

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 Political 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 Elections Finances Act*.

Signature of Official Agent

Date

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

Assets

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

150 Total Assets (total of line 100 to 140) line 150 \$ _____

Liabilities and Surplus

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

Lines 150 and 290
must be the same.

290 Total Liabilities and Surplus (total of line 200 to 250) \$ _____

* 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 endorsing political party	_____	← From line 720
320	Transfers from candidate's constituency association	_____	← From line 760
330	Fund raising	_____	
	Other Income (provide details)		
340	_____	_____	
350	_____	_____	
390	Total Income and Transfers (total of line 300 to 350)		line 390 \$ _____

Expenses and Transfers

400	Election expenses	\$ _____	← From line 595
410	Non – election expenses	_____	← From line 590, column D
415	Transfer of money to endorsing political party	_____	
420	Transfer of goods and services to endorsing political 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 250

Schedule 1 – Candidacy Period Expenses Including Donations in Kind

Election Expenses used in Election period				
A Cash/Credit	B Donation in Kind	C Goods 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				
510 Audit fee (amount in excess of subsidy)				
515 Disability				
520 Child Care				
525 Fund Raising				
530 Furniture and equipment rental				
535 Honoraria/Salaries				
540 Interest and basic charges				
545 Office Occupancy (rent, utilities)				
550 Office supplies and postage				
555 Personal				
560 Polling				
565 Signs/structural support				
570 Telephone				
575 Transportation, accommodation and food				
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 410

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 599 \$ _____

Schedule 3 – Transfers from Endorsing Political Party

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

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

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

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

← To line 310

D. If you entered an amount on line 710, report the value of goods 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 goods 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)

← To line 320

D. If you entered an amount on line 750, disclose the value of goods or services that were used during the election period: line 770 \$ _____

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 and address 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 Limit on Advertising Expenses (outside the election period and to be completed in the year of a fixed date election)

(Complete the following schedule to calculate the amount of advertising expenses subject to the annual advertising limits. 54.1(1)(b) and s. 54.1(2)(b))

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 Subject to Limitation (total line 910 to 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.