

REMINDER CHECKLIST FORM 921



Check when complete:



Have you signed and dated Form 921 on the bottom of page 1?



Has your auditor's report been attached?



Have you completed all required sections and provided details if required?



Have you attached copies of all loan, line of credit and bank overdraft agreements?

**Statement of Income, Transfers and
Election Expenses of a Registered
Political Party for a Campaign Period**

(To be filed within 4 months after the end of Election Day)

For the campaign period:

Date

To

Date

**Political
Party**

Name

Auditor

Name of Auditor

Name of Public Accountant to whom inquiry may be directed (if different than above)

Declaration

I, the undersigned, Chief Financial Officer hereby file the Statement of Income, Transfers and Election Expenses of a Registered Political Party for a Campaign Period 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 Elections Finances Act*.

Signature of Chief Financial Officer

Date

Statement of Income, Transfers and Election Expenses

Campaign Period Income

300	Contributions (Cash)	\$ _____	←	To Form 920, line 635
305	Contributions (Donations in Kind)	_____	←	To Form 920, line 640
310	Transfers from constituency associations	_____	←	From line 700
320	Transfers from nominated candidates	_____	←	From line 710
330	Fund raising	_____		
340	Investment income	_____		
	Other income (provide details)			
350	_____	_____		
360	_____	_____		
390	Total Income (total of line 300 to 360)		line 390	\$ _____

Election Expenses and Transfers

400	Election expenses	\$ _____	←	From line 595
410	Transfers to constituency associations	_____	←	From line 720
420	Transfers to nominated candidates	_____	←	From line 730
430	Total Election Expenses and Transfers (total of line 400 to 420)		line 430	\$ _____
440	Election Surplus/ (Deficit) (line 390 minus line 430)		line 440	\$ _____
				↗
				To Form 920, line 265

Schedule 1 – Election Expenses (INCLUDING DONATIONS IN KIND)

500 Advertising – Media \$ _____

505 Posters, pamphlets, promotional _____

510 Use of Capital Assets _____

515 Fund raising _____

520 Furniture and equipment rental _____

525 Honoraria and salaries _____

530 Interest and bank charges _____

535 Legal and audit services _____

540 Meeting space _____

545 Office occupancy (rent, utilities) _____

550 Office supplies and postage _____

Other professional services (provide details)

560 _____

565 Polling _____

570 Signs and structural support _____

575 Transportation, accommodation and food _____

580 Telephone _____

Other (provide details)

585 _____

590 _____

595 Total Election Expenses (total of lines 500 to 590) line 595 \$ _____

597 Less donations in kind line 597 \$ _____

599 Total Election Expenses eligible for reimbursement line 599 \$ _____

← **To line 400**

Schedule 2 – Transfers From Constituency Associations and Nominated Candidates

(Complete only if transfers were received in the campaign period from any constituency association or nominated candidate of the registered political party.)

A. From Constituency Associations

Name of Constituency Association (attach list if necessary)	\$ Total of Transfers from each Constituency Association
Total Transfers from Constituency Associations	\$

Line 700

1. List attached? Yes _____ No _____

↑
To line 310

B. From Nominated Candidates

Name of Nominated Candidate (attach list if necessary)	\$ Total of Transfers from each Nominated Candidate
Total Transfers from Nominated Candidates	\$

Line 710

1. List attached? Yes _____ No _____

↑
To line 320

Schedule 3 – Transfers to Constituency Associations and Nominated Candidates

(The following information must be reported for any transfers sent during the campaign period by the registered political party to any constituency association or nominated candidate of the registered political party.)

A. To Constituency Associations

Name of Constituency Association (attach list if necessary)	\$ Total of Transfers sent to each Constituency Association
Total amount of Transfers to Constituency Associations	\$

Line 720

1. List attached? Yes _____ No _____

↑
To line 410

B. To Nominated Candidates

Name of Nominated Candidate (attach list if necessary)	\$ Total of Transfers sent to each Nominated Candidate
Total amount of Transfers to Nominated Candidates	\$

Line 730

1. List attached? Yes _____ No _____

↑
To line 420