

# **Leadership Contestant Financing Report Completion Guide**



**ELECTIONS BC**  
Province of British Columbia



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## General

This instruction booklet is an integral part of the financing report package for leadership contestants. It is an important aid in the completion of the financing reports and should be used in conjunction with the reporting forms.

You should also have a Guide for Leadership Contestants Financial Agents, which outlines the rules in the *Election Act* as they apply to the financial reporting requirements. The Guide for Leadership Contestants Financial Agents and this Guide contain only summaries of the financing requirements and do not take precedence over the *Election Act*.

Copies of the Guide for Leadership Contestants Financial Agents are available free of charge from Elections BC or can be downloaded from our Web site. See the last page of this Guide for contact information for Elections BC.

The *Election Act* is also available for viewing on our website ([www.elections.bc.ca](http://www.elections.bc.ca)) or can be purchased from Crown Publications ([www.crownpub.bc.ca](http://www.crownpub.bc.ca)).

## Introduction

A leadership contestant is an individual seeking the leadership of a registered political party, whether or not any other individual seeks that leadership, or an individual who becomes a leadership contestant or who was a leadership contestant.

Section 211 of the *Election Act* requires all leadership contestants to file financing reports within 90 days after a leader is selected.

## Audits

Leadership contestant financing reports must be audited if the value of political contributions or contestant expenses to be reported is \$10,000 or more. The auditor's report must be filed with the leadership contestant financing report. Leadership contestant financing reports which require audits but are not filed with an auditor's report cannot be accepted as filed.

If an audit is required, the leadership contestant must officially appoint an auditor using a form prescribed by Elections BC. The completed appointment form must be filed with Elections BC and the auditor who performs the audit of the election financing reports must be the same auditor as that identified on the appointment form.

Auditors must be qualified to be the auditor of a reporting company under the *British Columbia Company Act*. This means that the auditor is a Chartered Accountant (CA), Certified General Accountant (CGA) or authorized by the Auditor Certification Board.

## Submitting the Report

The leadership contestant financing report must be received by Elections BC within 90 days after the selection of a leader. **Postmarks are not acceptable.**

There are a number of options for ensuring that your report is received by Elections BC before the deadline:

- Mail the report to our Victoria office, ensuring that you mail it early enough to guarantee delivery within 90 days after the selection of a leader. The office address is on the last page of this guide.
- Courier the report to our Victoria office, again ensuring that you send it early enough to guarantee delivery within 90 days after the selection of a leader.
- Fax the report to our Victoria office. If you fax the report, you must also mail the originals but they can be mailed to arrive after the filing deadline. The fax number is on the last page of this guide.
- Deliver the report to our Victoria office before the deadline.
- Deliver the report to any Government Agent's office before the deadline.

## General Instructions for All Forms

The following instructions apply to more than one form, how to enter dates and how to note that there is more than one page of a certain form.

- Submit all relevant forms. If there is doubt whether a form should be submitted, please contact our office for clarification.

- Keep a copy of the report for your records. You may need to use the information for filing amendments or responding to questions from Elections BC.
- Complete the detailed forms first, then carry forward the totals to the summary forms. Each detailed form indicates which fields must be carried forward to the applicable summary form.
- Type or print neatly, in ink.
- Consecutively number the pages of forms that have more than one page. If a form can have more than one page there are two boxes in the top right-hand corner labeled PAGE \_\_\_\_ OF \_\_\_\_\_. Start the page number at 1 for the first completed page of the form and put the total number of pages of that form in the second box provided (e.g., PAGE 1 of 2; PAGE 2 of 2).

### **Dates**

- Enter dates as YYYY/MM/DD – e.g., for January 31, 2002, enter 2002/01/31.

### **Rounding**

- It is acceptable to round cents to the nearest dollar. For example, \$23.65 could be entered as \$24, \$15.34 as \$15.

## F-LC : Leadership Contestant Financing Report

This form must accompany all leadership contestant financing reports, including amended reports filed after the original report.

Please ensure that each part of this form is completed.

- 1 Enter the surname, first name and initial(s) of the leadership contestant.
- 2 Enter the name of the registered political party that conducted the leadership contest.
- 3 Enter the surname, first name and initial(s) of the financial agent. This person must be the same financial agent as on file with Elections BC. Enter the financial agent's mailing address in the appropriate boxes. Elections BC needs the address to be able to notify the financial agent of the status of the submitted report. This address is where we will send all correspondence. This form is available for public inspection, so you may choose to list an office address instead of a home address.
- 4 This is a listing of all the forms which must be submitted to the Chief Electoral Officer as part of the leadership contestant financing report. Use it as a checklist to identify which forms have been completed. If an amendment is being submitted, check only those forms that have been revised.
- 5 The declaration component must be signed and dated by the financial agent who is registered with Elections BC. Signing a false statement is a serious offence and is subject to significant penalties under section 266 of the *Election Act*.
- 6 If this is the first version of the leadership contestant financing report, leave the "Amendment # \_\_\_\_" blank. If this report amends a previously submitted report, enter the number of the amendment (or supplementary report) here. For example, if this was the second leadership contestant financing report to be submitted, it would be the first amendment and 1 would be entered in this space.





