

# Form AR-1: CONSTITUENCY ASSOCIATION ANNUAL FINANCIAL STATEMENTS

## *Completion Guide*

### COMPLETING THE FINANCIAL STATEMENTS

The annual financial statements have been designed to gather all the information required by the *Election Finances Act* in a form that can be reported on by auditors. This form does not replace the registered constituency association's bookkeeping responsibilities throughout the period. The form is set out as follows:

- constituency association and chief financial officer (CFO) information;
- certification signed by the CFO responsible for filing the financial statements;
- statement of assets and liabilities and income and expenses which are reported on by the auditor; and
- various supporting schedules also reported on by the auditor.

The supporting schedules are an integral part of the financial statements. It is important that each schedule agrees with the primary statements as required.

The electronic versions of this form are provided as a convenience. It is the responsibility of the filer to ensure the information filed with Elections Ontario is complete and accurate. Elections Ontario is not responsible for any errors or omissions caused by mistake, modification, or misuse of this template by the filer.

This form is available in hard copy and soft copy in Microsoft Word and Microsoft Excel formats. Use the Excel format only if you are familiar with using Excel. Supporting schedules should be completed first as they are used to populate the primary statements. Note that formulas incorporated into the Excel format to agree schedules to the primary statements may need to be adjusted if additional lines or schedules are added to your filing. Amounts are rounded to the nearest dollar.

The form should be completed by typing or printing clearly. The form as filed will be photocopied for display and may be inspected by any person upon request at the office of the Chief Electoral Officer during normal office hours. Any person may make extracts from the documents and is entitled to copies of the documents upon payment for their preparation at such rate as the Chief Electoral Officer may determine. Certain data will also be extracted from the information filed and displayed on the Elections Ontario website.

### SUBMITTING THE FINANCIAL STATEMENTS

Before you send in this return, make sure that:

- it is signed by the registered CFO;

- the signed auditor's reports and the auditor's invoice are included;
- all required copies of used tax receipts and cancellation notices are included;  
and
- all required schedules are completed and attached.

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

Annual financial statements are due on May 31 of the following year for financial activity of the previous year.

Forms may be submitted by any conventional delivery method, including mail, fax, email or hand delivery. Mailed financial statements postmarked or courier receipted on or before the filing due date will be accepted as on time.

The onus for proving delivery to the Chief Electoral Officer rests with the person asserting that delivery has been made. Filing requires actual receipt by the Chief Electoral Officer, not simply sending to the Chief Electoral Officer.

The Chief Electoral Officer's staff is always available to provide assistance. Please contact us at:

Elections Ontario	Telephone: (416)325-9401
Election Finances Division	Toll Free: 1-866-566-9066
51 Rolark Drive	Fax: (416)325-9466
Toronto, ON M1R 3B1	Email: <a href="mailto:electfin@elections.on.ca">electfin@elections.on.ca</a>
Internet address: <a href="http://www.elections.on.ca">http://www.elections.on.ca</a>	

## **INFORMATION AND CERTIFICATION**

The name and contact information should be complete as this will be the information used if any contact is required.

The certification section must be completed by the CFO who is responsible for filing the annual financial statements.

## **AUDITOR'S REPORT – FINANCIAL STATEMENTS**

The constituency association's auditor will complete the standard auditor's report as shown in this form unless the auditor wishes to submit a qualified report or a denial of opinion. This auditor's report is to provide an opinion on the statements of assets and liabilities and income and expenses. A separate auditor's report is also required to be provided as part of the supporting schedules.

## **STATEMENT OF ASSETS AND LIABILITIES**

The following clarifies and defines what items should go into each account reported on the statement of assets and liabilities:

### **Cash**

Cash includes all cash on hand and on deposit.

**Accounts Receivable**

Accounts receivable includes all amounts owing to the constituency association at the end of the year. Schedule 9 requires a detailed breakdown of the total amount.

Accounts receivable could include receivables from a variety of sources including agency contributions in transit or held by the political party. The amount of any agency contributions should be confirmed with the political party. Do not include contributions pledged, as contributions can only be recorded and receipted when they are accepted.

**Inventory and Prepaid Expenses**

This amount represents all inventory and prepaid expenses existing at period end. Schedule 7 requires a detailed breakdown of the total amount.

**Bonds, Stocks and Other Securities**

If the constituency association owns investments, they should be reported at cost. Any gains or losses on disposal should be reported as other income or other expenses.

**Capital Assets**

The Chief Electoral Officer recommends that a nominal \$1 amount be reported if the constituency association owns any fixed assets. Any acquisitions of furniture or office equipment should be reported as an expense in the year purchased.

**Other Assets**

Include and provide details of any other assets which the constituency association owns for which no other category has been specified.

**Accounts Payable**

Accounts payable includes amounts for all invoices which are unpaid at the end of the year. Schedule 10 requires a detailed breakdown of the total amount.

**Borrowings and Overdrafts**

Borrowings and overdrafts includes amounts for all borrowings and overdrafts outstanding at period end. Schedule 1 requires a detailed breakdown of the total amount.

**Other Liabilities**

Include and provide details of any other liabilities, including estimates of expenses incurred for which invoices have not been received and accruals of certain on-going expenses such as rental commitments, equipment finance contracts, etc.

