

## FORM CR-1 CANDIDATE CAMPAIGN PERIOD FINANCIAL STATEMENTS

### Checklist

Before you send in this return make sure:

- It is signed by the chief financial officer and candidate.
- The signed auditor's report is included.
- The Chief Electoral Officer's copies of all used and unused official tax credit receipts are included.
- All required schedules are completed and attached.

### IMPORTANT

If any of the above items are missing, your return will not be considered filed.

Make sure:

- A copy of your auditor's invoice is enclosed with the return.
- The contributor's copy of all cancelled/voided official tax credit receipts is included.

### PLEASE NOTE

You will find the checklist in Guideline G11, paragraph 35 helpful. The Chief Electoral Officer's staff is always available to provide assistance. You may also download this file from our internet site. Please contact us at:

Elections Ontario  
Election Finances Division  
51 Rolark Drive  
Toronto, ON M1R 3B1

Telephone: (416) 325-9401

Fax: (416) 325-9466

Internet Address: <http://www.elections.on.ca>

Toll Free: 1-866-566-9066

Email: [electfin@elections.on.ca](mailto:electfin@elections.on.ca)





## Election Finances Division

51 ROLARK DRIVE  
TORONTO, ONTARIO M1R 3B1

Telephone: (416) 325-9401  
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### CR-1 Candidate Campaign Period Financial Statement

Disponible aussi en français.

Candidate Information	
ED No.:	Electoral District:
Political Party:	
<b>Candidate</b>	
First Name:	Last Name:
Business Tel.:	Home Tel.:
Fax:	Email:
Address:	
City:	Postal Code:
<b>Chief Financial Officer</b>	
First Name:	Last Name:
Business Tel.:	Home Tel.:
Fax:	Email:
Address:	
City:	Postal Code:

Certification of Chief Financial Officer	
I, _____ (Name of Chief Financial Officer), have prepared these campaign period financial statements and the supporting schedules as set out herein for _____ (Name of Candidate) and hereby certify that to the best of my knowledge and belief the financial statements and supporting schedules are true and correct.	
_____	_____
<i>Signature of Chief Financial Officer</i>	<i>Date</i>

Certification of Candidate	
I, _____ (Name Candidate), a candidate in the electoral district of _____ (Electoral District) and hereby certify that to the best of my knowledge and belief these campaign period financial statements and supporting schedules as set out herein are true and correct.	
_____	_____
<i>Signature of Candidate</i>	<i>Date</i>



# CR-1 Candidate Campaign Period Financial Statement

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## Auditor's Report

(Attach auditor's invoice.)

To \_\_\_\_\_ (Name of CFO), Chief Financial Officer for \_\_\_\_\_ (Name of Candidate):

I/we have audited the statement of assets and liabilities of \_\_\_\_\_ (Candidate) as at \_\_\_\_\_ and the statement of campaign period income and expenses for the campaign period from \_\_\_\_\_ (Period Start Date) to \_\_\_\_\_ (Period End Date) relating to the Ontario election held on \_\_\_\_\_. These financial statements are the responsibility of the chief financial officer and candidate. My/our responsibility is to express an opinion on these financial statements based on my/our audit.

Except as explained in the following paragraph, I/we conducted my/our audit in accordance with generally accepted auditing standards. Those standards require that I/we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the chief financial officer as well as evaluating the overall financial statement presentation.

Due to the nature of the types of transactions inherent in any election campaign, it is impracticable through auditing procedures to determine that the accounting records include all income and expenses for the campaign period. Accordingly, my/our verification of these transactions was limited to the amounts recorded in the candidate's election campaign records and I was/we were not able to determine whether any adjustments might be necessary to income and expenses, assets or liabilities, and surplus/deficit.

In my/our opinion, except for the effect of adjustments, if any, which I/we might have determined to be necessary had I/we been able to satisfy myself/ourselves as to the completeness of the records as described in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the candidate's election campaign and the income and expenses for the campaign period from \_\_\_\_\_ (Period Start Date) to \_\_\_\_\_ (Period End Date) in accordance with the accounting principles disclosed in the notes to the financial statements.

