedule 3, Non-Electoral Contributions of Property and Services, on page 4.)				
15.	Were personally-incurred expenses of a candidate or any other person not reimbursed and thus deemed to be contributions of money ?	Z			
16.	Did the association provide any advertising material that was used in previous election campaigns ?	AA			
16.1	If yes, were the materials valued at the current retail price?				
17.	Were election expenses incurred?	AB - AJ			

* N/A = Not applicable

	A	B	C	D	E	F	G	H	I	J	K	L	
1	TRANSACTION JOURNAL												
2	Political party: _____												
3	Number and name of electoral district: _____												
4	Name of candidate: _____												
5													
6													
						Assets				Liabilities			
7	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	
8					<i>Deposits (+)</i>	<i>Purchased (+)</i>	<i>Owing (+)</i>	<i>Expenses (+)</i>	<i>Owing (+)</i>	<i>Owed (+)</i>	<i>Proceeds (+)</i>	<i>Collected (+)</i>	
9	Date (required)	Ref (required)	Source / Supplier (required)	Description (required)	<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>	
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6	Fundraising activities				Revenue	Transfers between Party & Associations			Expenditures other than election expenses			
7	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
8	<i>Expenses (+)</i>	<i>Expenses (+)</i>	<i>Expenses (+)</i>	<i>Expenses (+)</i>	<i>Revenue (+)</i>	<i>Transfer In (+)</i>	<i>Transfer Out (+)</i>	<i>From (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>
9	<i>Reimbursement by Party (-)</i>	<i>Reimbursement by Party (-)</i>	<i>Reimbursement by Party (-)</i>	<i>Reimbursement by Party (-)</i>	<i>Returned (-)</i>	<i>Adjustment (-)</i>	<i>Adjustment (-)</i>	<i>To (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>
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6	Other funding of election expenses			Election expenses									
7	Electoral contributions of property and services	Deemed contributions of money from unreimbursed personally-incurred expenses	Advertising material used in previous election campaigns	Advertising	Office and administration	Transportation, lodging, and food	Rallies and meetings (other than nominating convention)	Research, polling, and voter contact	Salaries, wages, and honoraria	Election Day expenses	Excessive nominating convention expenses	Other election expenses	Control total
8	<i>Received (+)</i>	<i>Received (+)</i>	<i>Current retail price (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>0 = in balance</i>
9				<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	
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	A	B	C	D	E	F	G	H	I	J	K	L
6						Assets				Liabilities		
7	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
8					<i>Deposits (+)</i>	<i>Purchased (+)</i>	<i>Owing (+)</i>	<i>Expenses (+)</i>	<i>Owing (+)</i>	<i>Owed (+)</i>	<i>Proceeds (+)</i>	<i>Collected (+)</i>
9	Date (required)	Ref (required)	Source / Supplier (required)	Description (required)	<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>
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6	Fundraising activities				Revenue	Transfers between Party & Associations			Expenditures other than election expenses			
7	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
8	<i>Expenses (+)</i>	<i>Expenses (+)</i>	<i>Expenses (+)</i>	<i>Expenses (+)</i>	<i>Revenue (+)</i>	<i>Transfer In (+)</i>	<i>Transfer Out (+)</i>	<i>From (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>
9	<i>Reimbursement by Party (-)</i>	<i>Reimbursement by Party (-)</i>	<i>Reimbursement by Party (-)</i>	<i>Reimbursement by Party (-)</i>	<i>Returned (-)</i>	<i>Adjustment (-)</i>	<i>Adjustment (-)</i>	<i>To (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>
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6	Other funding of election expenses			Election expenses									
7	Electoral contributions of property and services	Deemed contributions of money from unreimbursed personally-incurred expenses	Advertising material used in previous election campaigns	Advertising	Office and administration	Transportation, lodging, and food	Rallies and meetings (other than nominating convention)	Research, polling, and voter contact	Salaries, wages, and honoraria	Election Day expenses	Excessive nominating convention expenses	Other election expenses	Control total
8	<i>Received (+)</i>	<i>Received (+)</i>	<i>Current retail price (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>0 = in balance</i>
9				<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	
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	A	B	C	D	E	F	G	H	I	J	K	L
6						Assets				Liabilities		
7	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
8					Deposits (+)	Purchased (+)	Owing (+)	Expenses (+)	Owing (+)	Owed (+)	Proceeds (+)	Collected (+)
9	Date (required)	Ref (required)	Source / Supplier (required)	Description (required)	Withdrawals (-)	Redeemed (-)	Collected (-)	Reimbursement by Party (-)	Collected (-)	Paid (-)	Payments (-)	Remitted (-)
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6	Fundraising activities				Revenue	Transfers between Party & Associations			Expenditures other than election expenses			
7	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
8	<i>Expenses (+)</i>	<i>Expenses (+)</i>	<i>Expenses (+)</i>	<i>Expenses (+)</i>	<i>Revenue (+)</i>	<i>Transfer In (+)</i>	<i>Transfer Out (+)</i>	<i>From (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>
9	<i>Reimbursement by Party (-)</i>	<i>Reimbursement by Party (-)</i>	<i>Reimbursement by Party (-)</i>	<i>Reimbursement by Party (-)</i>	<i>Returned (-)</i>	<i>Adjustment (-)</i>	<i>Adjustment (-)</i>	<i>To (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>
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6	Other funding of election expenses			Election expenses									
7	Electoral contributions of property and services	Deemed contributions of money from unreimbursed personally-incurred expenses	Advertising material used in previous election campaigns	Advertising	Office and administration	Transportation, lodging, and food	Rallies and meetings (other than nominating convention)	Research, polling, and voter contact	Salaries, wages, and honoraria	Election Day expenses	Excessive nominating convention expenses	Other election expenses	Control total
8	<i>Received (+)</i>	<i>Received (+)</i>	<i>Current retail price (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>Invoices (+)</i>	<i>0 = in balance</i>
9				<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	<i>Credit notes (-)</i>	
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**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 NON-ELECTORAL 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 (reported in column Y on the Transaction Journal);
- 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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			\$ _____ -