**Surplus/(Deficit)**

This amount must agree with the surplus/(deficit) at the end of the reporting period as shown on the statement of income and expenses.

## **STATEMENT OF INCOME AND EXPENSES**

This statement should include all income received and expenses, including unpaid accounts and receivables, incurred by the constituency association in the reporting period and exclude any income or expenses incurred in a campaign period.

### ***INCOME***

#### **Candidates' Surplus**

This should be the candidates' surplus, if any, as reported on the candidates' campaign period financial statements (Form CR-1). The amount may be reported as a receivable or received from the candidates' campaign. If only part or some other amount is reported as received, a schedule must be attached explaining the variance.

#### **Contributions**

All contributions acknowledged by tax receipts including agency contributions should be reported in this account. This includes monies contributed as well as contributions of goods or services. Schedule 2 requires a detailed breakdown of contributions. Membership fees, if acknowledged by tax receipts, and the contribution portion of fund-raising proceeds must be included in contributions.

#### **Fund-Raising Activities**

Fund-raising income should represent only the revenue from fund-raising activities not treated as contributions. Any contribution income from fund-raising activities is included as contributions in Schedule 2. Schedule 3 assists in splitting out the two types of possible income from a fund-raising activity (contributions and fund-raising income).

#### **Interest Income**

Interest income is any interest earned on deposits or investments.

#### **Membership Fees**

The constituency association must have a policy on how to treat membership fees. It must be consistent in the amount charged for membership fees and whether fees under \$25 are to be treated as a contribution.

Income from membership fees where membership fees under \$25 are not treated as a contribution are reported here.

#### **Social Functions and General Collections at Meetings**

Schedule 4 requires further reporting on each social function and/or meeting held.

#### **Transfers Received**

Any transfers received by the constituency association from the political party endorsing the constituency association, other constituency associations endorsed by the political party, or candidates endorsed by the political party must be recorded. Schedule 5 requires a detailed breakdown of the total amount.

**Other Income**

Include and provide details of any other income that could not be classified elsewhere. This could include recoveries, donated goods and services for which tax receipts were not required to be issued, gains on disposal of investments or fixed assets, etc. Do not include proceeds from loans.

**EXPENSES****Accounting**

This includes all expenses related to accounting and bookkeeping.

**Audit**

This is the net cost of the audit, which is determined by the auditor's invoice less any audit subsidy.

**Advertising**

This includes all payments for media advertising, except media advertising considered part of any other expense such as fund-raising, meetings or nomination expenses.

**Bank Charges**

This includes all financial institution service charges, safety deposit box fees, cheque printing, etc.

**Brochures**

This includes all payments for brochures, including design fees, graphics, printing and distribution, and excluding brochures considered part of any other expense such as fund-raising, meetings or nomination expenses. This account should not be adjusted for changes in inventory.

**Candidates' Deficit Assumed**

This should be the candidates' deficit as reported on the candidates' campaign period financial statements (Form CR-1). The amount may be reported as a payable or paid from the candidates' campaign. If any other amount is reported, a schedule must be attached explaining the variance.

**Conventions, Workshops and Meetings Attended**

This includes all amounts paid for registration fees, meals, travel and accommodations for outside functions attended.

**Fund-Raising Expenses**

This includes all expenses directly related to fund-raising which may include advertising, brochures, printing, catering, entertainment, postage, refreshments or hall rental. Revenue from a fund-raising activity should not be netted with expenses.

**Furniture and Equipment**

The Chief Electoral Officer recommends that any acquisitions of furniture or office equipment should be reported as an expense in the year purchased.

**Insurance and Utilities**

This includes insurance premiums on fixed assets, signs, etc., as well as utilities related to the operation of the constituency association office.

**Interest**

This includes all interest paid on any loans, overdrafts, lines of credit, etc.

**Inventory Decrease/(Increase)**

This amount is the change in inventory during the period. Schedule 7 calculates this amount. Expenses reported elsewhere should not be adjusted for changes in inventory but the adjustment itself should be reported in this account.

**Meetings Hosted**

This includes all expenses related to meetings hosted other than nomination meetings, such as advertising, printing, postage, hall rental or refreshments.

**Nomination Expenses**

This includes all expenses related to the nomination process, such as advertising, printing, postage, hall rental or refreshments.

**Office and Equipment Rental**

This includes office and equipment rental for the constituency association and any storage expense for furniture, equipment and inventory.

**Office Supplies and Stationary**

This includes all general expenses such as office expenses, supplies, small tools and equipment. In addition, this amount includes the cost of all stationary not related to specific items such as fund-raising, meetings, nominations and social functions.

**Postage and Courier**

This includes all expenses for postal and courier services other than those related to items such as fund-raising, meetings, nominations and social functions.

**Prepaid Expenses Decrease/(Increase)**

This amount is the change in prepaid expenses during the period. Schedule 7 calculates this amount. Expenses reported elsewhere should not be adjusted for changes in prepaid expenses but the adjustment itself should be reported in this account.

**Professional Fees**

This includes all amounts paid in fees for professional services such as legal services and professional fund-raisers.

**Research and Polling**

This includes all expenses related to research and polling, including hiring external businesses for these services.

**Salaries and Benefits**

This includes all salaries and benefits other than those related to specific items such as accounting, nominations and research and polling.

