

# Form CR-1: CANDIDATE CAMPAIGN PERIOD FINANCIAL STATEMENTS

## *Completion Guide*

### COMPLETING THE FINANCIAL STATEMENTS

The campaign period 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 candidate's bookkeeping responsibilities throughout the campaign period. The form is set out as follows:

- candidate and chief financial officer (CFO) information;
- certification signed by the candidate and CFO responsible for filing the financial statements;
- statement of assets and liabilities and campaign period 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 format.

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.

Campaign period financial statements are due six months after polling day.

Except where a registered candidate withdraws prior to polling day or fails to file nomination papers with the returning officer under the *Election Act*, or dies prior to polling day, the campaign period with respect to the candidate is deemed to expire on the day of the withdrawal of the candidacy, on nomination day or on the day of the candidate's death, whichever first occurs, and the CFO for that candidate shall file the campaign period financial statements within sixty days after the deemed expiration of the campaign period.

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 of the candidate and the CFO should be complete as this will be the information used if any contact is required. In addition, any campaign expense reimbursement cheque will be mailed to the address of the candidate.

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

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

The candidate'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 candidate at the end of the campaign period. Schedule 9 requires a detailed breakdown of the total amount.

Accounts receivable could include receivables from a variety of sources including non-refunded deposits or 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.

**Candidate's Campaign Reimbursement Entitlement**

This amount represents any reimbursement that the candidate is entitled to for its campaign expenses, as calculated on Schedule 11. Do not include the Chief Electoral Officer's subsidy payable to the auditor as it will be forwarded directly to the auditor by the Chief Electoral Officer. The audit subsidy is neither an asset nor a liability of the candidate's campaign account.

**Inventory of Campaign Materials**

This amount represents all inventory remaining at the end of the campaign period. Schedule 7 requires a detailed breakdown of the total amount.

**Other Assets**

Include and provide details of any other assets which the candidate 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 campaign period. 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 the end of the campaign period. 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 candidate in the campaign period.

Before completing this statement, ensure that expenses are properly classified under those subject to the limit and those excluded from the limit. Where campaign expenses have been categorized as not subject to the limit and are not specifically permitted to be treated as such, the CFO must be prepared to provide, on request, an explanation for the accounting treatment.

All expenses incurred in the campaign period whether paid for, owing to suppliers or contributed should be categorized on the statement of income and expenses.

**INCOME****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. The contribution portion of fund-raising proceeds must be included in contributions.

**Fund-Raising Events**

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

**Cost Recovery Events**

Income should represent only the revenue from the cost recovery events not treated as contributions. Any contribution income from the cost recovery events is included as contributions in Schedule 2.

**Interest Income**

Interest income is any interest earned on deposits or investments.

**General Collections at Meetings**

Schedule 4 requires further reporting on each meeting held.

**Transfers Received**

Any transfers received from the political party endorsing the candidate, constituency associations endorsed by the political party, or other 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.

#### **Appreciation Notices**

This includes all payments for media advertising after polling day.

#### **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.

#### **Candidate's Child Care Expenses**

This includes all expenses related to the care of the candidate's children.

#### **Candidate's Personal Expenses**

The candidate must submit to the CFO a statement in writing setting forth all campaign expenses paid or to be paid out of the candidate's own funds, together with all vouchers

and claims. The total amount is to be included here, and the candidate's statement is to be enclosed with the financial statements upon filing.

**Conventions, Workshops and Meetings Attended**

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

**Credit Card Maintenance Fees**

This includes all amounts paid for maintaining a credit card facility.

**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 event 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 if purchased in the campaign period.

**Insurance and Utilities**

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

**Interest**

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

**Inventory of Campaign Materials**

This amount includes all campaign materials on hand at the start of the campaign valued at fair market value, as listed on Schedule 7.

Note that all reusable campaign materials remaining at the end of the current campaign period must be valued and reported but must not be deducted from campaign expenses subject to the limit. In other words, all campaign materials are considered to be an expense during the campaign.

