



**Financial Statement – Auditor's Report
Form 4**

Municipal Elections Act, 1996 (Section 78)

Instructions:

All candidates must complete Boxes A and B. Candidates who receive contributions or incur expenses beyond the nomination fee must complete Boxes C, D, Schedule 1, and Schedule 2 as appropriate. Candidates who receive contributions or incur expenses in excess of \$10,000 must also attach an Auditor's Report.

All surplus funds (after any refund to the candidate or his or her spouse) shall be paid immediately over to the clerk who was responsible for the conduct of the election.

For the campaign period from (day candidate filed nomination)

YYYY	MM	DD
------	----	----

 to

YYYY	MM	DD
------	----	----

- ☐ Primary filing reflecting finances to December 31 (or 45th day after voting day in a by-election)
- ☐ Supplementary filing including finances after December 31 (or 45th day after voting day in a by-election)

Box A: Name of Candidate and Office

Candidate's name as shown on the ballot
Last Name

Given Name(s)

Name of office for which the candidate sought election

Ward name or no. (if any)

Name of Municipality

Spending limit issued by clerk
\$

- ☐ I did not accept any contributions or incur any expenses other than the nomination fee. *(Complete Box A and B only)*

Box B: Declaration

I, _____, a candidate in the municipality of _____, hereby declare that to the best of my knowledge and belief that these financial statements and attached supporting schedules are true and correct.

Declared before (clerk or commissioner)

in the _____
on (yyyy/mm/dd) _____.

Signature of Clerk or Commissioner

Signature of Candidate

Date Filed in the Clerk's Office (yyyy/mm/dd)

Box C: Statement of Campaign Income and Expenses**LOAN**

Name of bank or recognized lending institution _____

Amount borrowed \$ _____

INCOME

Total amount of all contributions (From line 1A in Schedule 1)	+	\$ _____	
Refund of nomination filing fee	+	\$ _____	
Sign deposit refund	+	\$ _____	
Revenue from fund-raising events not deemed a contribution (From Part III of Schedule 2)	+	\$ _____	
Interest earned by campaign bank account	+	\$ _____	
Other (provide full details)			
1. _____	+	\$ _____	
2. _____	+	\$ _____	
3. _____	+	\$ _____	
Total Campaign Income (Do not include loan)	=	\$ _____	C1

EXPENSES (Note: include the value of contributions of goods and services)**Expenses subject to spending limit**

Nomination filing fee	+	\$ _____	
Inventory from previous campaign used in this campaign (list details in Table 5 of Schedule 1)	+	\$ _____	
Advertising	+	\$ _____	
Brochures/flyers	+	\$ _____	
Signs (including sign deposit)	+	\$ _____	
Meetings hosted	+	\$ _____	
Office expenses incurred until voting day	+	\$ _____	
Phone and/or Internet expenses incurred until voting day	+	\$ _____	
Salaries, benefits, honoraria, professional fees incurred until voting day	+	\$ _____	
Bank charges incurred until voting day	+	\$ _____	
Interest charged on loan until voting day	+	\$ _____	
Other (provide full details)			
1. _____	+	\$ _____	
2. _____	+	\$ _____	
3. _____	+	\$ _____	
Total Expenses subject to spending limit	=	\$ _____	C2

Expenses not subject to spending limit

Accounting and audit	+	\$ _____	
Cost of fund-raising events/activities (list details in Part IV of Schedule 2)	+	\$ _____	
Voting day party/appreciation notices	+	\$ _____	
Office expenses incurred after voting day	+	\$ _____	
Phone and/or Internet expenses incurred after voting day	+	\$ _____	
Salaries, benefits, honoraria, professional fees incurred after voting day	+	\$ _____	
Bank charges incurred after voting day	+	\$ _____	
Interest charged on loan after voting day	+	\$ _____	
Expenses related to recount	+	\$ _____	
Expenses related to controverted election	+	\$ _____	
Expenses related to compliance audit	+	\$ _____	
Expenses related to candidate's disability (provide full details)			
1. _____	+	\$ _____	
2. _____	+	\$ _____	
3. _____	+	\$ _____	
Other (provide full details)			
1. _____	+	\$ _____	
2. _____	+	\$ _____	
3. _____	+	\$ _____	
Total Expenses not subject to spending limit	=	\$ _____	C3

Total Campaign Expenses (C2 + C3) = \$ _____ **C4**

Box D: Calculation of Surplus or Deficit

Excess (deficiency) of income over expenses (Income – Total Expenses) (C1 – C4)	+	\$		D1
Eligible deficit carried forward by the candidate from the last election	–	\$		D2
Total (D1 – D2)	=	\$		
If there is a surplus, deduct any refund of candidate’s or spouse’s contributions to the campaign	–	\$		
Surplus (or deficit) for the campaign	=	\$		D3

If line D3 shows a surplus, the amount must be paid in trust, at the time the financial statements are filed, to the municipal clerk who was responsible for the conduct of the election.