**Signs**

This includes all payments for sign design, printing, distribution, etc. This account should not be adjusted for changes in inventory.

**Social Functions**

This includes all expenses directly related to social functions such as advertising, brochures, printing, catering, entertainment, postage, refreshments or hall rental. Revenue from a social function should not be netted with expenses.

**Telecommunications**

This includes expenses related to telecommunications such as fax, telephone and cable.

**Transfers Paid Out**

Any transfers paid out by the constituency association to the political party endorsing the constituency association, other constituency associations endorsed by the political party, or candidates endorsed by the political party must be recorded. Schedule 5 requires a detailed breakdown of the total amount.

**Travel**

This includes all travel expenses such as vehicle rentals and mileage that are not related to specific items such as conventions, workshops or meetings attended.

**Web and Internet**

This includes all expenses related to web and internet.

**Other Expenses**

Include and provide details of any other expenses that could not be classified elsewhere. This could include losses on disposals of investments or fixed assets.

**Prior Year's Reported Surplus/(Deficit)**

This is the surplus or deficit reported on the prior annual financial statements.

**Adjustments**

Attach a statement detailing any adjustments to the surplus or deficit reported on the prior annual financial statements.

**Campaign Period Income Statement**

If there has been a campaign period affecting any part of the calendar year, Schedule 8 details what should be reported in this account.

**NOTES TO FINANCIAL STATEMENTS AND SCHEDULES**

These notes are for informational purposes.

**AUDITOR'S REPORT – SUPPORTING SCHEDULES**

The constituency association's auditor will complete the standard auditor's report as shown in this form unless the auditor wishes to submit a qualified report or a denial of opinion. This auditor's report is to provide an opinion on the supporting schedules of the financial statements.

**SCHEDULE 1: BORROWINGS AND OVERDRAFTS**

Each indebtedness that the constituency association has had outstanding to any financial institution at any time during the year must be reported separately on Schedule 1. This includes loans, lines of credits, or account overdrafts. If there are additional financial institutions and/or guarantors to report, include with your filing a copy of Schedule 1 completed as necessary or attach another sheet in a similar format.

The total amount of borrowings and overdrafts outstanding at the end of the period on Schedule 1 should agree to the statement of assets and liabilities.

**SCHEDULE 2: CONTRIBUTIONS AND TAX RECEIPT FORM  
RECONCILIATION****Part 1 – Contributions**

Contributions must be broken down into separate totals - those received from fund-raising activities and those received by all other methods.

In addition, contribution details regarding those from a single source greater than \$100, those from anonymous sources, and those paid or payable to the Chief Electoral Officer should be reported. For amounts payable to the Chief Electoral Officer, include these with the financial statements with cheques made payable to Elections Ontario.

The total amount of contributions on Schedule 2, Part 1 should agree to the statement of income and expenses. The total amount of contributions should also agree to the total valid tax receipts issued.

### **Part 2 – List of Contributors Whose Contributions Totaled More Than \$100**

For any aggregate contributions from a single source totaling more than \$100, the name and address of the contributor is to be provided. If insufficient space is provided, include with your filing a copy of Schedule 2 completed as necessary or attach another sheet in a similar format.

### **Part 3 – Tax Receipt Form Reconciliation**

The CFO must provide a reconciliation of tax receipts at the beginning of the year, all tax receipts used during the year and those remaining at the end of the year. Any discrepancies must be explained.

The receipt numbers of tax receipts in each category on the reconciliation must also be reported.

Elections Ontario's copy of all valid tax receipts issued during the year along with the contributor's and Election Ontario's copy of all cancelled and voided tax receipts are to be submitted to the Chief Electoral Officer with the financial statements. Copies of all issued cancellation notices are also to be submitted.

## **SCHEDULE 3: FUND-RAISING ACTIVITIES**

Each fund-raising activity must be reported separately on Schedule 3. Provide complete details of each activity, including the date, type of activity, charge, portion of the charge deemed to be a contribution, and other income.

If admission/item charge per person is not consistent, provide a complete breakdown of all ticket/item sales.

Contact Elections Ontario if a silent auction fund-raising activity has been held during the period to obtain a template to report information from this event.

The portion of revenue actually treated as contributions must be reported on Schedule 2 and acknowledged with tax receipts.

The total revenue not treated as contributions as shown on Schedule 3 should agree to the statement of income and expenses.

Expenses should not be netted against revenue but should be accumulated and reported in the appropriate account in the expense section of the statement of income and expenses.

If there are additional fund-raising activities to report, include with your filing a copy of Schedule 3 completed as necessary or attach another sheet in a similar format.

**SCHEDULE 4: SOCIAL FUNCTIONS AND GENERAL COLLECTIONS AT MEETINGS**

Each social function and/or meeting must be reported separately on Schedule 4. Provide complete details of the date, type of function, location and gross revenue. If there are additional events to report, include with your filing a copy of Schedule 4 completed as necessary or attach another sheet in a similar format.

The total revenue as shown on Schedule 4 should agree to the statement of income and expenses.

Expenses should not be netted against revenue but should be accumulated and reported in the appropriate account in the expense section of the statement of income and expenses.