The Act does not require me/us to report, nor was it practicable for me/us to determine, that contributions reported include only those which may be properly retained in accordance with the provisions of the Act.

\_\_\_\_\_  
Signature of Auditor

\_\_\_\_\_  
Date

**\*Comments:**

**Audit Fee:**

### Auditor

**First Name:**

**Last Name:**

**Professional Designation:**

CA  CGA

**License No.:**

**Firm Name:**

**Business Tel.:**

**\*Home Tel.:**

**Fax:**

**Email:**

**Address:**

**City:**

**Postal Code:**

### Contact Person (if different from above)

**First Name:**

**Last Name:**

(\* Items marked with an asterisk are optional.)



# CR-1 Candidate Campaign Period Financial Statement

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## Notes to Financial Statements for the Campaign Period:

from:

to:

### Accounting Policies

The accounting policies and procedures are determined by the Act and the Chief Electoral Officer through its Guidelines. These are considered appropriate for compliance with the Act.

### Contributions

- Individuals, corporations, trade unions and other organizations are limited by the Act in the amount which they may contribute in a year or an election;
- The Chief Electoral Officer requires that an official tax credit receipt be issued for each contribution;
- Contributions of goods and services are recorded at their fair commercial value.

### Expenses

- The Act imposes spending limits on the campaign period expenses of candidates and political parties. Campaign period expenses are defined in the Act and the Guidelines;
- The Act requires all expenses be recorded at their fair commercial value.

Inventory of campaign materials consists primarily of \_\_\_\_\_ and is valued at fair commercial value. Inventory other than campaign materials is valued at cost.

## Statement of Assets and Liabilities

### Statement of Assets and Liabilities as at:

#### Assets

Line 001	Cash .....	
Line 002	Accounts Receivable (from Schedule 9).....	
Line 003	Candidate's Campaign Subsidy Entitlement (from Schedule 11)	
Line 004	Inventory of Campaign Materials (from Schedule 7).....	
Line 005	Other Assets (provide full details below) .....	

<i>Description</i>	<i>Amount</i>

**Line 006 Total Assets .....**

#### Liabilities and Surplus

Line 007	Accounts Payable (from Schedule 10) .....	
Line 008	Borrowings Overdraft (from Schedule 1) .....	
Line 009	Other Liabilities (provide full details below).....	

<i>Description</i>	<i>Amount</i>

Line 010 Surplus (Deficit) .....

**Line 011 Total Liabilities and Surplus (Deficit).....**



# CR-1 Candidate Campaign Period Financial Statement

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## Statement of Income and Expenses

Statement of Income and Expenses from:

to:

### Income

Line 001	Contributions (from Schedule 2).....	
Line 002	Fund-Raising Activities (from Schedule 3) .....	
Line 003	Interest Income.....	
Line 004	Social functions and general collections (from Schedule 4) .....	
Line 005	Transfers Received (from Schedule 5).....	
Line 006	Other Revenue (provide full details below) .....	