**Meetings Hosted**

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

**Office and Equipment Rental**

This includes office and equipment rental for the campaign office.

**Office Supplies and Stationery**

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

**Postage and Courier**

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

**Prepaid Campaign Expenses**

This includes only those prepaid campaign expenses that are consumed or forfeited during the campaign period, as listed on Schedule 7.

**Professional Fees**

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

**Recount Expenses**

This includes all expenses related to a recount for an election.

**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.

**Telecommunications**

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

**Transfers Paid Out**

Any transfers paid out to the political party endorsing the candidate, constituency associations endorsed by the political party, or other 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.

**Victory Party**

This includes all expenses related to a function held following the closing of the polls on polling day. These expenses include all expenses directly related to the function such as advertising, printing, catering, entertainment, refreshments and hall rental.

**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.

**Candidate's Campaign Reimbursement Entitlement**

This amount is calculated on Schedule 11.

**Inventory at the End of the Campaign Period**

This includes any reusable campaign materials remaining at the end of the campaign period. This amount is included as part of campaign expenses subject to the limit but is removed in determining the campaign surplus/(deficit) for the campaign period. Details of the inventory remaining must be listed on Schedule 7.

**NOTES TO FINANCIAL STATEMENTS AND SCHEDULES**

These notes are for informational purposes.

**AUDITOR'S REPORT – SUPPORTING SCHEDULES**

The candidate'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 candidate has had outstanding to any financial institution at any time during the campaign period 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 events 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 supplied during the campaign period, all tax receipts used during the campaign period and those returned unused at the end of the campaign period. Since all unused tax receipts at the end of the campaign period must be returned to the Chief Electoral Officer, there should be no tax receipts remaining at the end of the period. 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 campaign period, the contributor's and Elections Ontario's copy of all cancelled and voided tax receipts, and all unused tax receipts at the end of the campaign period 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 EVENTS**

*The attendance restrictions apply to these events.*

Each event must be reported separately on Schedule 3. Provide complete details of each event, including the date, type of event, 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 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 as contributions from fund-raising events.

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 events to report, include with your filing a copy of Schedule 3 completed as necessary or attach another sheet in a similar format.

### **SCHEDULE 3a: COST RECOVERY EVENTS**

Each event must be reported separately on Schedule 3a. Provide complete details of each event, including the date, type of event, charge 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 has been held during the period to obtain a template to report information from this event.

The total revenue as shown on Schedule 3a should agree to the statement of income and expenses.

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

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

### **SCHEDULE 4: GENERAL COLLECTIONS AT MEETINGS**

Each meeting must be reported separately on Schedule 4. Provide complete details of the date and location. The total revenue as shown on Schedule 4 should agree to the statement of income and expenses.

### **SCHEDULE 5: TRANSFERS**

Transfers received from the candidate'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 candidate's campaign 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 candidate'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: CAMPAIGN PERIOD EXPENSES**

### **Part 1 – List of Suppliers Where 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 campaign member making a purchase on behalf of the candidate's campaign. 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.

### **Part 2 – Statement of Disputed Claims**

Where there is a dispute or refusal to pay for a claim for payment of a campaign expense submitted to the candidate's CFO, details regarding the disputed claim must be reported. Only the portion of disputed claims that has, or is anticipated will be paid, should be included in expenses. The ultimate resolution of any disputed claim should be reported to the Chief Electoral Officer.

If there are additional disputed claims 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**

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

The amount of opening inventory and prepaid expenses transferred to the campaign as shown on Schedule 7 should agree to the statement of income and expenses, while closing inventory as shown on Schedule 7 should agree to both the statement of assets and liabilities and 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. This account does not include the campaign expense reimbursement or audit subsidy.

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.

### **SCHEDULE 11: CALCULATION OF CANDIDATE'S CAMPAIGN EXPENSE LIMIT AND REIMBURSEMENT ENTITLEMENT**

The calculations in this schedule are complex. Be sure to complete this schedule carefully.