**SCHEDULE 5: TRANSFERS**

Transfers received from the association's political party, the party's constituency associations or the party's candidates require information to be reported on the type of asset transferred, date, source and amount. Only payments received for the general purposes of the constituency association should be reported as a transfer. Any payment received for a specific purpose such as the recovery of expenses or refunds should be reported as other income. The total transfers received as shown on Schedule 5 should agree to the statement of income and expenses.

Transfers paid out to the association's political party, the party's constituency associations or the party's candidates require information to be reported on the type of asset transferred, date, recipient and amount. Only payments made for the general purposes of the recipient should be reported as a transfer. Any payment made for a specific purpose such as attendance at a function or for expenses should be reported in the appropriate expense account. The total transfers paid as shown on Schedule 5 should agree to the statement of income and expenses.

If there are additional transfers to report, include with your filing a copy of Schedule 5 completed as necessary or attach another sheet in a similar format.

**SCHEDULE 6: LIST OF SUPPLIERS WHERE CURRENT YEAR EXPENDITURE EXCEEDS \$100**

Any suppliers where total payments exceeded \$100 for the period should be listed in Schedule 6, providing the name of the supplier, nature of the expenses and amount of payment. This includes reporting of any donors of goods and services where tax receipts were issued. The supplier listed should be the original supplier of the goods or services and not the name of any association member making a purchase on behalf of the constituency association. The nature of the expenses should match the description of expenses in the statement of income and expenses.

If there are additional suppliers to report, include with your filing a copy of Schedule 6 completed as necessary or attach another sheet in a similar format.

**SCHEDULE 7: INVENTORY AND PREPAID EXPENSES**

Opening inventory and prepaid expenses should be identical to the schedule of closing inventory and prepaid expenses prepared at the end of the prior year. The schedule is designed both to remind CFOs what should be included in inventory and to ensure continuity and control over the inventory.

The schedule requires information regarding description, acquisition date, supplier, quantity and value of inventory and prepaid expenses at the opening and closing of the period. Examples of prepaid expenses include advertising deposits, pre-writ production costs, insurance, office rent, telephone or utilities.

The amount of closing inventory and prepaid expenses as shown on Schedule 7 should agree to the statement of assets and liabilities.

The amount of the increase or decrease in inventory and prepaid expenses as shown on Schedule 7 should agree to the statement of income and expenses.

**SCHEDULE 8: CAMPAIGN PERIOD INCOME STATEMENT**

If a part or a whole campaign period falls in the annual reporting period, Schedule 8 must be completed. This schedule only reports the net surplus/(deficit) for the portion of the campaign period falling in the annual reporting period, as the detailed financial results of the campaign period will be reported on the constituency association's campaign period financial statement (Form CR-3).

For each campaign period falling within the annual reporting period, only one of the scenarios listed in the schedule (a, b or c) should be completed depending on the timing of the campaign period.

The total amount of campaign period surplus/(deficit) as shown on Schedule 8 should agree to the statement of income and expenses.

**SCHEDULE 9: LIST OF ACCOUNTS RECEIVABLE**

Schedule 9 provides an analysis of the amount entered under accounts receivable on the statement of assets and liabilities.

Provide the original date of the transaction, the name of the debtor, the nature of the transaction and the amounts.

The total amount on Schedule 9 should agree with the amount entered in the statement of assets and liabilities.

**SCHEDULE 10: LIST OF ACCOUNTS PAYABLE**

Schedule 10 provides an analysis of the amount entered on the statement of assets and liabilities under accounts payable.

Provide the original date of the charge, the name of the supplier, the nature of the charge and the amount.

The total amount on Schedule 10 should agree with the amount entered in the statement of assets and liabilities.



**Election Finances Division**

51 ROLARK DRIVE  
TORONTO, ONTARIO M1R 3B1

Telephone: (416) 325-9401  
Toll Free: 1-866-566-9066  
Fax: (416) 325-9466

**AR-1 Constituency Association Annual  
Financial Statements**

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For Office Use Only					

**Constituency Association Information**

**ED No.:** \_\_\_\_\_ **Electoral District:** \_\_\_\_\_

**Political Party:** \_\_\_\_\_

**Chief Financial Officer (CFO)**

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Business Tel.:** \_\_\_\_\_ **Home Tel.:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Certification of Chief Financial Officer**

I, \_\_\_\_\_ (Name of CFO), have prepared these financial statements and the supporting schedules as set out herein for \_\_\_\_\_ (Name of Constituency Association) and certify that to the best of my knowledge and belief the financial statements and supporting schedules are true and correct.

**Signature of CFO:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## AR-1 Constituency Association Annual Financial Statements

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### **Auditor's Report – Financial Statements**

To \_\_\_\_\_ (name of CFO), chief financial officer of the \_\_\_\_\_ (name of registered constituency association) and the Chief Electoral Officer of Ontario:

I/We have audited the accompanying financial statements of \_\_\_\_\_ (name of registered constituency association) which comprise the statement of assets and liabilities as at December 31, 20\_\_\_\_, the income and expenses for the year then ended, and a summary of significant accounting policies and other explanatory information. The financial statements have been prepared by the chief financial officer of the constituency association based on the financial reporting provisions of Section 41 of the Ontario *Election Finances Act* and guidance issued by the Chief Electoral Officer.

