

Form TPAR-1: THIRD PARTY POLITICAL ADVERTISING REPORT

Completion Guide

COMPLETING THE POLITICAL ADVERTISING REPORT

The third party political advertising report has been designed to gather all the information required by the *Election Finances Act* in a form that can be reported on by auditors when required. This form does not replace the registered third party's bookkeeping responsibilities throughout the campaign period. The form is set out as follows:

- third party advertiser and chief financial officer (CFO) information;
- certification signed by the third party and CFO responsible for filing the third party political advertising report;
- statement of income and expenses reported on by the auditor if required; and
- various supporting schedules also reported on by the auditor if required.

The supporting schedules are an integral part of the advertising report. It is important that each schedule agrees with the primary statement 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 statement. Note that formulas incorporated into the Excel format to agree schedules to the primary statement 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.

SUBMITTING THE POLITICAL ADVERTISING REPORT

Before you send in this return, make sure that:

- it is signed by the third party and registered CFO;
- the signed auditor's report is included if necessary; and
- all required schedules are completed and attached.

If any of the above items are missing, the advertising report will not be considered filed.

The third party political advertising report is due within six months of polling day.

Forms may be submitted by any conventional delivery method, including mail, fax, email or hand delivery. Mailed forms 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
Compliance Division	Toll Free: 1-866-566-9066
51 Rolark Drive	Fax: (416)325-9466
Toronto, ON M1R 3B1	Email: electfin@elections.on.ca
Internet address: http://www.elections.on.ca	

INFORMATION AND CERTIFICATION

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

The certification section must be completed by the third party and the CFO who is responsible for filing the political advertising report.

AUDITOR'S REPORT – FINANCIAL STATEMENT

The third party's auditor, appointed where third party political advertising expenses are \$5,000 or more, will complete the standard auditor's report included 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 statement of income and expenses. A separate auditor's report is also required to be provided as part of the supporting schedules.

Note that there is no audit subsidy available from the Chief Electoral Officer for the cost of the auditor's services.

STATEMENT OF INCOME AND EXPENSES

This statement should include all income received for third party political advertising purposes and expenses incurred for third party political advertising.

INCOME

Contributions

Contributions accepted in the period from six months prior to the relevant period to three months beyond polling day for the purposes of third party political advertising purposes should be reported in this account. This includes monies contributed as well as contributions of goods or services. Schedules 1 and 2 require further details to be provided regarding contributions accepted.

Reporting of contributions accepted during the relevant period:

- For a non-fixed date general election or a by-election, contributions accepted in the period starting six months before the date the writ is issued and ending three months beyond polling day are required to be reported.
- For a fixed-date general election, contributions accepted in the period starting 12 months before the date the writ is issued and ending three months beyond polling day are required to be reported.

Third Party's Own Funds

This amount is the amount paid out of the third party's own funds for third party political advertising expenses.

EXPENSES

Political Advertising Expenses

All third party political advertising expenses must be reported, whether they are paid before, during or after the election and/or non-election period(s). Schedule 3 requires further details to be provided regarding the expenses incurred.

AUDITOR'S REPORT – SUPPORTING SCHEDULES

The third party's auditor, appointed where third party political advertising expenses are \$5,000 or more, will complete the standard auditor's report included 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 statement.

Note that there is no audit subsidy available from the Chief Electoral Officer for the cost of the auditor's services.

SCHEDULE 1: DETAILS OF CONTRIBUTIONS RECEIVED FOR POLITICAL ADVERTISING PURPOSES – SCHEDULE OF OPERATING LOANS

Any contributions made to a third party in the form of an operating loan must be recorded individually on Schedule 1. Information regarding the lender name, address, contributor class, loan date, principal amount of loan, amount repaid and balance owing at the end of the reporting period are required to be disclosed. The total amount for each contributor class on Schedule 1 should agree to Schedule 2.

SCHEDULE 2: CONTRIBUTIONS ACCEPTED FOR THIRD PARTY POLITICAL ADVERTISING PURPOSES**Part 1: Statement of Contributions Accepted for Third Party Political Advertising Purposes**

The CFO is required to establish a recording system that designates, at the time of deposit, monies and donations in-kind contributed for the purposes of third party political advertising and those contributed for the general purposes of the third party. These separate categories are to be recorded in Schedule 2 Part 1.