- |           |  |
|-----------|--|
| Line 1101 | This is the number of votes cast in the electoral district and will be available from the Chief Electoral Officer after polling day.   |
| Line 1102 | Calculate 5% of Line 1101 to determine how many votes the candidate needed to receive to be eligible for a campaign expense reimbursement.   |
| Line 1103 | This is the number of votes received for the candidate and will be available from the Chief Electoral Officer after polling day.   |
| Line 1104 | This is the total of the candidate's campaign expenses subject to limit from the statement of income and expenses.   |
| Line 1105 | This is the campaign expenses subject to limit incurred by the constituency association endorsing the candidate. The information should be obtained from the constituency association's CFO upon |

preparation of the constituency association's campaign period financial statement (Form CR-3).

Line 1106 This is the total of Lines 1104 and 1105.

Lines 1107 & 1109 Only if the candidate received 5% or more of the valid votes cast in the electoral district is it necessary to calculate the candidate's reimbursement. In other words, Line 1103 must be equal or greater than Line 1102.

Where the candidate is entitled to a reimbursement, the reimbursement cannot be greater than the campaign expenses subject to limit that are actually incurred.

Lines 1110 to 1113 Where the total campaign expenses subject to limit of a candidate and its constituency association exceed the limit provided under the Election Finances Act and the candidate qualifies for a reimbursement, the reimbursement payable is to be reduced by \$1 for every \$1 the expense limit is exceeded, in addition to any other penalties.



**Election Finances Division**

51 ROLARK DRIVE  
TORONTO, ONTARIO M1R 3B1

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

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

*Disponible aussi en français. 2018-04-23*

For Office Use Only					

**Polling Day:** \_\_\_\_\_

**Candidate Information**

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

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

**Candidate**

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

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

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

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

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

**Bank Name:** \_\_\_\_\_ **Bank Address:** \_\_\_\_\_

**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 Candidate) 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:** \_\_\_\_\_

**Certification of Candidate**

I, \_\_\_\_\_ (Name of Candidate), a candidate in the electoral district of \_\_\_\_\_ (Name of Electoral District), hereby certify that to the best of my knowledge and belief these campaign period financial statements and supporting schedules as set out herein are true and correct.

**Signature of Candidate:** \_\_\_\_\_

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

**Auditor's Report – Financial Statements**

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

I/We have audited the campaign period financial statements of \_\_\_\_\_  
\_\_\_\_\_ (name of registered candidate), which comprise of the statement of assets and  
liabilities as at \_\_\_\_\_ (date), the income and expenses for the campaign  
period from \_\_\_\_\_ (date) to \_\_\_\_\_ (date), and a summary  
of significant accounting policies and other explanatory information. The financial statements  
have been prepared by the chief financial officer of the candidate based on the financial  
reporting provisions of Section 42 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 candidate is responsible for the preparation and fair  
presentation of these financial statements in accordance with the financial reporting provisions  
of Section 42 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  
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 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 \_\_\_\_\_ (name of registered  
candidate) 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 from \_\_\_\_\_  
\_\_\_\_\_ (date) to \_\_\_\_\_ (date) and assets and liabilities as at  
\_\_\_\_\_ (date).

# CR-1 Candidate Campaign Period Financial Statements

Disponible aussi en français.

June 2018

## 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 presents fairly, in all material respects, the financial position of \_\_\_\_\_ (name of registered candidate) as at \_\_\_\_\_ (date) and its income and expenses for the campaign period from \_\_\_\_\_ (date) to \_\_\_\_\_ (date) in accordance with the financial reporting provisions of Section 42 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 candidate 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.)