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**FINANCING REPORT  
LEADERSHIP CONTESTANT**

**F-LC (99/11)**

PLEASE PRINT IN BLOCK LETTERS OR TYPE

Amendment # **6**

CONTESTANT'S SURNAME <b>RAVES</b> <b>1</b>		FIRST NAME <b>RICK</b>		INITIAL(S)
REGISTERED POLITICAL PARTY <b>RRR PARTY</b> <b>2</b>				
FINANCIAL AGENT'S SURNAME <b>SMITH</b> <b>3</b>		FIRST NAME <b>SAM</b>		INITIAL(S)
FINANCIAL AGENT'S MAILING ADDRESS <b>1357 9TH AVENUE</b>				
CITY/TOWN <b>VANCOUVER</b>	POSTAL CODE <b>V3T 2X5</b>	PHONE NUMBER <b>(604) 333-3333</b>	FAX NUMBER <b>(604) 555-5555</b>	
EMAIL ADDRESS				

This financing report includes the following forms:

	<b>4</b>	<b>FORMS CHECKLIST</b>	<b>CHIEF ELECTORAL OFFICE USE ONLY</b>
		↓	
Statement of Income and Expenses –	<b>Form St-I&amp;E-L</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Summary of Political Contributions by Class –	<b>Form Sm-C</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Political Contributions of Money/Property/Services over \$250 –	<b>Form S-A1</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Permitted Anonymous Contributions Accepted at Functions –	<b>Form S-A2</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prohibited Contributions –	<b>Form S-Ax</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personal Expenses Paid by Financial Agent –	<b>Form Sm-PE1</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personal Expenses Paid by Contestant –	<b>Form Sm-PE2</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Summary of Fundraising Functions –	<b>Form Sm-F</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fundraising Function –	<b>Form S-F</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Loans & Guarantees Received –	<b>Form S-L1</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Loans/Debts Forgiven/Written Off –	<b>Form S-L2</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

I, the Financial Agent, declare that:

(a) I am authorized to act on behalf of the above-named contestant;

(b) This report and appropriate forms have been prepared in accordance with the *Election Act*; and

(c) To the best of my knowledge, information and belief, all the information contained in this statement is complete and accurate.

SIGNATURE OF FINANCIAL AGENT <b>Sam Smith</b> <b>5</b>	DATE: (YYYY/MM/DD) <b>2000-09-11</b>
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**WARNING:** Signing a false statement is a serious offence and is subject to significant penalties [Section 266].

## St-I&E-L : Leadership Contestant Statement of Income and Expenses

This form summarizes all the income and expenses related to the leadership contest.

- 1 Enter the total value of political contributions from all sources, as reported in box E of form Sm-C.
- 2 Enter the total gross fundraising income **not** reported as political contributions, as reported in box E of form Sm-F.
- 3 Enter the interest income earned, as reported on bank statements and any other investment certificates.
- 4 Enter the amount of any other type of income earned. Provide details for any amounts entered as other income.
- 5 Enter the sum of the above 4 amounts into box A.
- 6 In the box to the right of each type of expense, enter the dollar value of the expenses incurred.
- 7 Enter the total personal expenses of the leadership contestant, as reported in box G of Form Sm-PE1.
- 8 Enter the total cost of fundraising functions, as reported in box B of Form Sm-F.
- 9 Enter the amount of any other type of expense incurred. Provide details for any amount entered as other expenses.
- 10 Subtract the amount in box B from the amount in box A, and report the difference in box C. If the amount is a negative number, show it in brackets.

### Note:

Volunteers are individuals who voluntarily perform the services and who receive no compensation, directly or indirectly, in relation to the services or the time spent providing the services. This means that employers cannot continue to pay people while they are working as volunteers. If they do continue to get paid, they are not volunteers and the value of their services is a contribution from their employer and an expense.

If an individual uses paid vacation time to work on a contest they will be considered a volunteer as long as they have not been directed by their employer to provide the services and the employer does not provide any extra vacation or leave.



## LEADERSHIP CONTESTANT STATEMENT OF INCOME & EXPENSES

St-I&E-L (99/09)

NAME OF FILING ENTITY <b>RICK RAVES</b>	POLITICAL PARTY <b>RRR PARTY</b>
<b>Income:</b>	
Total political contributions (box E, form Sm-C)	8046 <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">1</span>
Gross fundraising income not reported as political contributions (box E, form Sm-F)	2962 <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">2</span>
Interest income	<span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">3</span>
Other income (describe)	<span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">4</span>
<b>Total Income</b>	
11008 <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">A</span> <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">5</span>	
<b>Expenses:</b>	
Accounting and audit services	<span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">6</span>
Bad debt expense	
Bank charges	35
Brochures (pamphlets, flyers, etc.)	715
Contributions to other organizations	
Convention, workshop and meeting fees and rentals	
Data processing	
Furniture and equipment	
Gifts	
Insurance	
Interest expense	15
Media advertising	984
Newsletters	
Office rental	1800
Office supplies, stationery	16
Personal expenses of contestant (box G, form Sm-PE1)	2535 <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">7</span>
Postage & courier	
Printing	
Professional services	
Promotional materials (buttons, pins, etc.)	
Research & polling	
Salaries & benefits	
Signs (lawn signs, billboards, etc.)	1372
Social functions	
Telecommunications	816
Travel	
Utilities & maintenance	330
Victory/thank-you parties	
Total cost of fundraising functions (box B, form Sm-F)	750 <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">8</span>
Other expenses (describe)	<span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">9</span>
<b>Total Contestant Expenses</b>	
9368 <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">B</span>	
<b>Surplus (Deficit) (A – B)</b>	
1640 <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">C</span> <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">10</span>	

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This form is available for public inspection at the  
Chief Electoral Office during regular business hours.

## Sm-C : Summary of Political Contributions by Class

This form summarizes all political contributions accepted in relation to the leadership contest.

Contributions are separated, by two columns, into those that have a value of greater than \$250 and those that have a value of \$250 or less.

