

FORM AR-10 POLITICAL PARTY ANNUAL FINANCIAL STATEMENTS

Checklist

Before you send in this return make sure that:

- it is signed by the chief financial officer
- the signed auditor's report is included
- the Chief Electoral Officer's copies of all used 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. Financial statements are due on May 31.

Make sure that:

- 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 PG01, paragraph 33, 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

Toll Free: 1-866-566-9066

FAX: (416) 325-9466

Email: electfin@elections.on.ca

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



Election Finances Division

51 ROLARK DRIVE
TORONTO, ONTARIO M1R 3B1

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AR-10 Political Party Annual Financial Statements

Disponible aussi en français.

Political Party Information	
Political Party:	
Chief Financial Officer	
First Name:	Last Name:
Business Tel.:	Home Tel.:
Fax:	Email:
Address:	
City:	Postal Code:

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

Notes to Financial Statements for the year ended:	December 31, 20__	(Period End Date)
<p>Accounting Policies</p> <p>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.</p> <p>Contributions</p> <ul style="list-style-type: none"> ▪ 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. <p>Expenses</p> <ul style="list-style-type: none"> ▪ 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. <p>Inventory of campaign materials consists primarily of _____ and is valued at fair commercial value. Inventory other than campaign materials is valued at cost.</p> <p>Capital assets, consisting primarily of _____, are expensed in the year of acquisition and are included in the statement of assets and liabilities at a nominal amount.</p>		



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Auditor's Report

(Attach auditor's invoice.)

To _____ (Name of CFO), Chief Financial Officer of the _____ (Name of Political Party):

I/we have audited the statement of assets and liabilities of _____ (Political Party) as at December 31, 20____ (Period End Date) and the statement of income and expenses for the year then ended. These financial statements are the responsibility of the chief financial officer. 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 organizations of this type, it is impracticable through auditing procedures to determine that the accounting records include all income and expenses for the year. Accordingly, my/our verification of these transactions was limited to the amounts recorded in the accounting records of the party 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 political party as at December 31, 20____ (Period End Date) and the income and expenses for the year then ended 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.)



Statement of Assets and Liabilities		
<i>Statement of Assets and Liabilities as at:</i> December 31, 20__ (Period End Date)		
Assets		
Line 001	Cash	<input type="text"/>
Line 002	Accounts Receivable (from Schedule 9).....	<input type="text"/>
Line 003	Inventory and Prepaid Expenses (from Schedule 7)	<input type="text"/>
Line 004	Bonds, Stocks, and Other Securities	<input type="text"/>
Line 005	Capital Assets.....	<input type="text"/>
Line 006	Other Assets (provide full details below)	<input type="text"/>
	<i>Description</i>	<i>Amount</i>
Line 007	Total Assets	<input type="text"/>
Liabilities and Surplus		
Line 008	Accounts Payable (from Schedule 10)	<input type="text"/>
Line 009	Borrowings and Overdraft (from Schedule 1)	<input type="text"/>
Line 010	Balance Payable of Contributions Collected on Behalf of Constituency Associations (from Schedule 12)	<input type="text"/>
Line 011	Other Liabilities (provide full details below).....	<input type="text"/>
	<i>Description</i>	<i>Amount</i>
Line 012	Surplus (Deficit)	<input type="text"/>
Line 013	Total Liabilities and Surplus (Deficit).....	<input type="text"/>



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Statement of Income and Expenses

Statement of Income and Expenses from: **January 1 to December 31, 20__**

(Period End Date)

Income

Line 014	Candidates' Surplus (From Schedule 13)	
Line 015	Contributions (from Schedule 2)	
Line 016	Fund-Raising Activities (from Schedule 3)	
Line 017	Interest Income.....	
Line 018	Leadership Contestants' Surplus (from Schedule 13).....	
Line 019	Membership Fees.....	
Line 020	Social functions and general collections (from Schedule 4).....	
Line 021	Transfers Received (from Schedule 5)	
Line 022	Other Revenue (provide full details below)	

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

Line 023 Total Income.....

