

**Instructions to Official Representative for completing the  
Annual Financial Return for Registered District Association**  
(Political Process Financing Act, A.N.B. 1978, c. P-9.3, s. 60)



**P 04 913**  
**(2012-01-12)**

*Please read this document prior to completing the annual financial return.*

A. DUE DATE

**The financial return MUST be submitted no later than April 1, 2012.**

Visit our website at [www.electionsnb.ca](http://www.electionsnb.ca) for political financing information and electronic spreadsheet templates in Microsoft Excel. To make it easier to complete the financial return, we recommend you use the electronic spreadsheet templates.

B. WHAT TO SUBMIT

- Original, signed annual financial return;
- Bank statements covering the full calendar year;
- Deposit slips covering the full calendar year;
- Documents related to any investments and Guaranteed Investment Certificates;
- Documents related to any loan activity; and
- Expenditure invoices greater than \$100.00.

Copies of supporting documents are acceptable.

C. WHAT'S NEW?

To make completion of the Return as easy as possible, you may prepare the return using either the "cash" or "accrual" basis of accounting.

In either case, we recommend that you follow a structured approach. This approach will vary depending on the level of sophistication of the accounting records you have maintained:

- For those of you who maintained a full accounting of the financial activities in an accounting software package, your level of expertise should allow you to complete the return easily.
- For those of you who maintained a "cash journal" spreadsheet in computerized or manual format, the return should be fairly easy for you to complete, too.
- For those of you who did not maintain any accounting records, we recommend that you use your bank statements as the primary document from which to prepare the Return. Examine each transaction in the order in which they appear on the bank statements – both deposits and withdrawals – and enter them on the appropriate schedule in the Return. **Work from the bank statements to the Return - not from the Return to the bank statements.** By taking this approach, you should be able to reconcile your bank statement much more easily at the end of the exercise.

D. GENERAL INSTRUCTIONS

1. This return reports on the financial activity for the period **January 1 to December 31, 2011**.
2. The official representative of record at December 31, 2011, should submit the return. The Declaration must be dated and signed.
3. We recommend you complete the electronic spreadsheet template, in Microsoft Excel 97-2003 format, available on our website at [www.electionsnb.ca](http://www.electionsnb.ca).
4. If completing by hand, the information entered on the return must be in ink and must be legible. You have received two paper copies of the financial return; one may be used as a working copy.
5. File the original, completed return with the Supervisor of Political Financing, Elections New Brunswick. **See our mailing coordinates at the end of this document.**

6. Make two photocopies of the completed return: one copy should be sent to your Party's financial officer and one copy should be filed with your association's permanent records.
7. If there is insufficient space in a Schedule, please indicate "*See attached Schedule*" and attach a separate sheet with the same headings and information.
8. As a matter of proper internal control procedures, expenses should not be paid from un-deposited cash. However, in the event this happens, integrate all cash transactions into the return.
9. All outstanding petty cash purchases as of December 31 should be reimbursed to the holder of the petty cash fund, thus replenishing Petty Cash as of the end of the financial period. As a result, these expenses will be included in the return.
10. Certain Schedules require supporting documentation to be submitted in order to complete the examination of your return. Any required supporting documentation not submitted with the return will delay our examination.

#### E. SPECIFIC INSTRUCTIONS

- Schedule 1      MEMBERSHIP DUES [*paragraph 58(1)(d) of the Political Process Financing Act*]  
Report amounts of not more than \$25 each paid as dues for membership in the Party or association. Enter the total fees you collected, deduct any fees sent to the Party, and report the dues retained by the association.
- Schedule 2      REGISTRATION FEES AT POLITICAL CONVENTIONS [*paragraph 58(1)(e)*]  
Report amounts of not more than \$25 each paid as registration fees at political conventions. Indicate the date, location, and the purpose of the convention. Enter the total fees collected and deduct the fees sent to the Party. The balance will be the fees retained by the association.
- Schedule 3      ENTRANCE FEES TO A POLITICAL ACTIVITY OR DEMONSTRATION [*paragraph 58(1)(f)*]  
Report amounts of not more than \$10 each paid by participants in Part A; report amounts of more than \$10 each paid by participants in Part B.
- 3A      Indicate the date, location, nature of the activity, entrance fee, number of paying participants, and the amount reported by the association.
- 3B      Fundraising activities:
- Indicate the date, location, nature of the activity, the individual fee or ticket price, the number of participants or tickets sold, and the gross revenue.
  - Enter details of fundraising expenses incurred for the event.
  - Calculate the net profit from the event.
  - Calculate the net profit per ticket sold.
  - If the net profit per ticket is greater than \$10, the total net profit is a contribution element that must be remitted to the Party. The Party will issue official income-tax receipts to the ticket purchasers.
  - If the net profit per ticket is \$10 or less, the total net profit is not considered a contribution and may be retained by the association.
  - Enter the amount of the contribution element that has been remitted to the Party.
  - If the contribution element has not been remitted to the Party, enter the amount and include it in Schedule 11.1, Accounts Payable.
  - Calculate and enter the net profit retained by the association, if any.