- 1 For each class of contributor, enter the dollar value of contributions received from contributors who made total contributions of more than \$250 (e.g., in box 1a enter the total dollar value of contributions made by individuals who made total contributions of more than \$250). This is a summary of contributions reported on Form S-A1.
- 2 For each class of contributor, enter the dollar value of contributions received from contributors who made total contributions of \$250 or less (e.g., in box 2b enter the total dollar value of contributions made by corporations which made total contributions of \$250 or less).
- 3 Enter the total of all contributions of more than \$250 in box A.
- 4 Enter the total of all contributions of \$250 or less in box B.
- 5 Add boxes A and B and enter the total in box C.
- 6 Enter the total amount of anonymous contributions received. This amount is taken from box A of the Permitted Anonymous Contributions Accepted at Functions form (S-A2).
- 7 Add boxes C and D and enter the total in box E. This amount is also reported as income on the Leadership Contestant Statement of Income and Expenses (St-I & E-L).
- 8 Enter the total dollar amount of contributions of money received.
- 9 Enter the total dollar value of all contributions of goods, services and discounts. This includes deemed contributions from forgiven loans and debts and from loans made at interest rates lower than the prime rate (see forms S-L1 and S-L2).
- 10 Enter the total number of contributors who made political contributions that in total had a value of \$250 or less. This represents the total number of contributors whose contributions have been reported in box B.
- 11 Leadership contestants may not issue tax receipts so this box is not used.

**Note:**

Charitable organizations are not allowed to make political contributions. A charitable organization includes any organization whose objectives are the relief of poverty, advancement of education or religion, protection of health, governmental or municipal purposes, or other purposes beneficial to the community. This definition applies whether or not the organization is a registered charity for income tax purposes.



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## SUMMARY OF POLITICAL CONTRIBUTIONS BY CLASS

Sm-C (02/03)

If form is for Nomination Contestant, please tick

NAME OF FILING ENTITY RICK RAYES				
<b>Total value of contributions from each of the following classes of contributor:</b>				
	<b>1</b>		<b>2</b>	
	<b>Contributions greater than \$250</b>		<b>Contributions of \$250 or less</b>	
Individuals	3515	1a	895	1b
Corporations	400	2a	100	2b
Unincorporated Business/Commercial Organizations	850	3a	250	3b
Trade Unions	325	4a	125	4b
Non-profit Organizations	300	5a	400	5b
Other Identifiable Contributors		6a		6b
	<b>3</b>		<b>4</b>	
Classified subtotals (1a to 6a & 1b to 6b) (box <b>A</b> = box <b>A</b> , <b>S-A1</b> )	5390	<b>A</b>	1770	<b>B</b>
			<b>5</b>	
Classified totals (A + B)			7160	<b>C</b>
			<b>6</b>	
Total anonymous contributions (from box <b>A</b> , <b>S-A2</b> )			886	<b>D</b>
			<b>7</b>	
Total value of all political contributions from all sources (C + D)			8046	<b>E</b>
			<b>8</b>	
Total contributions of money			7031	<b>F</b>
			<b>9</b>	
Total contributions of goods, services and discounts (includes contributions through loans and debts)			1015	<b>G</b>
			(boxes <b>F</b> + <b>G</b> must equal box <b>E</b> )	
			<b>10</b>	
Number of contributors who made contributions of \$250 or less in total value			19	<b>H</b>
			<b>11</b>	
Total dollar amount of all income tax receipts issued for political contributions received (Leadership Contestants cannot issue tax receipts)				<b>I</b>

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This form is available for public inspection at the Chief Electoral Office during regular office hours.

### **S-A1 : Political Contributions of Money, Property or Services with a Value Greater than \$250**

This form is used to report all contributors who made one or more political contributions in relation to the leadership contest which have a total value of more than \$250. Contributions of goods and services must be recorded at their market value. Use additional pages of this form if necessary.

- 1 Enter the full name of contributor; initials are not acceptable. If the contributor is a numbered corporation or a class 3, 4, 5 or 6 contributor, the full names of two directors or principal officers must also be provided.\*  
  
\*If the contributor is a sole proprietor this should be indicated. If the contributor is a union, specify which local of the union made the contribution.
- 2 Tick the box under the applicable class of contributor. The six classes are: 1 – individual; 2 – corporation; 3 – unincorporated business/commercial organization; 4 – trade union; 5 – non-profit organization; 6 – other. These classes are also identified at the bottom left hand corner of the form.
- 3 Enter the dollar value of each individual contribution made by that contributor. If the total amount of contributions from a single contributor is made up of multiple contributions received on different dates, all of the individual contribution amounts must be listed. These individual amounts must correspond to the individual dates in the column titled “date of each individual contribution.”
- 4 Enter the date on which each individual contribution was received. If the total amount of contributions from a single contributor is made up of multiple donations received on different dates, all of the individual contribution dates must be listed.
- 5 Enter the total dollar value of all contributions made by each contributor who made total contributions of more than \$250.
- 6 Enter the total of all individual contributions.

The amount reported in box A must be reported on box A on the Summary of Political Contributions by Class form (Sm-C).