Joint Financial Return for Registered District Association and Candidate

(Political Process Financing Act, S.N.B. 1978, c. P-9.3, s. 60 and s. 81)

OFFICIAL AGENT IDENTIFICATION

For the election period from _____ to _____
Date of writ Date of return of writ

(X)
 General election
 By-election

For the reporting period from _____ to _____
Date Date

Political party Number and name of electoral district Name of candidate

Name and mailing address of official agent

Telephone (day) Telephone (evening) Telephone (mobile) E-mail address

DECLARATION

I, _____, have submitted the Summary Statement of Election Expenses of
Name of official agent

_____ for the reporting period noted above and in accordance with the
Name of candidate

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.

Signature of official agent

SWORN TO at _____ in the County of _____
Community County

and the Province of New Brunswick this _____ day of _____, A.D.
Day Month Year

BEFORE ME _____ . My Commission expires _____ .
Commissioner of Oaths or Notary Public Date

SUMMARY STATEMENT OF ELECTION EXPENSES

If the return is being completed electronically, only the shaded fields below need to be entered. All other amounts will be carried forward from the Transaction Journal and from the schedule below.

	Amount
Advertising	\$ -
Office and administration	\$ -
Transportation, lodging, and food	\$ -
Rallies and meetings (other than nominating convention)	\$ -
Research, polling, and voter contact	\$ -
Salaries, wages, and honoraria	\$ -
Election day expenses	\$ -
Excessive nominating convention expenses	\$ -
Other election expenses	\$ -
Total election expenses	(A) \$ -
Claims for election expenses contested by official agent (from schedule below)	(B) \$ -
Election expenses limit (as calculated by Elections New Brunswick) *	(C) \$ -

Reimbursement of election expenses

If the candidate is declared elected or has obtained 15% or more of the valid votes cast in the electoral district, a reimbursement of election expenses will be paid by Elections New Brunswick.

Candidate's percentage of valid votes cast in the electoral district (as calculated by Elections New Brunswick) * **(D)**

	Amount
Eligible election expenses:	
Total election expenses (amount (A) above)	\$ -
Less: Electoral contributions of property and services (from Transaction Journal, column Y)	\$ -
Less: Advertising material used in previous election campaigns (from Transaction Journal, column AA)	\$ -
	(E) \$ -
Maximum reimbursement amount (as calculated by Elections New Brunswick) *	(F) \$ <input style="width: 100px; height: 20px;" type="text"/>
Reimbursement of election expenses (lesser of (E) and (F))	(G) \$ -

* <http://www.electionsnb.ca/content/dam/enb/pdf/finance/2018ElectionExpensesLimits-Limitesdesdepenseselectorales2018.pdf>

CLAIMS FOR ELECTION EXPENSES CONTESTED BY OFFICIAL AGENT

Every person to whom an amount is due for election expenses shall present his claim to the official agent later more than 45 days following polling day. Otherwise, such person shall forfeit the right to recover the claim [*Political Process Financing Act*, s. 76(1)].

Where an official agent contests or fails to pay any claim for election expenses allegedly incurred by the official agent or by a person authorized by him or her, the claim shall be deemed to be a contested claim. The claimant may bring an action in any court of competent jurisdiction to recover the claim [s. 91(1)]. Claims for election expenses contested by the official agent shall be reported below [s. 81(1)].

The particulars of any subsequent payment, including a payment in consequence of a judgment of any court, on any claim for election expenses allegedly incurred by an official agent or a person authorized by him or her and previously listed as contested shall be disclosed forthwith to the Supervisor of Political Financing [s. 84]. Such communication would occur subsequent to filing this Return.

Date	Supplier	Nature of expense	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			\$ -