Description	Amount

**Line 007 Total Income** .....

### Expenses

Subj. To Lim. Excl. Exp. Total

Line 008	Accounting.....			
Line 009	Audit .....			
Line 010	Advertising.....			
Line 011	Appreciation Notices .....			
Line 012	Bank Charges.....			
Line 013	Brochures .....			
Line 014	Candidate's Child Care Expenses.....			
Line 015	Candidate's Personal Expenses .....			
Line 016	Conventions, Workshops, and Meetings Attended .....			
Line 017	Credit Card Maintenance Fees .....			
Line 018	Fund-Raising Expenses (from Schedule 3).....			
Line 019	Furniture and Equipment.....			
Line 020	Insurance and Utilities .....			
Line 021	Interest .....			
Line 022	Inventory Of Campaign Materials at start of Campaign Period Transferred to Candidate's Campaign (Schedule 7) ..			
Line 023	Meetings Hosted .....			
Line 024	Office and Equipment Rental .....			
Line 025	Office Supplies and Stationary .....			
Line 026	Postage and Courier .....			
Line 027	Prepaid Campaign Expenses at start of Campaign Period Transferred to Candidate's Campaign (Schedule 7) .....			
Line 028	Professional Fees.....			
Line 029	Recount Expenses .....			
Line 030	Research and Polling .....			
Line 031	Salaries and Benefits .....			
Line 032	Signs .....			
Line 033	Social Functions .....			
Line 034	Telecommunications (fax, telephone, cable).....			
Line 035	Transfers Paid Out (from Schedule 5).....			
Line 036	Travel .....			
Line 037	Victory Party .....			
Line 038	Web and Internet.....			
Line 039	Other Expenses (provide full details below) .....			

Description	Subj. to Lim.	Excl. Exp.	Total

<b>Line 040</b>	<b>Total Expenses Subject to Limitation</b> .....			
<b>Line 041</b>	<b>Total Excluded Expenses</b> .....			
<b>Line 042</b>	<b>Total Campaign Period Expenses</b> .....			
<b>Line 043</b>	<b>Campaign Surplus (Deficit) before adjusting for inventory and subsidy</b> .....			
<b>Line 044</b>	<b>Candidate's Campaign Subsidy Entitlement (from Schedule 11)</b> .....			
<b>Line 045</b>	<b>Inventory at the end of the Campaign Period (from Schedule 7)</b> .....			
<b>Line 046</b>	<b>Campaign Surplus (Deficit) for the Campaign Period</b> .....			



**CR-1 Candidate Campaign Period Financial Statement**

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<b>Schedule 1: Borrowings and Overdraft</b>		(Attach separate schedule for each indebtedness.)
<b>Financial Institution</b>		
Institution Name:		
Address:		
City:	Postal Code:	
Line 101	Amount Borrowed.....	
Line 102	Amount Outstanding at the End of the Campaign Period .....	
<b>Guarantors</b>		(Attach supplementary list if required)
First Name:	Last Name:	Amount of Guarantee
Address:		
City:	Postal Code:	
First Name:	Last Name:	Amount of Guarantee
Address:		
City:	Postal Code:	
First Name:	Last Name:	Amount of Guarantee
Address:		
City:	Postal Code:	
First Name:	Last Name:	Amount of Guarantee
Address:		
City:	Postal Code:	
First Name:	Last Name:	Amount of Guarantee
Address:		
City:	Postal Code:	
First Name:	Last Name:	Amount of Guarantee
Address:		
City:	Postal Code:	
First Name:	Last Name:	Amount of Guarantee
Address:		
City:	Postal Code:	
First Name:	Last Name:	Amount of Guarantee
Address:		
City:	Postal Code:	
First Name:	Last Name:	Amount of Guarantee
Address:		
City:	Postal Code:	



**CR-1 Candidate Campaign Period Financial Statement**  
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**Schedule 2: Contributions and Official Tax Credit Receipt Form Reconciliation**

**Part 1 – Contributions**

Line 201	From a single source totalling more than \$100.00 (complete Part 2) .....	_____
Line 202	Less – Returned or payable to the contributor .....	_____
Line 203	– Paid or payable to the Chief Electoral Officer .....	_____
<b>Line 204</b>	<b>Net amount from a single source totalling more than \$100.00 .....</b>	<input type="text"/>
Line 205	From a single source totalling \$100.00 or less .....	_____
Line 206	Less – Returned or payable to the contributor .....	_____
Line 207	– Paid or payable to the Chief Electoral Officer .....	_____
<b>Line 208</b>	<b>Net amount from a single source totalling \$100.00 or less .....</b>	<input type="text"/>
Line 209	<b>Total Contributions .....</b>	<input type="text"/>
Line 210	From anonymous sources .....	_____
Line 211	Amount of Contributions Paid or Payable to the Chief Electoral Officer (Line 203 + Line 207 + Line 210) .....	_____