Expenses

Line 024	Accounting.....	
Line 025	Audit	
Line 026	Advertising.....	
Line 027	Bank Charges.....	
Line 028	Brochures	
Line 029	Candidates' Deficit (from Schedule 13).....	
Line 030	Conventions, Workshops, and Meetings Attended	
Line 031	Fund-Raising Expenses (from Schedule 3)	
Line 032	Furniture and Equipment.....	
Line 033	Insurance and Utilities	
Line 034	Interest	
Line 035	Inventory Decrease (Increase) (from Schedule 7)	
Line 036	Meetings Hosted	
Line 037	Nomination Expenses	
Line 038	Office and Equipment Rental	
Line 039	Office Supplies and Stationary.....	
Line 040	Postage and Courier	
Line 041	Prepaid Expenses Decrease (Increase) (from Schedule 7).....	
Line 042	Professional Fees.....	
Line 043	Research and Polling	
Line 044	Salaries and Benefits	
Line 045	Signs	
Line 046	Social Functions.....	
Line 047	Telecommunications (fax, telephone, cable).....	
Line 048	Transfers Paid Out (from Schedule 5)	
Line 049	Travel	
Line 050	Web and Internet.....	
Line 051	Other Expenses (provide full details below)	

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

Line 052 Total Expenses.....

Line 053 Period Surplus (Deficit).....

Line 054 Prior Year Reported Surplus (Deficit).....

Line 055 Adjustments (attach supporting document).....

Line 056 Campaign Period Income Statement (from Schedule 8).....

Line 057 Surplus (Deficit) at End of Reporting Period.....



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Schedule 1: Borrowings and Overdraft		(Attach separate schedule for each indebtedness.)
Financial Institution		
Institution Name:		
Address:		
City:	Postal Code:	
Check if mailing address is same as address: <input type="checkbox"/>		
Mailing Address:		
City:	Postal Code:	
Line 101	Amount Borrowed.....	<input style="width: 150px;" type="text"/>
Line 102	Amount Outstanding at the End of the Period	<input style="width: 150px;" type="text"/>
Guarantors		(Attach supplementary list if required)
First Name:	Last Name:	Amount of Guarantee
Address:		
City:	Postal Code:	
First Name:	Last Name:	
Address:		
City:	Postal Code:	
First Name:	Last Name:	
Address:		
City:	Postal Code:	
First Name:	Last Name:	
Address:		
City:	Postal Code:	
First Name:	Last Name:	
Address:		
City:	Postal Code:	
First Name:	Last Name:	
Address:		
City:	Postal Code:	
First Name:	Last Name:	
Address:		
City:	Postal Code:	
First Name:	Last Name:	
Address:		
City:	Postal Code:	



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	_____
Line 204	Net amount from a single source totalling more than \$100.00	<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	_____
Line 208	Net amount from a single source totalling \$100.00 or less	<input type="text"/>
Line 209	Total Contributions	<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.)

Name:			Amount
Address:			
City:	Postal Code:		
Name:			Amount
Address:			
City:	Postal Code:		
Name:			Amount
Address:			
City:	Postal Code:		
Name:			Amount
Address:			
City:	Postal Code:		
Name:			Amount
Address:			
City:	Postal Code:		

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

		Quantity
Line 212	Official tax credit receipts on hand at beginning of period	_____
Line 213	Supply received during period	_____
Line 214	Valid official tax credit receipts issued	(<input type="text"/>)
Line 215	Cancelled	(<input type="text"/>)
Line 216	Lost or destroyed	(<input type="text"/>)
Line 217	Replacement official tax receipts issued	(<input type="text"/>)
Line 218	Used during campaign period	(<input type="text"/>)
Line 219	Unused returned to Chief Electoral Officer	(<input type="text"/>)
Line 220	Remaining at end of period	<input type="text"/>



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Schedule 3: Fund-Raising Activities									
Name of Event:	Date: / / (MM / DD / YY)								
Description of Event:									
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.									
Revenue From Event									
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>								
Line 307	Total revenue not treated as contribution (Line 304 – Line 305 + Line 306)..... <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.