**Please contact your Party's financial officer to confirm your calculations and remit sufficient detailed information to issue official income-tax receipts.**

- Schedule 4      AUCTIONS [*paragraph 58(1)(n)*]  
Report the following:
- total value of all donated items;
  - date of the auction and location;
  - total proceeds from the auction;
  - contribution element remitted (or to be remitted) to the Party; and
  - net amount retained, if any, and reported by the association.

**Please contact your Party's financial officer to confirm your calculations and remit sufficient detailed information to issue official income tax receipts. Your**

financial officer will require:

- Details of donated items valued at \$100 or greater; i.e. name of donor, mailing address, and fair value of the item donated;
- Details of successful bids; i.e. the name and mailing address of the successful bidder, the bid amount, the fair value of the donated item, and the contribution element.

Schedule 5 OTHER INCOME *[paragraph 58(1)(n)]*  
Proceeds from 50/50 draws, sale of promotional items, collections at meetings, funds transferred from Women's Associations, etc. may be considered "other income". Note: Price of 50/50 draw ticket; net proceeds from the sale of a promotional item; or the individual amount collected at meetings must be less than \$10.

Report as "other Income" any reimbursement by the official agent to the Association for advertisements used both prior to and during the election period or used signage provided by Association to the electoral campaign.

Schedule 6 TRANSFERS RECEIVED FROM PARTY, ASSOCIATIONS, AND CANDIDATE *[paragraph 58(1)(k)]*  
For each transfer, indicate the date received, the source, the nature of the transfer, and the amount. Examples include the portion of contributions returned by the Party to the association, election expenses reimbursement, or the balance of an election account from the official agent of a candidate, etc.

Schedule 7 INTEREST AND INVESTMENT INCOME *[paragraph 58(1)(n)]*  
Enter the name of the financial institution and the account reference number of the bank account, guaranteed investment certificate, or other investment instrument.

For certificates and investment instruments, enter the principal amount and the date invested. From the prior period's financial return, enter the redeemable value at the beginning of the period. Enter the redeemable value at the end of the period. Enter the interest earned or the gain or loss on the investment.

Record the period-end information in Schedule 13, Cash and Bank Reconciliations, end of period.

Please attach a statement of your investments showing the period-end value.

Schedule 8 LOANS *[paragraph 58(1)(l)]*  
Report all loans, lines-of-credit, and any other borrowings held at any point in the year. If more than one loan existed, attach a supplementary schedule for each loan.

For each loan, report the name and address of the lender, the terms of the borrowing, the name and address of any guarantor, and the amount of any guarantee.

Report balances, proceeds and repayments of each loan. Report advances and repayments on lines-of-credit, even though the lines-of-credit may have been accessed and completely repaid during the period.

Report interest expense associated with loans on Schedule 10, Non-Election Expenditures.

Please attach documentation supporting all loan activity.

Schedule 9 TRANSFERS TO PARTY, ASSOCIATIONS, AND CANDIDATE *[paragraph 58(1)(k)]*  
For each transfer, enter the date, recipient, nature of the transfer, and the amount.

Transfers to your Party may include a donation of the association's funds to the Party for a particular expenditure. Note that the remittance of monetary contributions to the Party for receipting purposes is not reported as a transfer in this schedule.

Transfers to other registered district associations may include a redistribution of assets pursuant to a change in electoral district boundaries.

Transfers to a candidate would include funds transferred to the Official Agent of a

candidate to finance an election campaign. It would also include election expenses paid on behalf of the official agent.

Schedule 10 NON-ELECTION EXPENDITURES *[paragraph 58(1)(m)]*  
Enter non-election expenditures according to the categories provided. Include amounts reported as accounts payable at the end of the period. Enter an explanation for "other" expenditures.

Submit invoices for all individual expenditures of more than \$100.

Submit invoices and a copy of the advertisement (tear sheet) supporting all expenditures classified as political or non-political advertising.

Schedule 11 MONETARY CONTRIBUTIONS OWED TO PARTY *[paragraphs 58(1)(c) and (g)]*  
The full amount of monetary contributions solicited or received by the association must be remitted to the Party for the issuance of official income-tax receipts.

Enter any balance owing to the Party at the beginning of this financial period.

Enter details for each deposit of contributions made during the period; i.e. the date of the deposit, the number of contributions in the deposit, and the amount of the deposit. It is not necessary to report the names of individual contributors because that information should already have been remitted to the Party. Calculate the total deposits and carry forward as a Source of Cash to page 1.