The total amount of contributions and the total third party's own funds used for political advertising purposes as shown in Schedule 2 should agree to the statement of income and expenses.

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 there are additional contributors to report, include with your filing a copy of Schedule 2 Part 2 completed as necessary or attach another sheet in a similar format.

SCHEDULE 3: STATEMENT OF THIRD PARTY POLITICAL ADVERTISING EXPENSES**Part 1: Election Period Third Party Political Advertising Expenses**

For any general election or by-election, all expenses incurred for third party political advertising purposes during the period from the date the writs are issued up to and including polling day, must be recorded in Schedule 3 Part 1. Information regarding the date of expenditure, supplier/description of expense, date and place of advertisements, and amount spent are required to be disclosed.

The total expenses as shown on Schedule 3 Part 1 should agree to the statement of income and expenses on line 004.

If there are additional expenses to report, include with your filing a copy of Schedule 3 Part 1 completed as necessary or attach another sheet in a similar format.

Part 2: Non-Election Period Third Party Political Advertising Expenses

For a fixed date general election, all expenses incurred for third party political advertising purposes during the period six months prior to the issuance of the writs up to and including the day before the issuance of the writs, must be recorded in Schedule 3 Part 2. Information regarding the date of expenditure, supplier/description of expense, date and place of advertisements, and amount spent are required to be disclosed.

The total expenses as shown on Schedule 3 Part 2 should agree to the statement of income and expenses on line 005.

If there are additional expenses to report, include with your filing a copy of Schedule 3 Part 2 completed as necessary or attach another sheet in a similar format.

This section does not apply to non-fixed date general elections and any by-elections.

SCHEDULE 4: CERTIFICATION REGARDING NO COORDINATION

Part 1: Certification of CFO

This section must be completed and signed by the CFO of the third party to certify that the registered third party, its agents, employees, and independent contractors did not act in coordination with any registered political party, registered candidate, registered constituency association, registered nomination contestant, or registered leadership contestant, or any of their agents, employees or independent contractors.

Part 2: Certification of Principal Officer(s)

This section must be completed and signed by all Principal Officer(s) of the third party to certify that the registered third party, its agents, employees, and independent contractors did not act in coordination with any registered political party, registered candidate, registered constituency association, registered nomination contestant, or registered leadership contestant, or any of their agents, employees or independent contractors.



Compliance Division

51 ROLARK DRIVE
TORONTO, ONTARIO M1R 3B1

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

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Third Party Advertiser Information

Name: _____

Business Tel.: _____ **Home Tel.:** _____

Fax: _____ **Email:** _____

Address: _____

City: _____ **Postal Code:** _____

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 this statement of income and expenses for third party political advertising purposes as set out herein for _____ (Name of Third Party) and hereby certify that, to the best of my knowledge and belief, the statement and supporting schedules are true and correct,

Signature of CFO: _____
Date: _____

Certification of Third Party Principal Officer

I, _____ (Name of Principal Officer), certify that, to the best of my knowledge and belief, the statement and supporting schedules as set out herein are true and correct.

Signature of Third Party Principal Officer: _____
Date: _____

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Auditor's Report – Financial Statement

To _____ (name of CFO), chief financial officer of
_____ (name of registered third party) and the Chief
Electoral Officer of Ontario:

I/We have audited the political advertising financial statement of _____
_____ (name of registered third party) which comprise of the statement of income
and expenses for the reporting period from _____ (date) to
_____ (date). The financial statement has been prepared by the chief
financial officer of the third party based on the financial reporting provisions of Subsection 37.12
of the Ontario *Election Finances Act* and guidance issued by the Chief Electoral Officer.

Management's Responsibility for the Financial Statement

The chief financial officer of the third party is responsible for the preparation and fair presentation of this financial statement in accordance with the financial reporting provisions of Subsection 37.12 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 statement that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My/Our responsibility is to express an opinion on this financial statement 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 statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosure in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, 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 statement 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 statement.

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 _____ (name of registered third party) and I/we was/were not able to determine whether any adjustments might be necessary to income and expenses for the period from _____ (date) to _____ (date).