#### **Management's Responsibility for the Financial Statements**

The chief financial officer of the constituency association is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of Section 41 of the Ontario *Election Finances Act* and guidance issued by the Chief Electoral Officer and for such internal control as he/she determines is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

#### **Auditor's Responsibility**

My/Our responsibility is to express an opinion on these financial statements based on my/our audit. I/We conducted my/our audit in accordance with Canadian generally accepted auditing standards. Those standards require that I/we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosure in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting principles used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I/We believe that the audit evidence I/we have obtained is sufficient and appropriate to provide a basis for my/our qualified audit opinion.

#### **Basis for Qualified Opinion**

Due to the inherent nature of the transactions of organizations of this type, the completeness of the various categories of income and expenses is not susceptible to satisfactory audit verification. Accordingly, my/our verification of income and expenses was/were limited to the amount recorded in the records of the \_\_\_\_\_ (name of registered constituency association) and I/we was/were not able to determine whether any adjustments might be necessary to income, expenses and period surplus/deficit for the period ended December 31, 20\_\_\_\_ and assets and liabilities as at December 31, 20\_\_\_\_.

#### **Qualified Opinion**

In my/our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, these financial statements present fairly, in all material respects,

## AR-1 Constituency Association Annual Financial Statements

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the financial position of \_\_\_\_\_ (name of registered constituency association) as at December 31, 20 \_\_\_\_\_ and its income and expenses for the year then ended in accordance with the financial reporting provisions of Section 41 of the Ontario *Election Finances Act* and the guidance issued by the Chief Electoral Officer.

### **Basis of Accounting**

Without modifying my/our opinion, I/we draw attention to the Notes to Financial Statements, which describe the basis of accounting. The financial statements are prepared to assist the chief financial officer of the constituency association to meet the requirements of the Ontario *Election Finances Act* and the guidance issued by the Chief Electoral Officer. As a result, the financial statements may not be suitable for another purpose.

**Signature of Auditor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Auditor's Address:** \_\_\_\_\_

**Audit Fee:** \_\_\_\_\_ (Attach auditor's invoice.)

**AR-1 Constituency Association Annual Financial Statements**

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**Statement of Assets and Liabilities**

**Statement of Assets and Liabilities as at:** December 31, 20 \_\_\_\_\_ (Period End Date)

**Assets**

*Amount*

Line 001 – Cash

\_\_\_\_\_

Line 002 – Accounts Receivable (from Line 901)

\_\_\_\_\_

Line 003 – Inventory and Prepaid Expenses (from Line 706)

\_\_\_\_\_

Line 004 – Bonds, Stocks and Other Securities

\_\_\_\_\_

Line 005 – Capital Assets

\_\_\_\_\_

Line 006 – Other Assets (provide full details below)

\_\_\_\_\_

*Description*

*Amount*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Line 007 – Total Assets**

\_\_\_\_\_

**Liabilities and Surplus**

Line 008 – Accounts Payable (from Line 1001)

\_\_\_\_\_

Line 009 – Borrowings and Overdrafts (from Line 107)

\_\_\_\_\_

Line 010 – Other Liabilities (provide full details below)

\_\_\_\_\_

*Description*

*Amount*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Line 011 – Surplus/(Deficit) (from Line 055)

\_\_\_\_\_

**Line 012 – Total Liabilities and Surplus/(Deficit)**

\_\_\_\_\_

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**Statement of Income and Expenses**

From January 1 to December 31, 20 \_\_\_\_ (Period End Date)

**Income**

*Amount*

Line 013 – Candidates’ Surplus (attach explanation of variance)	_____
Line 014 – Contributions (from Line 203)	_____
Line 015 – Fund-Raising Activities (from Line 301)	_____
Line 016 – Interest Income	_____
Line 017 – Membership Fees	_____
Line 018 – Social Functions and General Collections (from Line 401)	_____
Line 019 – Transfers Received (from Line 504)	_____
Line 020 – Other Income (provide full details below)	_____
Line 021 – Total Income	_____

**Expenses**

Line 022 – Accounting	_____
Line 023 – Audit	_____
Line 024 – Advertising	_____
Line 025 – Bank Charges	_____
Line 026 – Brochures	_____
Line 027 – Candidates’ Deficit (attach explanation of variance)	_____
Line 028 – Conventions, Workshops and Meetings Attended	_____
Line 029 – Fund-Raising Expenses	_____
Line 030 – Furniture and Equipment	_____
Line 031 – Insurance and Utilities	_____
Line 032 – Interest	_____
Line 033 – Inventory Decrease/(Increase) (from Line 709)	_____
Line 034 – Meetings Hosted	_____
Line 035 – Nomination Expenses	_____
Line 036 – Office and Equipment Rental	_____
Line 037 – Office Supplies and Stationary	_____
Line 038 – Postage and Courier	_____
Line 039 – Prepaid Expenses Decrease/(Increase) (from Line 712)	_____
Line 040 – Professional Fees	_____
Line 041 – Research and Polling	_____
Line 042 – Salaries and Benefits	_____
Line 043 – Signs	_____
Line 044 – Social Functions	_____
Line 045 – Telecommunications (fax, telephone, cable)	_____
Line 046 – Transfers Paid Out (from Line 508)	_____
Line 047 – Travel	_____
Line 048 – Web and Internet	_____
Line 049 – Other Expenses (provide full details below)	_____
Line 050 – Total Expenses	_____

