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ELECTIONS MANITOBA



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Independent Auditors' Report

To Bill Dinsdale, Official Agent for Jennifer Howard, and Jennifer Howard, the Candidate

We have audited the accompanying Form 922, Candidate's Financial Statements and Supporting Schedules, which comprises the Statement of Assets, Liabilities and Surplus as at December 5, 2011, Statement of Income, Expenses and Transfers for the Candidacy of Jennifer Howard for the Candidacy Period from March 23, 2011 to December 5, 2011 relating to the election held on October 4, 2011 in the Electoral Division of Fort Rouge and a note describing the basis of accounting (the statements). The statements have been prepared by the official agent based on the financial reporting provisions of the *Elections Finances Act* as issued by Elections Manitoba.

Official Agent's Responsibility for the Statements

The Official Agent is responsible for the preparation of the statements in accordance with the financial reporting provisions of the *Elections Finances Act* as issued by Elections Manitoba, and for such internal control as the Official Agent determines is necessary to enable the preparation of the statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on the statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the 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 policies used and the reasonableness of accounting estimates made by the Official Agent, as well as evaluating the overall presentation of the statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Independent Auditors' Report - continued

Basis for Qualified Opinion

Due to the nature of the types of transactions inherent in any election campaign, the completeness of contribution income and donation in kind income and expenses is not susceptible of satisfactory audit verification. Accordingly, our verification of contribution income and donation in kind income and expenses was limited to the amounts recorded in the candidate's election campaign records and we were not able to determine whether any adjustments might be necessary to assets, liabilities, income, expenses, and the campaign period surplus/deficit.

Opinion

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, Form 922, Candidate's Financial Statements and Supporting Schedules for Jennifer Howard for the candidacy period of March 23, 2011 to December 5, 2011 relating to the election held on October 4, 2011 in the Electoral Division of Fort Rouge are prepared, in all material respects, in accordance with the financial reporting provisions of the *Elections Finances Act* as issued by Elections Manitoba.

Basis of Accounting

Without modifying our opinion, we draw attention to Note 1 to the statements, which describes the basis of accounting. The statements are prepared to comply with the financial reporting provisions of the *Elections Finances Act* as issued by Elections Manitoba. The statements are filed with Elections Manitoba in accordance with the *Elections Finances Act*. As a result, the statements may not be suitable for another purpose.

Winnipeg, Canada
January 25, 2012

Booke & Partners

Chartered Accountants

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922

Candidate's Financial Statements
and Supporting Schedules

ELECTIONS MANITOBA

Elections
Manitoba

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

For the Candidacy Period

Date March 23, 2011

To

Date December 05, 2011

Candidate

Name

Howard, Jennifer

Electoral Division

Fort Rouge

Endorsing Political Party (If applicable)

NDP

Official Agent

Name

Bill Dinsdale

Auditor

Name of Auditor

Booke and Partners, Chartered Accountants

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

Kelly Ukrainec, C.A.

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 also hereby declare that to the best of my knowledge and belief, the information contained herein is complete, true and correct and in compliance with the requirements of *The Elections Finances Act*.

Signature of Official Agent

Jan 30 2012

Date

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

Assets

100 Cash	\$	
110 Accounts Receivable		45.30
120 Inventory *		929.38
Other Assets (provide details)		
130 credit union share		5.00
140		

150 Total Assets (total of line 100 to 140)

\$ 979.68

Liabilities and Surplus

200 Accounts Payable	\$		← From line 840
210 Overdraft/ Line of Credit **		10,069.62	
220 Loans **			
Other Liabilities (provide details)			
230			
240			
250 Candidacy Period Surplus/(Deficit)		(9,089.94)	← From line 440

Lines 150 and 290 must be the same.

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

\$ 979.68

* 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 8pm 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	\$ 560.00	← From line 630, column C
310 Transfers from endorsing political party	13,134.80	← From line 720
320 Transfers from candidate's constituency association	11,500.00	← From line 760
330 Fund raising		
Other Income (provide details)		
340 bank interest	1.96	
350		
390 Total Income and Transfers (total of line 300 to 350)	line 390	\$ 25,196.76

Expenses and Transfers

400 Election expenses	\$ 28,361.23	← From line 595
410 Non - election expenses	5,925.47	← 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	\$ 34,286.70
440 Candidacy Period Surplus/(Deficit) (line 390 minus line 430)	line 440	\$ (9,089.94)
		↗ To line 250

Schedule 1 - Candidacy Period Expenses Including Donations in Kind

	Election Expenses used in Election Period			D Non-Election Expenses in Candidacy Period	E Total Expenses (columns A plus B plus C plus D)
	A Cash / Credit	B Donation in kind	C Goods and Services Used and Received Through Transfers		
500 Advertising - Media	5,604.98			1,435.05	7,040.03
505 Posters, pamphlets, promotional	6,619.62			86.37	6,705.99
510 Audit fee (amount in excess of subsidy)					
515 Disability				1,551.02	1,551.02
520 Child Care					
525 Fund raising				336.44	336.44
530 Furniture and equipment rental	965.54	560.00		499.42	2,024.96
535 Honoraria/Salaries	6,706.74				6,706.74
540 Interest and bank charges	9.80			113.88	123.68
545 Office Occupancy (rent, utilities)	1,676.95			1,058.05	2,735.00
550 Office Supplies and postage	2,252.93			195.40	2,448.33
555 Personal					
560 Polling					
565 Signs/structural support	2,022.48				2,022.48
570 Telephone	1,042.55			649.84	1,692.39
575 Transportation, accommodation and food	899.64				899.64
Other (provide details)					
580					
585					
590 Total (total of line 500 to 585)	27,801.23	560.00		5,925.47	34,286.70