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**POLITICAL CONTRIBUTIONS OF MONEY, PROPERTY OR SERVICES WITH A VALUE GREATER THAN \$250**

S-A1 (99/06)

If form is for Nomination Contestant, please tick

NAME OF FILING ENTITY: RICK RAVES PAGE 1 OF 1

1 FULL NAME OF CONTRIBUTOR (If a numbered corporation or an unincorporated organization, include full names of two directors)	2 CLASS OF CONTRIBUTOR* (✓ APPROPRIATE CLASS)						3 INDIVIDUAL CONTRIBUTION AMOUNTS	4 DATE OF EACH INDIVIDUAL CONTRIBUTION	5 TOTAL OF CONTRIBUTOR'S CONTRIBUTIONS
	1	2	3	4	5	6			
Dave Dillon	✓						1000 15	00/06/21 00/06/21	1015
Equipment		✓					400	00/04/17	400
Jane Jones	✓						400	00/04/17	400
Matt Marks	✓						2100	00/05/03	2100
Charity House					✓		300	00/07/07	300
A&A Partnership				✓			850	00/03/13	850
Farmers Union				✓			325	00/04/01	325
<b>TOTAL OF INDIVIDUAL CONTRIBUTIONS</b>							<b>A</b>		<b>6</b>
							5390		

\* CLASS OF CONTRIBUTOR:  
1 - INDIVIDUAL, 2 - CORPORATION, 3 - UNINCORPORATED BUSINESS/COMMERCIAL ORGANIZATION,  
4 - TRADE UNION, 5 - NON-PROFIT ORGANIZATION, 6 - OTHER

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This form is available for public inspection at the  
Chief Electoral Office during regular office hours.

## **S-A2 : Permitted Anonymous Contributions Accepted at Functions**

This form is used to report anonymous contributions accepted in relation to the leadership contest.

Anonymous contributions may only be collected in response to a general solicitation for funds at a function and each individual contribution must have a value of less than \$50.

To avoid confusion, anonymous contributions do not have to be reported on a fundraising function form (S-F), if the function was not a fundraising function (e.g., a meeting).

- 1 Enter the date the function was held.
- 2 Enter a brief description of each function.
- 3 Enter the number of people who were at each function.
- 4 Enter the total dollar amount of anonymous contributions collected at each function.
- 5 Enter the total dollar amount of anonymous contributions collected at all functions.

The total anonymous contributions collected (box A) must be reported in box D on the Summary of Political Contributions by Class form (Sm-C).



**PERMITTED ANONYMOUS CONTRIBUTIONS  
ACCEPTED AT FUNCTIONS**

If form is for Nomination Contestant, please tick



NAME OF FILING ENTITY RICK RAVES PAGE 1 OF 1

1 DATE OF FUNCTION	2 DESCRIPTION OF FUNCTION	3 NUMBER OF PEOPLE ATTENDING	4 TOTAL AMOUNT OF ANONYMOUS CONTRIBUTIONS
2000/04/17	Pass the Hat at dinner dance	70	655
2000/03/21	Collection plate at meeting	40	231
<b>TOTAL</b>			886

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This form is available for public inspection at the  
Chief Electoral Office during regular office hours.

### **S-Ax : Prohibited Contributions**

This form is used to report any contributions which were received but were not permitted to be made under the *Election Act*. The Act requires the financial agent to return any prohibited contributions or an amount equal to the value of the contribution, to the contributor within 30 days of becoming aware of the contravention. If this is not possible, the contribution must be remitted to the Chief Electoral Officer within 30 days.

- 1 Enter the date the prohibited contribution was received.
- 2 Enter a brief description of the circumstances of the prohibited contribution.
- 3 Enter the dollar value of the prohibited contribution. If the contribution was of goods or services, enter the fair market value.
- 4 Enter the date on which the prohibited contribution was returned to the contributor or remitted to the Chief Electoral Officer (Elections BC).
- 5 Enter the total amount of all prohibited contributions.

**PROHIBITED CONTRIBUTIONS**

S-Ax (99/06)



NAME OF FILING ENTITY: RICK RAVES

PAGE 1 OF 1

1 DATE RECEIVED	2 CIRCUMSTANCES	3 AMOUNT	OR 4 DATE RETURNED	DATE REMITTED TO CHIEF ELECTORAL OFFICE
2000/06/12	\$50 bill collected at meeting	50		2000/06/14
2000/04/18	Donation of \$150 in cash	150	2000/04/20	
<b>TOTAL</b>		<b>A</b> 200		<b>5</b>

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This form is available for public inspection at the Chief Electoral Office during regular office hours.

### **Sm-PE1 : Personal Expenses Paid by Financial Agent**

This form is used to report the personal expenses of the leadership contestant that were paid by the financial agent. Personal expenses are defined in Section 184(4) of the *Election Act* and include only those types of expenses shown on this form.

- 1 Enter the value of transportation costs within British Columbia. Provide details of any costs listed as other. Add the amounts of all these boxes and enter the total in box A.
- 2 Enter the value of lodging, meals and incidental expenses while travelling. Provide details of any costs listed as incidental expenses. Add the amounts of all these boxes and enter the total in box B.
- 3 Enter the cost of renting a temporary residence necessary for seeking the leadership in box C.
- 4 Enter the amount paid for all other necessary personal expenses related to the contest. Add the amounts of these boxes and enter the total in box D.
- 5 Add the total personal expenses paid by the financial agent (boxes A to D) and enter the total in box E.
- 6 Enter the total personal expenses paid by the leadership contestant (as reported in box E of form Sm-PE2) in box F.
- 7 Add the total personal expenses paid by the financial agent (box E) and the leadership contestant (box F) and enter the total in box G.