**Statement of Assets and Liabilities**

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

<b>Assets</b>	<i>Amount</i>
Line 001 – Cash	_____
Line 002 – Accounts Receivable (from Line 901)	_____
Line 003 – Campaign Reimbursement Entitlement (from Line 1113)	_____
Line 004 – Inventory of Campaign Materials (from Line 703)	_____
Line 005 – Other Assets (provide full details below)	_____
<i>Description</i>	<i>Amount</i>
_____	_____
_____	_____
_____	_____
<b>Line 006 – Total Assets</b>	<b>_____</b>
<b>Liabilities and Surplus</b>	
Line 007 – Accounts Payable (from Line 1001)	_____
Line 008 – Borrowings and Overdrafts (from Line 107)	_____
Line 009 – Other Liabilities (provide full details below)	_____
<i>Description</i>	<i>Amount</i>
_____	_____
_____	_____
_____	_____
Line 010 – Surplus/(Deficit) (from Line 054)	_____
<b>Line 011 – Total Liabilities and Surplus/(Deficit)</b>	<b>_____</b>

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

Disponible aussi en français.

June 2018

**Statement of Income and Expenses** from: \_\_\_\_\_ to: \_\_\_\_\_

**Income**

*Amount*

Line 012 – Contributions (from Line 203)	_____
Line 013 – Fund-Raising Events (from Line 301)	_____
Line 013a – Cost Recovery Events (from Line 301a)	_____
Line 014 – Interest Income	_____
Line 015 – General Collections at Meetings (from Line 401)	_____
Line 016 – Transfers Received (from Line 504)	_____
Line 017 – Other Income (provide full details below)	_____
Line 018 – Total Income	_____

**Expenses**

*Subject to Limit Excluded Total*

Line 019 – Accounting	_____	_____	_____
Line 020 – Audit	_____	_____	_____
Line 021 – Advertising	_____	_____	_____
Line 022 – Appreciation Notices	_____	_____	_____
Line 023 – Bank Charges	_____	_____	_____
Line 024 – Brochures	_____	_____	_____
Line 025 – Candidate’s Child Care Expenses	_____	_____	_____
Line 026 – Candidate’s Personal Expenses	_____	_____	_____
Line 027 – Conventions, Workshops and Meetings Attended	_____	_____	_____
Line 028 – Credit Card Maintenance Fees	_____	_____	_____
Line 029 – Fund-Raising Expenses	_____	_____	_____
Line 030 – Furniture and Equipment	_____	_____	_____
Line 031 – Insurance and Utilities	_____	_____	_____
Line 032 – Interest	_____	_____	_____
Line 033 – Inventory of Campaign Materials at Start of Campaign Period Transferred to Candidate (from Line 701)	_____	_____	_____
Line 034 – Meetings Hosted	_____	_____	_____
Line 035 – Office and Equipment Rental	_____	_____	_____
Line 036 – Office Supplies and Stationery	_____	_____	_____
Line 037 – Postage and Courier	_____	_____	_____
Line 038 – Prepaid Campaign Expenses at Start of Campaign Period Transferred to Candidate (from Line 702)	_____	_____	_____
Line 039 – Professional Fees	_____	_____	_____
Line 040 – Recount Expenses	_____	_____	_____
Line 041 – Research and Polling	_____	_____	_____
Line 042 – Salaries and Benefits	_____	_____	_____
Line 043 – Signs	_____	_____	_____
Line 044 – Telecommunications (fax, telephone, cable)	_____	_____	_____
Line 045 – Transfers Paid Out (from Line 508)	_____	_____	_____
Line 046 – Travel	_____	_____	_____
Line 047 – Victory Party	_____	_____	_____
Line 048 – Web and Internet	_____	_____	_____
Line 049 – Other Expenses (provide full details below)	_____	_____	_____
Line 050 – Total Expenses (to Line 1104) a.	_____	_____	_____

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

*Disponible aussi en français.*

June 2018

Line 051 – Campaign Surplus/(Deficit) Before Adjusting for Inventory and Reimbursement	_____
Line 052 – Campaign Reimbursement Entitlement (from Line 1113)	_____
Line 053 – Inventory at the End of the Campaign Period (from Line 703)	_____
<b>Line 054 – Campaign Surplus/(Deficit) for the Campaign Period (to Line 010)</b>	<b>=====</b>

Provide details of Other Income (Line 017) and Other Expenses (Line 049) below:

Other Income

<i>Description</i>	<i>Amount</i>
_____	_____
_____	_____
_____	_____
_____	_____
Total Other Income:	<b>=====</b>

Other Expenses

<i>Description</i>	<i>Subject to Limit</i>	<i>Excluded</i>	<i>Total</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Other Expenses:	<b>=====</b>	<b>=====</b>	<b>=====</b>

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

For the campaign period from: \_\_\_\_\_ to: \_\_\_\_\_

### **Notes to Financial Statements**

These financial statements have been prepared in accordance with the financial reporting provisions of section 42 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 period 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 42 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.