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Line 051 – Period Surplus/(Deficit)	_____
Line 052 – Prior Year Reported Surplus/(Deficit)	_____
Line 053 – Adjustments (attach supporting documentation)	_____
Line 054 – Campaign Period Surplus/(Deficit) (from Line 806)	_____
<b>Line 055 – Surplus/(Deficit) at End of Reporting Period (to Line 011)</b>	<b>_____</b>

Provide details of Other Income (Line 020) and Other Expenses (Line 049) below:

Other Income

<i>Description</i>	<i>Amount</i>
_____	_____
_____	_____
_____	_____
_____	_____
Total Other Income:	<u>_____</u>

Other Expenses

<i>Description</i>	<i>Amount</i>
_____	_____
_____	_____
_____	_____
_____	_____
Total Other Expenses:	<u>_____</u>

## AR-1 Constituency Association Annual Financial Statements

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### **Notes to Financial Statements and Schedules**

For the year ended: December 31, 20 \_\_\_\_ (Period End Date)

#### **Notes to Financial Statements**

These financial statements have been prepared in accordance with the financial reporting provisions of section 41 of the Ontario *Election Finances Act* and the guidance issued by the Chief Electoral Officer.

The most significant accounting policies are as follows:

#### **Contributions**

- Contributions are considered accepted when deposited.
- Contributions of goods and services are recorded at their fair market value.

#### **Expenses**

- All expenses are recorded at their fair market value.
- Inventory of campaign materials is valued at their fair market value.
- Inventory other than campaign materials is valued at cost.
- Capital assets are expensed in the year of acquisition and are included in the statement of assets and liabilities at a nominal amount.

#### **Notes to Schedules**

These Schedules have been prepared in accordance with the financial reporting provisions of section 41 of the Ontario *Election Finances Act* and the guidance issued by the Chief Electoral Officer.

The most significant accounting policies are as follows:

#### **Contributions**

- Contributions are considered accepted when deposited.
- Contributions of goods and services are recorded at their fair market value.

#### **Expenses**

- All expenses are recorded at their fair market value.
- Inventory of campaign materials is valued at their fair market value.
- Inventory other than campaign materials is valued at cost.

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### **Auditor's Report – Supporting Schedules**

To \_\_\_\_\_ (name of CFO), chief financial officer of the  
\_\_\_\_\_ (name of registered constituency association) and the  
Chief Electoral Officer of Ontario:

I/We have audited the accompanying Schedules of Form AR-1 (the "Schedules") of  
\_\_\_\_\_ (name of registered constituency association) for the  
year ended December 31, 20 \_\_\_\_ .

Schedule 1: Borrowings and Overdrafts

Schedule 2: Contributions and Tax Receipt Form Reconciliation

Schedule 3: Fund-Raising Activities

Schedule 4: Social Functions and General Collections at Meetings

Schedule 5: Transfers

Schedule 6: List of Suppliers Where Current Year Expenditure Exceeds \$100

Schedule 7: Inventory and Prepaid Expenses

Schedule 8: Campaign Period Statement of Income and Expenses

Schedule 9: List of Accounts Receivable

Schedule 10: List of Accounts Payable

These Schedules have been prepared by the chief financial officer of the constituency association based on the financial reporting provisions of Section 41 of the Ontario *Election Finances Act* and the guidance issued by the Chief Electoral Officer.

#### **Management's Responsibility for the Schedules**

The chief financial officer of the constituency association is responsible for the preparation of the Schedules in accordance with the financial reporting provisions of Section 41 of the Ontario *Election Finances Act* and guidance issued by the Chief Electoral Officer, and for such internal control as he/she determines is necessary to enable the preparation of the Schedules that are free from material misstatement, whether due to fraud or error.

#### **Auditor's Responsibility**

My/Our responsibility is to express an opinion on the Schedules based on my/our audit. I/We conducted my/our audit in accordance with Canadian generally accepted auditing standards. Those standards require that I/we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the Schedules are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the Schedules. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the Schedules, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the Schedules in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the Schedules.

I/We believe that the audit evidence I/we have obtained is sufficient and appropriate to provide a basis for my/our qualified audit opinion.

#### **Basis for Qualified Opinion**

Due to the inherent nature of the transactions of organizations of this type, the completeness of the various categories of income and expenses is not susceptible to satisfactory audit

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verification. Accordingly, my/our verification of income and expenses was limited to the amounts recorded in the records of the \_\_\_\_\_ (name of registered constituency association) and I/we was/were not able to determine whether any adjustments might be necessary to income and expenses for the period ended December 31, 20 \_\_\_\_ and assets and liabilities as at December 31, 20 \_\_\_\_ .

### Qualified Opinion

In my/our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial information set out in the Schedules of Form AR-1 of \_\_\_\_\_ (name of registered constituency association) for the year ended December 31, 20 \_\_\_\_ is prepared, in all material respects, in accordance with the financial provisions of Section 41 of the Ontario *Election Finances Act* and the guidance issued by the Chief Electoral Officer.

### Basis of Accounting

Without modifying my/our opinion, I/we draw attention to the Notes to the Schedules, which describe the basis of accounting. The Schedules are prepared to assist the chief financial officer of the constituency association to meet the requirements of the Ontario *Election Finances Act* and the guidance issued by the Chief Electoral Officer. As a result, the Schedules may not be suitable for another purpose.