**PERSONAL EXPENSES PAID  
BY FINANCIAL AGENT**  
(Personal expenses of candidate or contestant  
which were paid by the financial agent)

**Sm-PE1 (99/05)**

If form is for Nomination Contestant, please tick

NAME OF FILING ENTITY <span style="float: right;">RICK RAVES</span>			
<b>Paid by the Financial Agent</b>			
A. Transportation to, from or within electoral district	Air travel	1200	<b>1</b>
	Bus, taxi		
	Rental vehicle	380	
	Private vehicle		
Other (describe)			
	Total	1580	<b>A</b>
B. Cost of lodging, meals & incidental expenses while travelling	Hotel, motel	430	<b>2</b>
	Meals	95	
Incidental expenses (describe) <i>phone</i>			
	Total	525	<b>B</b>
C. Cost of renting a necessary temporary residence	Rent		<b>C</b> <b>3</b>
D. All other necessary personal expenses related to campaign or contest	Family care		<b>4</b>
	Disability expenses		
	Total		
E. Total personal expenses paid by the financial agent	Total of items <b>A</b> to <b>D</b>	2105	<b>E</b> <b>5</b>
F. Total personal expenses paid out of pocket by candidate or contestant	From <b>Sm-PE2</b> , box <b>E</b>	430	<b>F</b> <b>6</b>
G. Total personal expenses from <b>Sm-PE1</b> & <b>Sm-PE2</b>	Total of items <b>E</b> + <b>F</b>	2535	<b>G</b> <b>7</b>

## Sm-PE2 : Personal Expenses Paid by Contestant

This form is used to record personal expenses of a leadership contestant which were paid by the leadership contestant. The leadership contestant must submit this form to the Financial Agent within 60 days after a leader is selected. Personal expenses are defined in Section 184(4) of the *Election Act* and include only those types of expenses shown on this form.

- 1 Enter the amount paid by the leadership contestant for transportation costs within British Columbia. Provide details of any costs listed as other. Add the amounts of all these boxes and enter the total in box A.
- 2 Enter the amount paid by the leadership contestant for lodging, meals and incidental expenses while travelling. Provide details of any costs listed as incidental expenses. Add the amounts of all these boxes and enter the total in box B.
- 3 If the leadership contestant rented a necessary temporary residence for the contest, enter the amount paid by the leadership contestant in box C.
- 4 Enter the amount paid by the leadership contestant for all other necessary personal expenses related to the contest. Add the amounts of these boxes and enter the total in box D.
- 5 Add the total personal expenses paid by the leadership contestant and enter the total in box E. This amount should be carried forward to box F on form Sm-PE1.



**PERSONAL EXPENSES PAID BY  
CANDIDATE / CONTESTANT**

**Sm-PE2 (99/05)**

**(This form must be completed by the candidate or contestant  
and submitted to the financial agent within 60 days)**

If form is for Nomination Contestant, please tick

NAME OF FILING ENTITY		RICK RAYES		
<b>Paid by the Candidate or Contestant</b>				
A. Transportation to, from or within electoral district	Air travel		1	
	Bus, taxi			
	Rental vehicle			
	Private vehicle	160		
	Other (describe)			
	Total	160	A	
B. Cost of lodging, meals & incidental expenses while travelling	Hotel, motel	220	2	
	Meals	50		
	Incidental expenses (describe) <i>Dry cleaning</i>			
	Total	270	B	
C. Cost of renting a necessary temporary residence	Rent		C	3
D. All other necessary personal expenses related to campaign or contest	Family care		4	
	Disability expenses			
	Total			D
E. Total personal expenses paid by candidate or contestant	Total of items A to D	430	E	5

## Sm-F : Summary of Fundraising Functions

This form summarizes the gross income, total cost and net income (or loss) from all fundraising functions held in relation to the leadership contest. These amounts are obtained by totalling the amounts on all of the individual fundraising function forms (S-F).

- 1 Enter the total number of fundraising functions held. This must equal the number of fundraising function forms (S-F) submitted.
- 2 Enter the total gross fundraising function income from all fundraising functions in box A. This number is obtained by adding all the boxes K on all S-F forms.
- 3 Enter the total cost of all fundraising functions in box B. This number is obtained by adding all the boxes L on all S-F forms.
- 4 Calculate the net income (or loss) from all fundraising functions by subtracting box B from box A and enter this amount in box C. If this amount is below zero, record it in brackets to indicate it is a negative number [e.g.,  $\$450 - \$550 = (\$100)$ ].
- 5 Enter the total amount of gross income reported as political contributions in box D. This number is obtained by adding all the boxes F on all S-F forms.
- 6 Enter the total amount of gross income **not** reported as political contributions. This number is obtained by adding all the boxes J on all S-F forms. This amount must be reported on the Leadership Contestant Statement of Income and Expenses (St-I&E-L).
- 7 This section of the form does **not** apply to leadership contestants.





**SUMMARY OF  
FUNDRAISING FUNCTIONS**  
(Total amounts from all forms S-F)

**Sm-F (99/05)**

If form is for Nomination Contestant, please tick

NAME OF FILING ENTITY <div style="border: 1px solid black; padding: 2px; display: inline-block;">RICK RAVES</div>			
Number of fundraising functions held	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 80%; text-align: center; padding: 5px;">2</td> <td style="width: 20%; text-align: center; padding: 5px;">1</td> </tr> </table>	2	1
2	1		
Total gross fundraising function income (sum of boxes <b>K</b> on all <b>S-F</b> )	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 80%; text-align: center; padding: 5px;">7117</td> <td style="width: 20%; text-align: center; padding: 5px;">A 2</td> </tr> </table>	7117	A 2
7117	A 2		
Total cost of fundraising functions (sum of boxes <b>L</b> on all <b>S-F</b> )	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 80%; text-align: center; padding: 5px;">750</td> <td style="width: 20%; text-align: center; padding: 5px;">B 3</td> </tr> </table>	750	B 3
750	B 3		
Total net income (or loss) from fundraising functions ( <b>A – B</b> )	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 80%; text-align: center; padding: 5px;">6367</td> <td style="width: 20%; text-align: center; padding: 5px;">C 4</td> </tr> </table>	6367	C 4
6367	C 4		
<hr/>			
Total amount of gross income reported as political contributions (sum of boxes <b>F</b> on all <b>S-F</b> )	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 80%; text-align: center; padding: 5px;">4155</td> <td style="width: 20%; text-align: center; padding: 5px;">D 5</td> </tr> </table>	4155	D 5
4155	D 5		
Total amount of gross income NOT reported as political contributions (sum of boxes <b>J</b> on all <b>S-F</b> )	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 80%; text-align: center; padding: 5px;">2962</td> <td style="width: 20%; text-align: center; padding: 5px;">E 6</td> </tr> </table> <p style="font-size: small; margin-top: 5px;">(boxes <b>D + E</b> must equal box <b>A</b>)</p>	2962	E 6
2962	E 6		
<hr/>			
<b>For election financing reports only (see instructions before completing this section) 7</b>			
Total cost of fundraising functions held during the campaign period, which did not incur net losses	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 80%; height: 20px;"></td> <td style="width: 20%; text-align: center; padding: 5px;">F</td> </tr> </table>		F
	F		
Total cost of fundraising functions held outside the campaign period	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 80%; height: 20px;"></td> <td style="width: 20%; text-align: center; padding: 5px;">G</td> </tr> </table>		G
	G		
Total net losses of fundraising functions which incurred net losses during the campaign period	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 80%; height: 20px;"></td> <td style="width: 20%; text-align: center; padding: 5px;">H</td> </tr> </table>		H
	H		