From
schedule
7,
line 850

From
schedule
8,
line 860

595 Total election expenses
(Total of line 590 column A, B
and C)

28,361.23

To line 400

To line 410

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

Loan interest line 597 \$ 122.11

Bank Charges line 599 \$ 43.00

Schedule 2 - Contributions to a Candidate (Including Donations in Kind)

A. Contributions Summary

		A	B	C (A plus B)
	Aggregate Contributions of:	Cash	Donations in Kind	Total of all Contributions
600	\$250 or more			
610	\$25 or more but less than \$250		560.00	560.00
620	Less than \$25			
630	Total	\$	\$ 560.00	\$ 560.00

← Enter line 630, column C total on line 300

B. Contributions of \$250 or More

(Complete part B only if the aggregate value of the contributions (cash and donations in kind) from any individual normally resident in Manitoba was \$250 or more during the candidacy period.)

Name of Contributor (alphabetical order)	Residential Address	Aggregate Value of Contributions

Additional pages attached?

Yes _____

No X

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 \$ 13,134.80

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 \$ 13,134.80
(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 \$ 11,500.00

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 the candidate's constituency association: (total of line 740 to 750) line 760 \$ 11,500.00

← To line 320

D. If you entered an amount on line 750, disclose the value of goods or services that were used in 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?

X No (no further information is required)

 Yes (complete the schedule below)

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

List attached?

Yes

No X

Schedule 5 - Reconciliation of Income Tax Receipts

(Complete only if the candidate was registered to issue income tax receipts - i.e. Form 911 was filed with Elections Manitoba)

Total number of income tax receipts received from Elections Manitoba line 780 _____

Total number of income tax receipts returned to Elections Manitoba:

☒ Issued to Contributors line 790 _____

← Return Elections
Manitoba copies only.

☒ Voided or cancelled line 800 _____

← Return all three
copies.

☒ Unused line 810 _____

← Return all three
copies.

Total number of income tax receipts returned to Elections Manitoba line 820 _____
(total of line 790 to 810)

Total unreturned income tax receipts (line 780 minus line 820) line 830 _____

Please provide receipt numbers and an explanation for any unreturned income tax receipts.

Schedule 6 - Accounts Payable

(Complete only if there are amounts owing to suppliers at the end of the candidacy period. **Do not** include loans payable)

Name of Supplier	Description of Expense		\$ Amount
	Total accounts payable	line 840	\$

↖
To line 200

Schedule 7 - Candidate's Disability Expenses

(Complete only if reasonable expenses were incurred by a disabled candidate in relation to a candidate's disability to enable the candidate to campaign in an election period)

* Per section 1.1 of the *Elections Finance Act* reasonable expenses are those that are over and above the expenses normally incurred by the candidate.

List and describe the nature of the expenses incurred and the amounts claimed.

Description of Expense		\$ Value of expense incurred
hiring assistant to avoid unnecessary walking		1,551.02
Total disability expenses	line 850	\$ 1,551.02

← To line 515, column D

Candidate's Signature

Date

Schedule 8 - Candidate's Child Care Expenses

(Complete only if reasonable expenses* were incurred by a candidate in relation to child care expenses to enable the candidate to campaign in an election period)

* Per section 1.1 of the *Elections Finance Act* reasonable expenses are those that are over and above the expenses normally incurred by the candidate.

List and describe the nature of the expenses incurred and the amounts claimed.

Description of Expense		\$ Value of expense incurred
Total child care expenses	line 860	\$

← To line 520, column D

Candidate's Signature

Date

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 1521.42 (outside the election period)

910 Endorsed candidates (from line 940) line 910 \$ 1,521.42

920 Individuals (from line 950) line 920

930 Total Annual Advertising Subject to Limitation (total of line 910 to 920) **line 930** \$ 1,521.42

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

Details of Expense	Amount \$
outdoor advertising	1,435.05
pre-writ leaflet distributed pre-writ (including photography)	86.37
Total Line 940	\$ 1,521.42

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 \$
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Total **Line 950** \$ nil

* Attach separate list if necessary.

New Democratic Party of Manitoba
Electoral Division of Fort Rouge
Note to Form 922, Candidate's Financial Statements
March 23, 2011 to December 5, 2011

1. Basis of accounting

Form 922, Candidate's Financial Statements (the statements) has been prepared in accordance with the financial reporting provisions of the *Elections Finances Act* and the accounting guidelines issued by Elections Manitoba.

The statements are prepared to assist the Official Agent and the candidate to meet the requirements of the *Elections Finances Act*. The statements are intended solely for the use of the Official Agent, the candidate and the Chief Electoral Officer. Accordingly, readers are cautioned that the statements may not be suitable for another purpose. The *Elections Finances Act* requires that the statements be made available for public inspection.