Schedule 4: Social Functions and General Collections at Meetings	
<i>Attach separate schedule for each function held.</i>	
Name of Function:	Date: / / (MM / DD / YY)
Description of Function:	
Location:	
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 Constituency Associations

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

Line 501 Total From Constituency Associations (provide full details above)

From Candidates

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

Line 502 Total From Candidates (provide full details above)

From Leadership Contestants

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

Line 503 Total From Leadership Contestants (provide full details above)

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

Transfers Paid Out

To Constituency Associations

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

Line 505 Total To Constituency Association (provide full details above)

To Candidates

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

Line 506 Total To Candidates (provide full details above)

To Leadership Contestants

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

Line 507 Total To Leadership Contestants (provide full details above)

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



Schedule 7: Inventory and Prepaid Expenses (Continued)						
Closing						
<i>Inventory of Campaign Goods and Materials</i>						
Description	Date Acquired (M/D/Y)	Supplier	Unit Value	Quantity	Total Value	
	/ /					
	/ /					
	/ /					
	/ /					
	/ /					
	/ /					
Line 704 Total Campaign Goods and Materials					<input style="width: 100px;" type="text"/>	
<i>Prepaid Expenses</i>						
Description	Date Originated (M/D/Y)	Supplier	Amount			
<i>Advertising deposits and pre-writ production costs</i>	/ /					
<i>Insurance</i>	/ /					
<i>Office Rent</i>	/ /					
<i>Telephone</i>	/ /					
<i>Utilities</i>	/ /					
<i>Other expenses (list below)</i>						
	/ /					
	/ /					
Line 705 Total Prepaid Expenses					<input style="width: 100px;" type="text"/>	
Line 706 Value of Closing Inventory and Prepaid Expenses (Line 704 + Line 705)					<input style="width: 100px;" type="text"/>	
Inventory						
Line 707	Opening Inventory (Line 701)					
Line 708	Closing Inventory (Line 704)					
Line 709	Inventory decrease (increase) [Line 701 – Line 704]					<input style="width: 100px;" type="text"/>
Prepaid Expenses						
Line 710	Opening Prepaid Expenses (Line 702)					
Line 711	Closing Prepaid Expenses (Line 705)					
Line 712	Prepaid expenses decrease (increase)					<input style="width: 100px;" type="text"/>



Schedule 8: Campaign Period Income Statement

To be completed only when the Political Party is required to file a campaign period statement of income and expenses relating to a General Election or By-Election.

Line 801	(a) Where the Writ was issued in the current reporting period and the campaign period does not end until the next reporting period. Excess of campaign income over expenses (expenses over income) as at the end of the reporting period	
OR		
Line 802	(b) Where the Writ was issued in the prior reporting period and the campaign period ends in the current reporting period. Surplus (Deficit) reported for the campaign period (form CR-4)	
Line 803	Less the excess of campaign income over expenses (expense over income) reported in prior period financial statements (form AR-10, Schedule 8, item [a]).	
Line 804	Balance of Campaign Period Surplus.....	
OR		
Line 805	(c) Where the Writ was issued and the campaign period ends in the current reporting period. Surplus (Deficit) reported for the campaign period (form CR-4)	

Schedule 9: List of Accounts Receivable

Original Date of Charge (M/D/Y)	Debtor	Nature of Receivable	Amount
/ /			
/ /			
/ /			
/ /			
Line 901 Total Accounts Receivable			

Schedule 10: List of Accounts Payable

Original Date of Charge (M/D/Y)	Supplier	Nature of Charge	Amount
/ /			
/ /			
/ /			
/ /			
Line 1001 Total Accounts Payable			



Schedule 13: Candidates' and Leadership Contestants' Surplus Funds Received and Candidates' Deficits Assumed

Candidates' Surplus Funds Received (Attach supplementary lists if required.)

<i>First Name</i>	<i>Last Name</i>	<i>Electoral District</i>	<i>Amount</i>

Line 1301 Total of all Candidates' surplus funds received.....

Candidates' Deficits Assumed (Attach supplementary lists if required.)

<i>First Name</i>	<i>Last Name</i>	<i>Electoral District</i>	<i>Amount</i>

Line 1302 Total of all Candidates' deficits assumed.....

Leadership Contestants' Surplus Funds Received (Attach supplementary lists if required.)

<i>First Name</i>	<i>Last Name</i>	<i>Amount</i>

Line 1303 Total of all Leadership Contestants' surplus funds received