**Auditor's Report – Supporting Schedules**

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

I/We have audited the accompanying Schedules of Form CR-1 (the "Schedules") of  
\_\_\_\_\_ (name of registered candidate) for the campaign  
period from \_\_\_\_\_ (date) to \_\_\_\_\_ (date).

Schedule 1: Borrowings and Overdrafts

Schedule 2: Contributions and Tax Receipt Form Reconciliation

Schedule 3: Fund-Raising Events

Schedule 3a: Cost Recovery Events

Schedule 4: General Collections at Meetings

Schedule 5: Transfers

Schedule 6: Campaign Period Expenses

Schedule 7: Inventory and Prepaid Expenses

Schedule 9: List of Accounts Receivable

Schedule 10: List of Accounts Payable

Schedule 11: Calculation of Candidate's Campaign Expense Limit and Reimbursement  
Entitlement

These Schedules have been prepared by the chief financial officer of the candidate based on the financial reporting provisions of Section 42 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 candidate is responsible for the preparation of the Schedules in accordance with the financial reporting provisions of Section 42 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 candidate) 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) and assets and liabilities as at \_\_\_\_\_ (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 Form CR-1 of \_\_\_\_\_ (name of registered candidate) for the campaign period from \_\_\_\_\_ (date) to \_\_\_\_\_ (date) is prepared, in all material respects, in accordance with the financial provisions of Section 42 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 candidate 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:** \_\_\_\_\_

Schedule 1: Borrowings and Overdrafts

Financial Institution: \_\_\_\_\_ Date Amount was Borrowed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (MM/DD/YYYY) Loan Due Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (MM/DD/YYYY)

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

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

Table with 2 columns: Description, Amount. Line 101 Original Amount Borrowed, Line 102 Amount Repaid During the Period, Line 103 Amount Outstanding at End of Period

Guarantor(s)

Table with 6 columns: First Name, Last Name, Address, City, Postal Code, Amount of Guarantee. Multiple rows for guarantors.

Financial Institution: \_\_\_\_\_ Date Amount was Borrowed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (MM/DD/YYYY) Loan Due Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (MM/DD/YYYY)

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

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

Table with 2 columns: Description, Amount. Line 101 Original Amount Borrowed, Line 102 Amount Repaid During the Period, Line 103 Amount Outstanding at End of Period

Guarantor(s)

Table with 6 columns: First Name, Last Name, Address, City, Postal Code, Amount of Guarantee. Multiple rows for guarantors.

Line 107 Total Amount Outstanding At End of Period (to Line 008) \_\_\_\_\_

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





**Schedule 3: Fund-Raising Events**

*The attendance restrictions apply to these events.*

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 013)** \_\_\_\_\_

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

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

**Schedule 3a: Cost Recovery Events**

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

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

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

**Income from Admission Charge (C=AxB):** \_\_\_\_\_

**Income From Other Sources not Treated as Contribution (bar/food/auction) (D)\*:** \_\_\_\_\_

**Total Income (Excluding Contributions) (E=C+D):** \_\_\_\_\_

**Total Expenses (Including bar/food/auction) (F):** \_\_\_\_\_

**Difference (Excess must be paid to Elections Ontario) (G=E-F):** \_\_\_\_\_

\* Details of Income From Other Sources not Treated as Contribution:

<i>Description</i>	<i>Amount</i>
_____	_____
_____	_____
<b>Total Income From Other Sources Not Treated as Contribution (D):</b>	_____

