

REMINDER CHECKLIST FORM 922

Check when complete:

- Have you signed and dated Form 922 on the bottom of page 1?
- Has your auditor's report been attached?
- Has your auditor's invoice been attached?
- Have you enclosed Elections Manitoba's copy of all used income tax receipts?
- Have you returned all three copies (Elections Manitoba, Candidate and Contributor) of all unused and voided income tax receipts?
- Have you completed all required sections and provided details if required?
- Have you included copies of all receipts or vouchers supporting the expenses reported on Schedule 1?
- Have you attached copies of all loan, line of credit and bank overdraft agreements?

(To be filed within 4 months after Election Day. Complete the form in ink.)

For the Candidacy Period

Date

To

Date

Candidate

Name
Electoral Division
Endorsing Registered Party (If applicable)

Official Agent

Name

Auditor

Name of Auditor
Name of Public Accountant to Whom Inquiry May be Directed (if different than above)

Declaration

I, the undersigned Official Agent, hereby file a completed Form 922 – *Candidate's Financial Statements and Supporting Schedules* – along with an Auditor's Report from a qualified auditor. I declare that to the best of my knowledge and belief the information contained herein is complete, true and correct and in compliance with *The Election Financing Act*.

Signature of Official Agent

Date

Statement of Assets, Liabilities and Surplus (Deficit) as at the End of the Candidacy Period

Assets

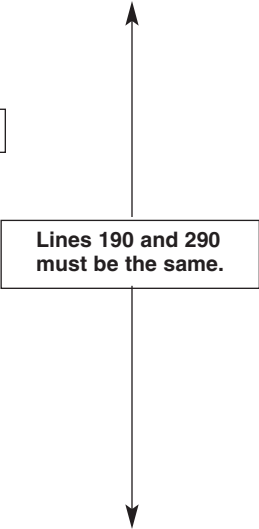
100 Cash \$ _____
 110 Accounts receivable _____
 115 Inventory* _____
 Other assets (provide details)
 130 _____
 135 _____

190 Total Assets (total of line 100 to 135) line 190 \$ _____

Liabilities and Surplus

200 Accounts payable \$ _____ ← From line 840
 205 Overdraft/ Line of Credit** _____
 220 Loans** _____
 Other liabilities (provide details)
 230 _____
 240 _____
 275 Candidacy Period Surplus/(Deficit) _____ ← From line 440

290 Total Liabilities and Surplus (total of line 200 to 275) line 290 \$ _____



* Inventory as of the end of the candidacy period would include items purchased but not used (i.e. expensed). Inventory should also be taken as of 8 p.m. on Election Day in order to exclude the value from the amount reported as election expenses.
 ** A written copy of each loan agreement must be filed separately if there was a loan, line of credit, or bank overdraft in existence at any time to the candidate during the candidacy period.

Statement of Income, Expenses and Transfers for the Candidacy Period

Income and Transfers

300	Contributions	\$ _____	← From line 630, column C
310	Transfers from candidate's constituency association	_____	← From line 760
320	Transfers from endorsing registered party	_____	← From line 720
330	Fundraising	_____	
	Other Income (provide details)		
360	_____	_____	
390	Total Income and Transfers (total of line 300 to 360)		line 390 \$ _____

Expenses and Transfers

400	Election expenses	\$ _____	← From line 595
405	Non – election expenses	_____	← From line 590, column D
415	Transfer of money to endorsing registered party	_____	
420	Transfer of property and services to endorsing registered party	_____	
430	Total Expenses and Transfers (total of line 400 to 420)		line 430 \$ _____
440	Total Period Surplus/ (Deficit) (line 390 minus line 430)		line 440 \$ _____

To line 275

Schedule 1 – Candidacy Period Expenses (including non-monetary expenses)

Election Expenses used in Election period				
A Cash/Credit	B Non-monetary	C Property and Services Used and Received Through Transfers	D Non-Election Expenses in Candidacy Period	E Total Expenses (columns A plus B plus C plus D)
500 Advertising - media				
505 Posters, pamphlets, promotional				
511 Disability				
512 Child care				
515 Fundraising				
520 Furniture and equipment rental				
525 Honoraria/salaries				
530 Interest and bank charges				
535 Audit fee (amount in excess of subsidy)				
545 Office occupancy (rent, utilities)				
550 Office supplies and postage				
555 Polling (opinion surveys, market research)				
560 Signs/structural support				
565 Transportation, accommodation and food				
570 Telephone				
575 Personal				
Other (provide details)				
580 _____				
585 _____				
590 Total (total of line 500 to 585)				

From schedule 7, line 850

From schedule 8, line 860

To line 400

To line 405

Provide the amount of bank charges and loan interest incurred from the close of polls to 4 months after election day. (Not required if candidate did not qualify for reimbursement)

Loan interest line 597 \$ _____

Bank Charges line 598 \$ _____

Schedule 3 – Transfers from Endorsing Registered Party

(Complete only if the candidate's campaign received transfers from the candidate's endorsing registered party)

A. Total value of all **cash transfers** received during the candidacy period from the candidate's endorsing registered party: line 700 \$ _____

B. Total value of all **transfers of property or services** during the candidacy period from the candidate's endorsing registered party: line 710 \$ _____

C. Total transfers from candidate's endorsing registered party: line 720 \$ _____
(total of line 700 to 710)

← To line 320

D. If you entered an amount on line 710, report the value of property or services that were **used** in the election period: line 730 \$ _____

Schedule 4 – Transfers from Candidate’s Constituency Association

(Complete only if the candidate’s campaign received transfers from the candidate’s constituency association.)

- A. Total value of all **cash transfers** received during the candidacy period from the candidate’s constituency association: line 740 \$ _____
- B. Total value of all **transfers of property or services** during the candidacy period from the candidate’s constituency association: line 750 \$ _____
- C. Total transfers from candidate’s constituency association: line 760 \$ _____
(total of line 740 to 750)
- D. If you entered an amount on line 750, disclose the value of property or services that were **used** during the election period: line 770 \$ _____

← To line 310

If the aggregate value of transfers, as calculated on line 760 is \$250 or more, provide the following information:

- E. Were there contributions of \$250 or more to the constituency association endorsing the candidate during the candidacy period?

_____ No (no further information is required)

_____ Yes (complete the schedule below)

Name of Contributors of \$250 or more to the Constituency Association (attach list if necessary)	\$ Aggregate Value of Contribution

List attached?

Yes _____

No _____

Schedule 9 – Annual Advertising Expenses (outside the election period and to be completed for the year of a fixed date election)

(Complete the following schedule to calculate the amount of advertising expenses subject to the annual advertising limits.)
s.58(2)

Advertising means advertising that promotes or opposes (directly or indirectly) a registered party, candidate, or leadership contestant. (s.115) For this part it includes promotional materials. (s. 57)

Total advertising expenses incurred during year _____ (outside the election period)

910 Endorsed candidate (from line 940) line 910 \$ _____

920 Individuals (from line 950) line 920 _____

930 Total Annual advertising expenses outside election period (total line 910 and 920) **line 930** \$ _____

A. Advertising expenses incurred by the candidate outside the election period and in the year of a fixed date election.*

Details of Expense	\$ Amount
Total	line 940
	\$ _____

B. Advertising expenses incurred by an individual on the candidate's behalf with the candidate's knowledge and consent outside the election period and in the year of a fixed date election.*

Name of Individual	Address	\$ Amount
	Total	line 950
		\$ _____

* Attach separate list if necessary.