## **S-F : Fundraising Function**

This form is used to report fundraising functions held by, or on behalf of, the leadership contestant. A fundraising function is any function held for the purpose of raising funds.

Reporting fundraising functions is complicated and financial agents should carefully read the appropriate sections in the Guide for Financial Agents.

Some types of fundraising function income are political contributions and some types are not. The form has been separated into two sections, to provide a clear presentation of when funds collected at a fundraising function qualify as political contributions.

A separate form is required for each fundraising function. Each form must show:

- 1 the date of the event; and
- 2 a brief description of the event.

### **Top portion – Gross income reported as political contributions**

If a fee is charged to attend a fundraising function, the ticket price is a political contribution:

- If an organization purchases tickets (at any price);
  - If an individual purchases more than \$250 worth of tickets; or
  - If an individual purchases a ticket for more than \$50.
- 3 Enter the number of tickets sold to each type of purchaser.
  - 4 Enter the amount charged per ticket for each category of purchaser. If tickets were sold at different prices, enter the highest price paid for a ticket.
  - 5 Enter the total charges collected from each category of purchaser. If all the tickets for each type of purchaser were sold for the same price, this number equals the number of tickets sold times the charge per ticket. If the ticket prices varied, enter the actual amount of money collected for the tickets.
  - 6 Tick the box if the tickets were sold at different prices.

Fundraising functions such as garage sales, bake sales and auctions may also result in political contributions. An item or service with a value of more than \$250, donated for sale at a fundraising function, is a political contribution. Likewise, if a person buys an item or service at a fundraising function and pays more than the fair market value (FMV), the amount in excess of the FMV is a political contribution.

- 7 Enter the description of any anonymous contributions or other political contributions accepted at the function. As noted above, this includes goods and services that were donated and have a fair market value greater than \$250, and items or services sold for more than their fair market value.
- 8 Enter the dollar value of any anonymous contributions or other political contributions accepted at the function. Anonymous contributions must also be reported on Form S-A2.
- 9 Add boxes A, B, C, D and E and enter the total in box F.

**Bottom portion – Gross income *not* reported as political contributions**

If a ticket to a fundraising function is purchased by an individual and is \$50 or less, that income is not a political contribution.

- 10 Enter the number of tickets that were sold for \$50 or less to individuals.
- 11 Enter the amount of money charged per ticket. If tickets were sold at different prices, enter the highest price paid for a ticket.
- 12 Enter the total charges collected. If all the tickets were sold for the same price, this number equals the number of tickets sold times the charge per ticket. If the ticket prices varied, enter the actual amount of money collected for the tickets.
- 13 Tick this box if the tickets were sold at different prices.

Goods or services with a value of \$250 or less, donated for sale at fundraising functions are not political contributions. Likewise, if a person does **not** pay more than the fair market value (FMV) for any item or service, the income is **not** a political contribution.

- 14 Enter the description of any type of income (other than ticket sales) which is not a political contribution.
- 15 Enter the dollar value of income (other than ticket sales) which is not a political contribution.
- 16 Add boxes G, H and I, and enter the total in box J.
- 17 Add boxes F and J, and enter the total in box K.
- 18 Enter the total cost of the function in box L.
- 19 Calculate the net income (or loss) from the fundraising function by subtracting box L from box K. Enter this amount in box M. If the net income is less than zero, show the amount in brackets to indicate a loss.

The “totals” from all Fundraising Function forms (S-F) must be reported on the Summary of Fundraising Functions form (Sm-F) as follows:

- enter the total of boxes F from each S-F form into box D on form Sm-F;
- enter the total of boxes J from each S-F form into box E on form Sm-F;
- enter the total of boxes K from each S-F form into box A on form Sm-F;
- enter the total of boxes L from each S-F form into box B on form Sm-F.