Enter remittances made to the Party during the financial period. Calculate the total remittances and carry forward as a Use of Cash to page 1.

Calculate and enter the balance of monetary contributions owed to the Party at the end of the period.

Schedule 11.1 ACCOUNTS PAYABLE *[paragraph 58(1)(m)]*  
Expenditures incurred and remaining unpaid at the end of the period may be accrued and reported as accounts payable.

Enter any balance of accounts payable owing at the beginning of this financial period. Attach a detailed schedule from the prior period's financial return.

Enter details of additional accounts payable. Reference any unremitted contribution element of fundraising activities, if any, from Schedule 3B. Calculate the total additional accounts payable and carry forward as a Source of Cash to page 1.

Enter details of payments made on accounts payable. Calculate the total payments and carry forward as a Use of Cash to page 1.

Calculate and enter the balance of accounts payable at the end of the period.

Schedule 11.2 ACCOUNTS RECEIVABLE *[paragraph 58(1)(m)]*  
Amounts charged or advanced to other organizations and remaining unrecovered at the end of the period may be accrued and reported as accounts receivable. Include money loaned to the Party and other registered district associations.

Enter any balance of accounts receivable at the beginning of this financial period. Attach a detailed schedule from the prior period's financial return.

Enter details of additional accounts receivable. Calculate the total and carry forward as a Use of Cash to page 1.

Enter details of payments received on accounts receivable. Calculate the total payments received and carry forward as a Source of Cash to page 1.

Calculate and enter the balance of accounts receivable at the end of the period.

- Schedule 12 CASH POSITION, BEGINNING OF PERIOD *[subsection 58(1)]*  
From the prior period's financial return, enter the following amounts:
- Operating bank account, reconciled balance;
  - Shares in financial institution; e.g. Credit union, Caisse populaire;
  - Savings account;
  - Investments and Guaranteed Investment Certificates; and
  - Petty Cash.

Enter the total and carry forward to Page 1.

- Schedule 13 CASH AND BANK RECONCILIATIONS, END OF PERIOD *[subsection 58(1)]*  
Reconcile all bank, investment, and cash accounts to the financial return figures.

Please attach documentation supporting all bank and investment transactions.

**1. OPERATING ACCOUNT BALANCE**

Balance per bank statement, end of period: Enter the December 31 amount directly from your bank statement, passbook, or electronic statement.

Outstanding deposits: Any funds deposited and reported in the current financial period, but clearing the bank in the subsequent period, are reported as outstanding deposits.

Outstanding cheques: Any cheques issued in the current (or prior) financial period, but not clearing the bank by the end of the current financial period, are reported as outstanding cheques.

From the three amounts just described, calculate and enter the reconciled bank balance.

**2. SHARES IN FINANCIAL INSTITUTION**

Balance per bank statement, end of period: Enter the December 31 amount directly from your bank statement, passbook, or electronic statement.

**3. SAVINGS ACCOUNT BALANCE**

Balance per bank statement, end of period: Enter the December 31 amount directly from your bank statement, passbook, or electronic statement.

**4. INVESTMENTS AND GICs (GUARANTEED INVESTMENT CERTIFICATES)**

Enter the value of your investments and GICs at December 31 as reported by your financial institution(s).

**5. PETTY CASH**

All outstanding petty cash purchases as of December 31 should be reimbursed to the holder of the petty cash fund, thus replenishing Petty Cash as of the end of the financial period. Report the names of all individuals who held petty cash funds. Report the replenished amounts of the petty cash funds.

**BANK AND CASH ON HAND, END OF PERIOD**

The Grand Total, (A), is the sum of the five accounts above.

The Cash Position, end of period, is carried back from Page 1. The Statement of Cash Flows amounts will be automatically calculated if using the electronic spreadsheet template. If preparing manually, carry forward each amount from the appropriate Schedule to the Statement of Cash Flows, calculate the sub-total amounts, and calculate the Cash Position, end of period.

The Difference should be nil when the accounts are properly reconciled and the return has been properly completed. Provide an explanation if unable to reduce the difference to nil.

- Schedule 14 CONTRIBUTIONS OF PROPERTY AND SERVICES *[subsection 39(3)]*  
Goods and services "donated in kind" to the association must be reported to the Party. Official receipts for income-tax purposes will be issued by the Party. However, do not list contributions of property and services already reported by the official agent of your candidate.

IF YOU HAVE ANY QUESTIONS OR REQUIRE ASSISTANCE WITH THE COMPLETION OF THE RETURN,  
PLEASE COMMUNICATE WITH OUR OFFICE:



Supervisor of Political Financing  
Elections New Brunswick  
551 King Street, Suite 102  
P.O. Box 6000  
Fredericton NB E3B 5H1

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*(Ce document est également disponible en français.)*