**Signature of Auditor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Schedule 1: Borrowings and Overdrafts**

**Financial Institution**

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Line 101 Original Amount Borrowed \_\_\_\_\_

Line 102 Amount Repaid During the Period \_\_\_\_\_

**Line 103 Amount Outstanding at End of Period** \_\_\_\_\_

**Guarantor(s)**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Amount of Guarantee: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Amount of Guarantee: \_\_\_\_\_

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**Financial Institution**

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Line 104 Original Amount Borrowed \_\_\_\_\_

Line 105 Amount Repaid During the Period \_\_\_\_\_

**Line 106 Amount Outstanding at End of Period** \_\_\_\_\_

**Guarantor(s)**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Amount of Guarantee: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Amount of Guarantee: \_\_\_\_\_

**Line 107 Total Amount Outstanding At End of Period (to Line 009)** \_\_\_\_\_

To add additional financial institutions and/or guarantors, copy this page, fill out as necessary and include with your filing.

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## Schedule 2: Contributions and Tax Receipt Form Reconciliation

### Part 1 – Contributions

Line 201 Contributions excluding fund-raising activities \_\_\_\_\_  
Line 202 Contributions from fund-raising activities (from Line 302) \_\_\_\_\_  
**Line 203 Total Contributions (to Line 014)** \_\_\_\_\_  
Line 204 Contributions from a single source greater than \$100 (complete Part 2) \_\_\_\_\_  
Line 205 From anonymous sources \_\_\_\_\_  
Line 206 Paid or payable to the Chief Electoral Officer \_\_\_\_\_

### Part 2 – List of Contributors Whose Contributions Totaled More Than \$100

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Amount of Contribution: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Amount of Contribution: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Amount of Contribution: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Amount of Contribution: \_\_\_\_\_

**Total Amount of Contributions (this should equal Line 204):** \_\_\_\_\_

To add additional contributors, attach a supplementary list in a similar format and include with your filing.

### Part 3 – Tax Receipt Form Reconciliation

	Receipt Numbers/Ranges	Quantity
Line 207 Tax receipts on hand at beginning of period	_____	_____
Line 208 Supply received during period	_____	_____
Line 209 Valid tax receipts issued	_____	_____
Line 210 Cancelled or voided	_____	_____
Line 211 Lost or destroyed (provide written notice to CEO)	_____	_____
Line 212 Used during campaign period	_____	_____
Line 213 Unused returned to Chief Electoral Officer	_____	_____
Line 214 Remaining at end of period	_____	_____

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**Schedule 3: Fund-Raising Activities**

Name and Description of Event: \_\_\_\_\_

Date Held: \_\_\_\_\_ (MM/DD/YY)

Price per Ticket (A): \_\_\_\_\_ Number of Tickets Sold (B): \_\_\_\_\_

Direct Cost Per Ticket (C): \_\_\_\_\_ Contribution Portion per Ticket (D = A - C): \_\_\_\_\_

Total Contributions (B \* D): \_\_\_\_\_ Total Fund-Raising Income (E = B \* C): \_\_\_\_\_

Other Income from Event (provide details below):

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

Total Other Fund-Raising Income (F): \_\_\_\_\_

**Total Fund-Raising Income from Event (E + F):** \_\_\_\_\_

Name and Description of Event: \_\_\_\_\_

Date Held: \_\_\_\_\_ (MM/DD/YY)

Price per Ticket (A): \_\_\_\_\_ Number of Tickets Sold (B): \_\_\_\_\_

Direct Cost Per Ticket (C): \_\_\_\_\_ Contribution Portion per Ticket (D = A - C): \_\_\_\_\_

Total Contributions (B \* D): \_\_\_\_\_ Total Fund-Raising Income (E = B \* C): \_\_\_\_\_

Other Income from Event (provide details below):

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

Total Other Fund-Raising Income (F): \_\_\_\_\_

**Total Fund-Raising Income from Event (E + F):** \_\_\_\_\_

**Line 301 Total Fund-Raising Income (to Line 015)** \_\_\_\_\_

**Line 302 Total Contributions from Fund-Raising (to Line 202)** \_\_\_\_\_

To add additional fund-raising activities, copy this page, fill out as necessary and include with your filing.

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**Schedule 4: Social Functions and General Collections at Meetings**

Name of Function: \_\_\_\_\_ Date: \_\_\_\_\_ (MM/DD/YY)

Description of Function: \_\_\_\_\_

Location: \_\_\_\_\_

Event Income \_\_\_\_\_

Total Expenses Incurred \_\_\_\_\_

Name of Function: \_\_\_\_\_ Date: \_\_\_\_\_ (MM/DD/YY)

Description of Function: \_\_\_\_\_

Location: \_\_\_\_\_

Event Income \_\_\_\_\_

Total Expenses Incurred \_\_\_\_\_

Name of Function: \_\_\_\_\_ Date: \_\_\_\_\_ (MM/DD/YY)

Description of Function: \_\_\_\_\_

Location: \_\_\_\_\_

Event Income \_\_\_\_\_

Total Expenses Incurred \_\_\_\_\_

Name of Function: \_\_\_\_\_ Date: \_\_\_\_\_ (MM/DD/YY)

Description of Function: \_\_\_\_\_

Location: \_\_\_\_\_

Event Income \_\_\_\_\_

Total Expenses Incurred \_\_\_\_\_

**Line 401 Total Event Income (to Line 018)** \_\_\_\_\_

**Line 402 Total Expenses Incurred** \_\_\_\_\_

To add additional social functions and/or meetings, copy this page, fill out as necessary and include with your filing.