**Part 2 – List of Contributors Whose Contributions Totalled More than \$100** (Attach supplementary list if required.)

<b>Name:</b>			<b>Amount</b>
<b>Address:</b>			
<b>City:</b>	<b>Postal Code:</b>		
<b>Name:</b>			<b>Amount</b>
<b>Address:</b>			
<b>City:</b>	<b>Postal Code:</b>		
<b>Name:</b>			<b>Amount</b>
<b>Address:</b>			
<b>City:</b>	<b>Postal Code:</b>		
<b>Name:</b>			<b>Amount</b>
<b>Address:</b>			
<b>City:</b>	<b>Postal Code:</b>		
<b>Name:</b>			<b>Amount</b>
<b>Address:</b>			
<b>City:</b>	<b>Postal Code:</b>		

**Part 3 – Official Tax Credit Receipt Form Reconciliation** (Provide serial numbers for each category.)

		<i>Quantity</i>
Line 212	Supply received during period .....	_____
Line 213	Valid official tax credit receipts issued .....	( _____ )
Line 214	Cancelled .....	( _____ )
Line 215	Lost or destroyed .....	( _____ )
Line 216	Replacement official tax credit receipts issued .....	( _____ )
Line 217	Unused returned to Chief Electoral Officer .....	( _____ )
<b>Line 218</b>	<b>Remaining at end of period .....</b>	<input type="text" value="NIL"/>



**CR-1 Candidate Campaign Period Financial Statement**  
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<b>Schedule 3: Fund-Raising Activities</b>									
<b>Name of Event:</b>	<b>Date:</b> /     /     (MM / DD / YY)								
<b>Description of Event:</b>									
Line 301	Admission/Item charge (per person) * .....								
Line 302	Portion deemed a contribution .....								
Line 303	Number of tickets/items sold .....								
* If admission/item charge per person is not consistent, provide complete breakdown of all ticket/item sales.									
<b>Revenue From Event</b>									
Line 304	Total revenue from tickets/items sold (Line 301 x Line 303) .....								
Line 305	Less – Amount included in contributions – Schedule 2, Part 1 (Line 302 x Line 303) .....								
Line 306	Other Revenue (provide full details below) .....								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; text-align: left;"><i>Description</i></th> <th style="width: 30%; text-align: left;"><i>Amount</i></th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	<i>Description</i>	<i>Amount</i>						
<i>Description</i>	<i>Amount</i>								
<b>Line 307</b>	<b>Total revenue not treated as contribution (Line 304 – Line 305 + Line 306).....</b> <input style="width: 100px;" type="text"/>								
Line 308	Total expenses incurred .....								

*To add additional Fund Raising Activities, please copy this page, fill out as necessary, and include with your application.*

<b>Schedule 4: Social Functions and General Collections at Meetings</b>	
<b>Name of Function:</b>	<b>Date:</b> /     /     (MM / DD / YY)
<b>Description of Function:</b>	
<b>Location:</b>	
Line 401	Event income .....
Line 402	Total expenses incurred .....

*To add additional Social Functions, please copy this page, fill out as necessary, and include with your application.*



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**Schedule 5: Transfers**

(Attach supplementary lists if required.)

**Transfers Received**

*From Party*

Date (M/D/Y)	Amount
/ /	
/ /	
/ /	

Line 501 Total From Party (provide full details above)

*From Constituency Associations*

Date (M/D/Y)	ED #	Electoral District Name	Amount
/ /			
/ /			
/ /			

Line 502 Total From Constituency Associations (provide full details above)

*From Candidates*

Date (M/D/Y)	ED #	ED Name	Last Name	First Name	Amount
/ /					
/ /					
/ /					

Line 503 Total From Candidates (provide full details above)

**Line 504 Total Transfers Received (Line 501 + Line 502 + Line 503)**

**Transfers Paid Out**

*To Party*

Date (M/D/Y)	Amount
/ /	
/ /	
/ /	

Line 505 Total To Party (provide full details above)