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**FUNDRAISING FUNCTION**  
(Submit a separate form for each function held)

**S-F (99/06)**

If form is for Nomination Contestant, please tick

PAGE   
OF

NAME OF FILING ENTITY <b>RICK RAVES</b>				
DATE OF EVENT (YYYY/MM/DD) <b>2000/04/17</b> <span style="float:right">1</span>		DESCRIPTION OF FUNDRAISING EVENT (IF A JOINT EVENT, IDENTIFY OTHER ENTITY) <i>dinner and dance</i> <span style="float:right">2</span>		
<b>Gross income reported as political contributions</b>				
	Number of Tickets Sold <span style="float:right">3</span>	Charge per Ticket <span style="float:right">4</span>	Total Charges Collected <span style="float:right">5</span>	Tick if Charge per Ticket Varies <span style="float:right">6</span>
Purchases by organizations	10	40	400 A	<input type="checkbox"/>
Purchases by individuals of more than \$250 worth of tickets	10	40	400 B	<input type="checkbox"/>
Purchases by individuals of tickets that are more than \$50 each	10	60	600 C	<input type="checkbox"/>
Other gross income reported as contributions, including anonymous contributions (provide full details)				
<i>Anonymous contributions</i> <span style="float:right">7</span>		655	D <span style="float:right">8</span>	<input type="checkbox"/>
			E	<input type="checkbox"/>
Total gross income reported as political contributions (A + B + C + D + E)				2055 <span style="float:right">9</span>
<b>Gross income not reported as political contributions</b>				
	Number of Tickets Sold <span style="float:right">10</span>	Charge per Ticket <span style="float:right">11</span>	Total Charges Collected <span style="float:right">12</span>	Tick if Charge per Ticket Varies <span style="float:right">13</span>
Purchases by individuals of tickets of \$50 or less	40	40	1600 G	<input type="checkbox"/>
Other gross income not reported as contributions (provide full details)				
<i>Bar sales</i> <span style="float:right">14</span>		730	H <span style="float:right">15</span>	<input type="checkbox"/>
			I	<input type="checkbox"/>
Total gross income not reported as political contributions (G + H + I)				2330 <span style="float:right">16</span>
Total gross income (box F + J)				4385 <span style="float:right">17</span>
Total cost of function				700 <span style="float:right">18</span>
Net income (loss) (box K - L)				3685 <span style="float:right">19</span>

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**FUNDRAISING FUNCTION**  
**(Submit a separate form for each function held)**

**S-F (99/06)**

If form is for Nomination Contestant, please tick

PAGE   
OF

NAME OF FILING ENTITY <i>RICK RAVES</i>				
DATE OF EVENT (YYYY/MM/DD) <i>2000/05/03</i>		DESCRIPTION OF FUNDRAISING EVENT (IF A JOINT EVENT, IDENTIFY OTHER ENTITY) <i>auction</i>		
<b>Gross income reported as political contributions</b>				
	<b>Number of Tickets Sold</b>	<b>Charge per Ticket</b>	<b>Total Charges Collected</b>	<b>Tick if Charge per Ticket Varies</b>
Purchases by organizations	<input type="text"/>	<input type="text"/>	<input type="text"/> <b>A</b>	<input type="text"/>
Purchases by individuals of more than \$250 worth of tickets	<input type="text"/>	<input type="text"/>	<input type="text"/> <b>B</b>	<input type="text"/>
Purchases by individuals of tickets that are more than \$50 each	<input type="text"/>	<input type="text"/>	<input type="text"/> <b>C</b>	<input type="text"/>
Other gross income reported as contributions, including anonymous contributions (provide full details)				
<i>auction sales</i>			<i>2100</i>	<b>D</b>
				<b>E</b>
Total gross income reported as political contributions (A + B + C + D + E)				<input type="text" value="2100"/> <b>F</b>
<b>Gross income not reported as political contributions</b>				
	<b>Number of Tickets Sold</b>	<b>Charge per Ticket</b>	<b>Total Charges Collected</b>	<b>Tick if Charge per Ticket Varies</b>
Purchases by individuals of tickets of \$50 or less	<input type="text"/>	<input type="text"/>	<input type="text"/> <b>G</b>	<input type="text"/>
Other gross income not reported as contributions (provide full details)				
<i>auction sales</i>			<i>632</i>	<b>H</b>
				<b>I</b>
Total gross income not reported as political contributions (G + H + I)				<input type="text" value="632"/> <b>J</b>
Total gross income (box F + J)				<input type="text" value="2732"/> <b>K</b>
Total cost of function				<input type="text" value="50"/> <b>L</b>
Net income (loss) (box K - L)				<input type="text" value="2682"/> <b>M</b>

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## S-L1 : Loans and Guarantees Received

This form is used to report all loans and guarantees received by the leadership contestant in relation to the leadership contest. Report all the loans and guarantees received by the leadership contestant, even if those loans have been completely paid off or forgiven. Loans and debts that are forgiven or written off must also be recorded on form S-L2.

Enter only those fields which are applicable. For example, if you are reporting a guarantee, not a loan, there may be no interest to report and so you would leave those fields blank.

- 1 Enter the date the loan or guarantee was received.
- 2 Enter the full name of the lender or guarantor – initials are not acceptable. If the lender or guarantor is class 3 to 6, the full names of two directors or principal officers must be provided.
- 3 Tick the box under the applicable class of the lender or guarantor. The six classes are: 1 – individual; 2 – corporation; 3 – unincorporated business/commercial organization; 4 – trade union; 5 – non-profit organization; 6 – other. These classes are also identified at the bottom left hand corner of the form.
- 4 Indicate any conditions of the loan or guarantee. For example, prepayment or cancellation agreements.
- 5 Enter the original amount of loan or guarantee; that is, the amount that was initially lent or guaranteed.
- 6 Enter the amount of the loan outstanding as of the date of this report.
- 7 Enter the actual rate of interest being charged by the lender of the loan.
- 8 Enter the prime interest rate of the principal banker of the Province of BC (the CIBC), at the time the rate of interest for the loan was set. If unsure of the rate please contact Elections BC.
- 9 Enter the amount of interest payable at the prime rate. This field is calculated as follows:

original amount of loan (field 5)  
times the prime rate (field 8)  
times the number of months the loan was outstanding  
divided by 12 months

e.g.     \$1,000 x 7% = \$70  
          \$70 x 6 months = \$420  
          \$420 ÷ 12 months = \$35



- 10 Enter the amount of interest actually being charged for the loan. This field is calculated as follows:

original amount of loan (field 5)  
times the interest rate (field 7)  
times the number of months the loan was outstanding  
divided by 12 months

e.g.  $\$1,000 \times 5\% = \$50$   
 $\$50 \times 6 \text{ months} = \$300$   
 $\$300 \div 12 \text{ months} = \$25$

**Note:** If installment payments were made on the loan, these formulas will not work. Instead, in field 10, enter the amount of interest actually paid, as reported by the lender.