Qualified Opinion

In my/our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, this financial statement presents fairly, in all material respects, the income and expenses of _____ (name of registered

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third party) for the reporting period from _____ (date) to _____ (date) in accordance with the financial reporting provisions of Subsection 37.12 of the Ontario *Election Finances Act* and the guidance issued by the Chief Electoral Officer.

Basis of Accounting

The financial statement is prepared to assist the chief financial officer of the third party to meet the requirements of the Ontario *Election Finances Act* and the guidance issued by the Chief Electoral Officer. As a result, the financial statement may not be suitable for another purpose.

Signature of Auditor: _____

Date: _____

Auditor's Address: _____

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Statement of Income and Expenses

Reporting Period from: _____ to: _____
(date 6 months prior to the relevant period) (date 3 months after polling day)

Income	<i>Amount</i>
Line 001 – Contributions (from Line 201)	_____
Line 002 – Third Party’s Own Funds (from Line 202)	_____
Line 003 – Total Income for Third Party Political Advertising Purposes	=====
Expenses	
Line 004 – Total Election Period Political Advertising Expenses (from Line 301)	_____
Line 005 – Total Non-Election Period Political Advertising Expenses (from Line 302)	_____
Line 006 – Total Third Party Political Advertising Expenses	=====

In accordance with subsection 37.12(3) of the *Election Finances Act*, I/we report that no third party political advertising expenses were incurred.

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Auditor's Report – Supporting Schedules

To _____ (name of CFO), chief financial officer of
_____ (name of registered third party) and the Chief Electoral
Officer of Ontario:

I/We have audited the accompanying Schedules of Form TPAR-1 (the "Schedules") of
_____ (name of registered third party) for the reporting period
from _____ (date) to _____ (date).

Schedule 1: Details of Contributions Received for Political Advertising Purposes – Operating
Loans

Schedule 2: Contributions Accepted for Third Party Political Advertising Purposes

Schedule 3: Statement of Third Party Political Advertising Expenses – Election & Non-Election
Period

Schedule 4: Certification Regarding No Coordination

These Schedules have been prepared by the chief financial officer of the third party based on
the financial reporting provisions of Subsection 37.12 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 third party is responsible for the preparation of the Schedules in
accordance with the financial reporting provisions of Subsection 37.12 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
verification. Accordingly, my/our verification of income and expenses was limited to the amounts
recorded in the records of _____ (name of registered
third party) and I/we was/were not able to determine whether any adjustments might be
necessary to income and expenses for the period from _____ (date)

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to _____ (date).

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 _____ (name of registered third party) for the reporting period from _____ (date) to _____ (date) is prepared, in all material respects, in accordance with the financial provisions of Subsection 37.12 of the Ontario *Election Finances Act* and the guidance issued by the Chief Electoral Officer.

Basis of Accounting

The Schedules are prepared to assist the chief financial officer of the third party 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 2: Contributions Accepted for Third Party Political Advertising Purposes

Part 1: Statement of Contributions Accepted for Political Advertising Purposes

Reporting Period from: _____ to: _____
(date 6 months prior to the relevant period) (date 3 months after polling day)

Contributor Class	Monetary	Goods and Services	Unpaid Loans (from Lines 103 to 105)	Total (\$)
Individuals	_____	_____	_____	_____
Corporations	_____	_____	_____	_____
Trade Unions	_____	_____	_____	_____
Line 201 Total Contributions (to Line 001)				_____
Line 202 Third Party's own funds used for political advertising purposes (to Line 002)				_____

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Schedule 4: Certification Regarding No Coordination

Part 1 – Certification of CFO

I, _____ (Name of CFO), certify that as required in the *Election Finances Act*, the registered third party, its agents, employees, and independent contractors did not act in coordination with any registered political party, registered candidate, registered constituency association, registered nomination contestant, or registered leadership contestant, or any of their agents, employees or independent contractors.

Signature of CFO: _____

Date: _____

Part 2 – Certification of Principal Officer(s)

I/We, certify that as required in the *Election Finances Act*, the registered third party, its agents, employees, and independent contractors did not act in coordination with any registered political party, registered candidate, registered constituency association, registered nomination contestant, or registered leadership contestant, or any of their agents, employees or independent contractors.

Name of Principal Officer(s)	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

To report additional principal officers, copy this page, fill out as necessary and include with your filing.