*To Constituency Associations*

Date (M/D/Y)	ED #	Electoral District Name	Amount
/ /			
/ /			
/ /			

Line 506 Total To Constituency Association (provide full details above)

*To Candidates*

Date (M/D/Y)	ED #	ED Name	Last Name	First Name	Amount
/ /					
/ /					
/ /					

Line 507 Total To Candidates (provide full details above)

**Line 508 Total Transfers Paid Out (Line 505 + Line 506 + Line 507)**





**CR-1 Candidate Campaign Period Financial Statement**  
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**Schedule 7: Inventory and Prepaid Expenses**

*Inventory of Campaign Goods and Materials Transferred to the Campaign*

Description	Date Acquired (M/D/Y)	Supplier	Unit Value	Quantity	Total Value
	/ /				
	/ /				
	/ /				
	/ /				
	/ /				
	/ /				
	/ /				

**Line 701 Total Campaign Goods and Materials Transferred**.....

*Prepaid Expenses Transferred to the Campaign*

Description	Date Incurred (M/D/Y)	Supplier	Amount
Advertising deposits and pre-writ production costs	/ /		
Insurance	/ /		
Office Rent	/ /		
Telephone	/ /		
Utilities	/ /		
Other expenses (list below)			
	/ /		
	/ /		
	/ /		

**Line 702 Total Prepaid Expenses Transferred**.....

*Closing Inventory of Campaign Goods and Materials*

Description	Date Incurred (M/D/Y)	Supplier	Unit Value	Quantity	Total Value
	/ /				
	/ /				
	/ /				
	/ /				
	/ /				
	/ /				

**Line 703 Total Closing Campaign Goods and Materials**.....



**CR-1 Candidate Campaign Period Financial Statement**  
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<b>Schedule 9: List of Accounts Receivable</b>			
<i>Original Date of Charge (M/D/Y)</i>	<i>Debtor</i>	<i>Nature of Receivable</i>	<i>Amount</i>
/ /			
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<b>Line 901</b>	<b>Total Accounts Receivable .....</b>		<input type="text"/>

<b>Schedule 10: List of Accounts Payable</b>			
<i>Original Date of Charge (M/D/Y)</i>	<i>Supplier</i>	<i>Nature of Charge</i>	<i>Amount</i>
/ /			
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<b>Line 1001</b>	<b>Total Accounts Payable .....</b>		<input type="text"/>



# CR-1 Candidate Campaign Period Financial Statement

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<b>Schedule 11: Calculation of Candidate's Campaign Expense Limitation and Subsidy Entitlement</b>	
Line 1101	Number of valid votes cast in the Electoral District .....
Line 1102	Minimum number of valid votes cast required to be eligible for the campaign subsidy (15% OF Line 1101).....
Line 1103	Number of votes received by candidate.....
<b>Candidate's Campaign Expenses Subject to Limitation</b>	
Line 1104	Candidate's campaign expenses subject to limitation.....
Line 1105	Campaign expenses incurred by the constituency association.....
Line 1106	Total candidate's campaign expenses subject to limitation.....
<b>Calculation of Candidate's Subsidy</b> <span style="float: right;"><i>(Complete only if Line 1103 equals or exceeds Line 1102)</i></span>	
Line 1107	Maximum subsidy entitlement as calculated by the Chief Electoral Officer .....
Line 1108	20% of total candidate's campaign expenses subject to limitation (Line 1106).....
Line 1109	Candidate's subsidy calculated (lesser of Line 1107 or 1108)
<b>Less candidate's campaign expenses subject to limitation in excess of limit, if any.</b>	
Line 1110	Maximum allowable spending limit as calculated by the Chief Electoral Officer .....
Line 1111	Candidate's campaign expenses subject to limitation in excess of the limit (if any) (Line 1106 – Line 1110) (If negative, enter "nil") .....
<b>Line 1112</b>	<b>Candidate's campaign subsidy entitlement (Line 1109 – Line 1111) .....</b>