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

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

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

**Income from Admission Charge (C=AxB):** \_\_\_\_\_

**Income From Other Sources not Treated as Contribution (bar/food/auction) (D)\*:** \_\_\_\_\_

**Total Income (Excluding Contributions) (E=C+D):** \_\_\_\_\_

**Total Expenses (Including bar/food/auction) (F):** \_\_\_\_\_

**Difference (Excess must be paid to Elections Ontario) (G=E-F):** \_\_\_\_\_

\* Details of Income From Other Sources not Treated as Contribution:

<i>Description</i>	<i>Amount</i>
_____	_____
_____	_____
<b>Total Income From Other Sources Not Treated as Contribution (D):</b>	_____

**Line 301a Total Income (Excluding Contributions) From Events (to Line 013a)** \_\_\_\_\_

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

**Schedule 4: General Collections at Meetings**

Date of Meeting: \_\_\_\_\_ (MM/DD/YYYY)

Location of Meeting: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Amount Collected: \_\_\_\_\_

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

Date of Meeting: \_\_\_\_\_ (MM/DD/YYYY)

Location of Meeting: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Amount Collected: \_\_\_\_\_

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

Date of Meeting: \_\_\_\_\_ (MM/DD/YYYY)

Location of Meeting: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Amount Collected: \_\_\_\_\_

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

Date of Meeting: \_\_\_\_\_ (MM/DD/YYYY)

Location of Meeting: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Amount Collected: \_\_\_\_\_

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

**Line 401 Total Amount Collected (to Line 015)** \_\_\_\_\_

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

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

**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 016)**

**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 045)**

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



**Schedule 7: Inventory and Prepaid Expenses**

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

Description	Date Acquired	Supplier	Unit Value	Quantity	Total Value
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Line 701 Total Campaign Goods and Materials Transferred (to Line 033)**

***Prepaid Expenses Transferred to the Campaign***

Description	Date Originated	Supplier	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Line 702 Total Prepaid Expenses Transferred (to Line 038)**

***Closing Inventory of Campaign Goods and Materials***

Description	Date Acquired	Supplier	Unit Value	Quantity	Total Value
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Line 703 Total Closing Campaign Goods and Materials (to Lines 004 and 053)**



### **Schedule 11: Calculation of Candidate's Campaign Expense Limit and Reimbursement Entitlement**

Line 1101 Number of valid votes cast in the Electoral District \_\_\_\_\_

Line 1102 5% of Line 1101 – Minimum number of valid votes cast required to be eligible for reimbursement \_\_\_\_\_

Line 1103 Number of votes received by candidate \_\_\_\_\_

#### **Candidate's Campaign Expenses Subject to Limit**

Line 1104 Candidate's campaign expenses subject to limit (from Line 050a) \_\_\_\_\_

Line 1105 Campaign expenses subject to limit incurred by the constituency association (from Form CR-3) \_\_\_\_\_

Line 1106 Total candidate's campaign expenses subject to limit (Line 1104 + Line 1105) \_\_\_\_\_

#### **Calculation of Candidate's Reimbursement**

*(Complete this section only if Line 1103 equals or exceeds Line 1102)*

Line 1107 Lesser of: (a) Maximum reimbursement entitlement as calculated by Chief Electoral Officer \_\_\_\_\_

Line 1108 OR \_\_\_\_\_

Line 1109 (b) 20% of total candidate's campaign expenses subject to limit (20 % of Line 1106) \_\_\_\_\_

#### **Less: Candidate's Campaign Expenses Subject to Limit in Excess of Spending Limit**

Line 1110 Total candidate's campaign expenses subject to limit (Line 1106) \_\_\_\_\_

Line 1111 Less: Maximum allowable spending limit as calculated by Chief Electoral Officer \_\_\_\_\_

Line 1112 Excess (Line 1110 – Line 1111) (if negative, enter NIL) \_\_\_\_\_

**Line 1113 Candidate's campaign expense reimbursement entitlement (if negative, enter NIL) (to Lines 003 and 052)** \_\_\_\_\_