- 11 If the rate of interest being charged is lower than the prime rate, the difference is a benefit which is a political contribution. Enter the amount of the deemed benefit or political contribution in column C. Calculate this amount by subtracting the amount of interest being charged (column B) from the amount of interest payable at prime rate (column A). The total benefit (box F) must be reported as both a political contribution (income) and as an interest expense on the Leadership Contestant Statement of Income and Expenses (St-I&E-L).
- 12 Enter the total amount of original loans and guarantees in box D.
- 13 Enter the total amount of loans outstanding as of the date of this report.
- 14 Enter the total amount of political contributions due to interest rates lower than the prime rate in box F.

S-L1 (99/06)

LOANS AND GUARANTEES RECEIVED



NAME OF FILING ENTITY		RICK RAVES															
1 DATE RECEIVED	2 FULL NAMES OF LENDER AND GUARANTOR	3 CLASS* (iii)						4 CONDITIONS (if applicable)	5 ORIGINAL AMOUNT OF LOAN / GUARANTEE \$	6 AMOUNT OF LOAN OUTSTANDING \$	7 INT. RATE %	8 PRIME RATE %	9 AMOUNT OF INTEREST PAYABLE AT PRIME RATE \$	10 AMOUNT OF INTEREST BEING CHARGED \$	11 BENEFIT/ CONTRIBUTION (A - B) \$		
		1	2	3	4	5	6										
00/03/21	Dave Dillon	✓						Forgiven 00/06/21	1000	0	0	6	15	0	15		
												TOTAL		F			
												1000		0		14	
												12		13		15	

\* CLASS:  
 1 - INDIVIDUAL, 2 - CORPORATION, 3 - UNINCORPORATED BUSINESS/COMMERCIAL ORGANIZATION,  
 4 - TRADE UNION, 5 - NON-PROFIT ORGANIZATION, 6 - OTHER

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## **S-L2 : Loans and Debts Forgiven or Written Off**

This form is used to help record political contributions that result from a loan or debt that has been forgiven or written off. Complete this form if the leadership contestant had any loans or debts which were forgiven by a creditor. This includes debts payable to suppliers which are forgiven or written-off by the supplier. Use form S-L1 to calculate any interest benefits resulting from forgiven loans.

- 1 Enter the date the loan or debt was forgiven or written off.
- 2 Enter the full name of lender or creditor – initials are not acceptable. If the lender or creditor is class 3 to 6, the full names of two directors or principal officers must also be provided.
- 3 Tick the box under the applicable class of the lender or creditor. The six classes are: 1 – individual; 2 – corporation; 3 – unincorporated business/commercial organization; 4 – trade union; 5 – non-profit organization; 6 – other. These classes are also identified at the bottom left hand corner of the form.
- 4 Indicate any conditions of the loan or debt, such as prepayment or cancellation agreements.
- 5 Enter the total original amount of the loan or debt.
- 6 Enter the total amount that was forgiven or written-off by the lender or creditor. Any time a loan or debt is forgiven or written off, the amount that was forgiven or written off must be reported as a political contribution. Also, if a debt remains unpaid for 6 months after becoming due and no legal proceedings to recover the debt have been commenced by the creditor, the full amount of the loan becomes a political contribution.
- 7 Enter the total original amount of all loans or debts of which any part was forgiven or written-off in box A.
- 8 Enter the total forgiven or written-off amount of all loans and debts in box B. These contributions must be reported on the Political Contributions of Money, Property or Services with a Value Greater than \$250 (S-A1), if applicable, and the Summary of Political Contributions by Class (Sm-C) forms.



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# LOANS AND DEBTS FORGIVEN OR WRITTEN OFF

S-L2 (99/06)

NAME OF FILING ENTITY RICK RAVES PAGE 1 OF 1

1 DATE RECEIVED	FULL NAME OF LENDER / CREDITOR	3 CLASS OF CONTRIBUTOR* (@ APPROPRIATE CLASS)						4 CONDITIONS (if applicable)	5 AMOUNT OF LOAN / DEBT \$	6 AMOUNT OF LOAN / DEBT FORGIVEN / WRITTEN OFF \$
		1	2	3	4	5	6			
00/03/21	Dave Dillon		✓					1000	1000	
<b>TOTALS</b>								<b>A</b>	<b>B</b>	
								7	8	

\* CLASS OF CONTRIBUTOR:  
1 – INDIVIDUAL, 2 – CORPORATION, 3 – UNINCORPORATED BUSINESS/COMMERCIAL ORGANIZATION,  
4 – TRADE UNION, 5 – NON-PROFIT ORGANIZATION, 6 – OTHER

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## Questions?

**For more information**

**Phone toll-free 1-800-661-8683 / TTY 1-888-456-5448**

or contact

Elections British Columbia

Mailing Address: PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6

Phone: (250) 387-5305

Toll-free: 1-800-661-8683

Fax: (250) 387-3578

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Website: <http://www.elections.bc.ca>

Email: [electionsbc@elections.bc.ca](mailto:electionsbc@elections.bc.ca)