Amount of \$ _____ paid to municipal clerk in the municipality of _____ .

Part I – Summary of Contributions

Contribution from spouse	+	\$
--------------------------	---	----

- Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor is \$100 or less (do not include contributions from candidate or spouse). + \$

- Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor exceeds \$100 (do not include contributions from candidate or spouse). + \$

Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$10	—	\$
---	---	----

Part II – List of Contributions from Each Single Contributor Totalling more than \$100

[illegible]

Total

Table 2: Monetary contributions from corporations or unions

Name (Legal and Carrying on Business As)	Full Address	President or Business Manager	Authorized Representative	Amount \$
<input type="checkbox"/> Additional information is listed on separate supplementary attachment				Total

Table 3: Contributions in goods or services from individuals other than candidate or spouse
 (Note: must also be recorded as expenses in Box C)

Name	Full Address	Description of Goods or Services	Value \$
<input type="checkbox"/> Additional information is listed on separate supplementary attachment			Total

Table 4: Contributions in goods or services from corporations or unions (Note: must also be recorded as expenses in Box C)

Name of Corporation (Legal and Carrying on Business As)	Full Address	President or Business Manager	Authorized Representative	Description of Goods or Services	Value \$

☐ Additional information is listed on separate supplementary attachment
Total**Total Part II Contributions (Add Totals from Tables 1–4) (Record in Part I – Summary)**\$ **1B****Part III – Inventory****Table 5: Inventory of Campaign Goods and Materials from Previous Campaign used in this Campaign
(Note: value must be recorded as a contribution from the candidate and as an expense)**

Description	Date Acquired (yyyy/mm/dd)	Supplier	Current Market Value \$	Quantity	Total Value \$

☐ Additional information is listed on separate supplementary attachment
Total

Schedule 2 – Fundraising Events and Activities

Fundraising Event/Activity

Complete a separate schedule for each event or activity held

☐ Additional schedule(s) attached

Description of fundraising event/activity _____

Date of event/activity (yyyy/mm/dd) _____

Part I – Ticket Revenue

Admission charge (per person)

(If there are a range of ticket prices, attach complete breakdown of all ticket sales)

+ \$ _____ **2A**

Number of tickets sold

X _____ **2B**

Total Ticket Revenue (2A x 2B) (Include in Schedule 1)

= \$ _____

Part II – Other revenue deemed a contribution

(provide details (e.g. revenue from goods sold in excess of fair market value))

1. _____ + \$ _____

2. _____ + \$ _____

3. _____ + \$ _____

4. _____ + \$ _____

5. _____ + \$ _____

Total Part II Revenue (include in Schedule 1)

= \$ _____

Part III – Other revenue not deemed a contribution

(provide details (e.g. contributions of \$10 or less; market value of goods or services sold))

1. _____ + \$ _____

2. _____ + \$ _____

3. _____ + \$ _____

4. _____ + \$ _____

5. _____ + \$ _____

Total Part III Revenue (include in Box C)

= \$ _____

Part IV – Expenses related to fundraising event or activity (provide details)

1. _____ + \$ _____

2. _____ + \$ _____

3. _____ + \$ _____

4. _____ + \$ _____

5. _____ + \$ _____

6. _____ + \$ _____

7. _____ + \$ _____

8. _____ + \$ _____

Total Part IV Expenses (include in Box C)

= \$ _____

Auditor's Report*Municipal Elections Act, 1996 (Section 78)*

A candidate who has received contributions or incurred expenses in excess of \$10,000 must attach an auditor's report.

Professional Designation of Auditor

Municipality

Date (yyyy/mm/dd)

Contact Information

Name

Last Name

First Name

Licence Number

Address

Suite/Unit No.

Street No.

Street Name

City/Town

Province

Postal Code

Telephone No. (including area code)
ext.

Fax No.

Email Address

The report must be done in accordance with generally accepted auditing standards and must:

- set out the scope of the examination
- provide an opinion as to the completeness and accuracy of the financial statement and whether it is free of material misstatement

☐ Report is attached

Personal information, if any, collected on this form is obtained under the authority of sections 78 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open. Campaign financial statements shall also be made available by the clerk in an electronic format free of charge upon request.