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**Schedule 5: Transfers****Transfers Received From Political Party**

Date	Description (cash, inventory, prepaid expenses, etc.)	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
Line 501 Total From Political Party (provide full details above)		_____

**Transfers Received From Constituency Associations**

Date	Description	ED #	Electoral District Name	Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Line 502 Total From Constituency Associations (provide full details above)				_____

**Transfers Received From Candidates**

Date	Description	ED #	ED Name	Last Name	First Name	Amount
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Line 503 Total From Candidates (provide full details above)						_____

**Line 504 Total Transfers Received (to Line 019)****Transfers Paid Out To Political Party**

Date	Description (cash, inventory, prepaid expenses, etc.)	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
Line 505 Total To Political Party (provide full details above)		_____

**Transfers Paid Out To Constituency Associations**

Date	Description	ED #	Electoral District Name	Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Line 506 Total To Constituency Associations (provide full details above)				_____

**Transfers Paid Out To Candidates**

Date	Description	ED #	ED Name	Last Name	First Name	Amount
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Line 507 Total To Candidates (provide full details above)						_____

**Line 508 Total Transfers Paid Out (to Line 046)**

To add additional transfers, copy this page, fill out as necessary and include with your filing.

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**Schedule 6: List of Suppliers Where Current Year Expenditure Exceeds \$100**

Nature of Expense: _____ Original Supplier: _____	Description: _____ Amount: _____
Nature of Expense: _____ Original Supplier: _____	Description: _____ Amount: _____
Nature of Expense: _____ Original Supplier: _____	Description: _____ Amount: _____
Nature of Expense: _____ Original Supplier: _____	Description: _____ Amount: _____
Nature of Expense: _____ Original Supplier: _____	Description: _____ Amount: _____
Nature of Expense: _____ Original Supplier: _____	Description: _____ Amount: _____
Nature of Expense: _____ Original Supplier: _____	Description: _____ Amount: _____
Nature of Expense: _____ Original Supplier: _____	Description: _____ Amount: _____
Nature of Expense: _____ Original Supplier: _____	Description: _____ Amount: _____
Nature of Expense: _____ Original Supplier: _____	Description: _____ Amount: _____
Nature of Expense: _____ Original Supplier: _____	Description: _____ Amount: _____
Nature of Expense: _____ Original Supplier: _____	Description: _____ Amount: _____
Nature of Expense: _____ Original Supplier: _____	Description: _____ Amount: _____
Nature of Expense: _____ Original Supplier: _____	Description: _____ Amount: _____
Nature of Expense: _____ Original Supplier: _____	Description: _____ Amount: _____

**Line 601 Total Expenditures** \_\_\_\_\_

To add additional suppliers, copy this page, fill out as necessary and include with your filing.

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**Schedule 7: Inventory and Prepaid Expenses**

**Opening Inventory of Campaign Goods and Materials**

Description	Date Acquired	Supplier	Unit Value	Quantity	Total Value
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Line 701 Total Campaign Goods and Materials					_____

**Opening Prepaid Expenses**

Description	Date Originated	Supplier	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Line 702 Total Prepaid Expenses			_____

**Line 703 Value of Opening Inventory and Prepaid Expenses**

**Closing Inventory of Campaign Goods and Materials**

Description	Date Acquired	Supplier	Unit Value	Quantity	Total Value
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Line 704 Total Campaign Goods and Materials					_____

**Closing Prepaid Expenses**

Description	Date Originated	Supplier	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Line 705 Total Prepaid Expenses			_____

**Line 706 Value of Closing Inventory and Prepaid Expenses (to Line 003)**

**Inventory**

Line 707 Opening Inventory

Line 708 Closing Inventory

**Line 709 Inventory Decrease/(Increase) (to Line 033)**

**Prepaid Expenses**

Line 710 Opening Prepaid Expenses

Line 711 Closing Prepaid Expenses

**Line 712 Prepaid Expenses Decrease/(Increase) (to Line 039)**

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**Schedule 8: Campaign Period Statement of Income and Expenses**

To be completed only when the constituency association is required to file a campaign period statement of income and expenses relating to a general election or by-election.

*(a) Where the writ was issued in the prior reporting period and the campaign period ends in the current reporting period.*

Line 801	Surplus/(Deficit) reported for the campaign period (Form CR-3)	_____
Line 802	Less: Excess of campaign income over expenses (expenses over income) reported in prior period financial statements (Form AR-1, Schedule 8, item [c])	_____
Line 803	Balance of campaign period surplus/(deficit)	_____

AND/OR

*(b) Where the writ was issued and the campaign period ends in the current reporting period.*

Line 804	Surplus/(Deficit) reported for the campaign period (Form CR-3)	_____
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AND/OR

*(c) Where the writ was issued in the current reporting period and the campaign period does not end until the next reporting period.*

Line 805	Excess of campaign income over expenses (expenses over income) as at the end of the reporting period	_____
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**Line 806 Total Campaign Period Surplus/(Deficit) (to Line 054)** \_\_\_\_\_

