

Election Financing Report Completion Guide



ELECTIONS BC
Province of British Columbia

Table of Contents

General	3
Introduction	4
Audits	4
Submitting the Report	4
General Instructions for All Forms	5
Candidate Forms	7
F-C : Election Financing Report - Candidate	8
St-I&E-E : Statement of Election Income and Expenses	10
Sm-E : Summary of Election Expenses	12
Sm-C : Summary of Political Contributions by Class	14
S-A1 : Political Contributions of Money, Property or Services with a Value Greater than \$250	16
S-A2 : Permitted Anonymous Contributions Accepted at Functions	18
S-Ax : Prohibited Contributions	20
Sm-PE1 : Personal Expenses Paid by Financial Agent	22
Sm-PE2 : Personal Expenses Paid by Candidate	24
Sm-F : Summary of Fundraising Functions	26
S-F : Fundraising Function	28
S-L1 : Loans and Guarantees Received	32
S-L2 : Loans and Debts Forgiven or Written Off	36
S-T-Rcv : Transfers Received	38
S-T-Giv : Transfers Given	40
Sm-E-NC : Summary of Candidate's Nomination Contestant Expenses Incurred During The Campaign Period	42
Sm-C : Summary of Political Contributions by Class	44
S-A1 : Political Contributions of Money, Property or Services with a Value Greater than \$250	46
S-A2 : Permitted Anonymous Contributions Accepted at Functions	48
Sm-PE1 : Personal Expenses Paid by Financial Agent	50
Sm-PE2 : Personal Expenses Paid by Nomination Contestant	52
Sm-F : Summary of Fundraising Functions	54

S-F :	Fundraising Function	56
Constituency Association Forms		61
F-CA :	Election Financing Report - Constituency Association	62
Sm-C :	Summary of Political Contributions by Class	64
S-A1 :	Political Contributions of Money, Property or Services with a Value Greater than \$250	66
S-A2 :	Permitted Anonymous Contributions Accepted at Functions	68
S-Ax :	Prohibited Contributions	70
Sm-F :	Summary of Fundraising Functions	72
S-F :	Fundraising Function	74
S-L1 :	Loans and Guarantees Received	80
S-L2 :	Loans and Debts Forgiven or Written Off	84
S-T-Rcv :	Transfers Received	86
S-T-Giv :	Transfers Given	88
Political Party Forms		91
F-P :	Election Financing Report - Political Party	92
St-I&E-E :	Statement of Election Income and Expenses	94
Sm-E :	Summary of Election Expenses	96
Sm-C :	Summary of Political Contributions by Class	98
S-A1 :	Political Contributions of Money, Property or Services with a Value Greater than \$250	100
S-A2 :	Permitted Anonymous Contributions Accepted at Functions	102
S-Ax :	Prohibited Contributions	104
Sm-F :	Summary of Fundraising Functions	106
S-F :	Fundraising Function	108
S-L1 :	Loans and Guarantees Received	114
S-L2 :	Loans and Debts Forgiven or Written Off	118
S-T-Rcv :	Transfers Received	120
S-T-Giv :	Transfers Given	122
Questions		125

General

This instruction booklet is an integral part of the election financing report package for candidates, registered constituency associations and registered political parties. It is an important aid in the completion of the election financing reports and should be used in conjunction with the reporting forms.

You should also have a Guide for Financial Agents, which outlines the rules in the *Election Act* as they apply to the financial reporting requirements. The Guide for 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 Financial Agents are available free of charge from Elections BC or can be downloaded from our Web site at www.elections.bc.ca. See the last page of this Guide for additional contact information for Elections BC.

The *Election Act* is available for viewing on our Web site or can be purchased from:

Crown Publications
521 Fort Street
Victoria, BC
V8W 1E7

Introduction

Sections 209 and 210 of the *Election Act* require all candidates and all registered constituency associations and registered political parties represented by candidates, to file election financing reports within 90 days after General Voting Day.

The reporting forms for candidates, registered constituency associations and registered political parties are generally the same; the differences between the reports, in addition to the cover page, are:

- registered constituency associations cannot incur election expenses on their own behalf and therefore do not require forms St-I&E-E or Sm-E;
- candidates are required to complete summaries of their personal expenses, and therefore are required to complete forms Sm-PE1 and Sm-PE2; and
- candidates are required to complete a separate set of forms to report financial transactions that were incurred while they were a nomination contestant. A box at the top of each form must be ticked to indicate that the form relates to nomination contest transactions.

Audits

All candidates, registered political parties and registered constituency associations 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 company. This means that the auditor is a Chartered Accountant (C.A.), Certified General Accountant (C.G.A.) or has been certified by the auditor certification board.

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

Submitting the Report

The election financing report must be received by Elections BC before 4:30 p.m., Pacific time, 90 days after General Voting Day for an election. **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 General Voting Day. 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 General Voting Day.
- 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 office fax numbers are 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

- 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. The reports will be available for viewing on our Web site.
- 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).

Name of Filing Entity

- Enter the full name of the candidate, political party or constituency association.
- For registered constituency associations, your name must include the name of your registered political party or independent MLA and the name of your electoral district.

Dates

- Enter dates as YYYY/MM/DD – e.g., for January 31, 1999, enter 1999/01/31.

Rounding

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

This page left intentionally blank

Candidate Forms

F-C : Election Financing Report – Candidate

This is the cover page to be used by candidates. This form must accompany all election financing reports filed by candidates, 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 candidate.
- 2 Enter the electoral district in which the candidate was seeking election, and, if applicable, the registered political party the candidate was representing.
- 3 Enter the date of General Voting Day for the general election or by-election for which this election financing report is being submitted, by year, month and then day. For example, April 28, 2000, would be written as 2000/04/28.
- 4 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 correspondence. This form is available for public inspection, so you may choose to use an office address instead of a home address.
- 5 This is a listing of all the forms which must be submitted to the Chief Electoral Officer as part of the election financing report. Use it as a checklist to identify which forms have been completed. Candidates who were also nomination contestants must complete eight additional forms. If an amendment is being submitted, check only those forms that have been revised.
- 6 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*.
- 7 If this is the first version of the election financing report, leave this space 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 election financing report to be submitted, it would be the first amendment and 1 would be entered in this space.



ELECTIONS BC
A non-partisan Office of the Legislature

ELECTION FINANCING REPORT

F-C (99/11)

CANDIDATE

PLEASE PRINT IN BLOCK LETTERS OR TYPE

Amendment #

7

CANDIDATE'S SURNAME <i>Crane</i> 1		FIRST NAME <i>Rob</i>		INITIAL(S)
ELECTORAL DISTRICT <i>Saanich North & The Islands</i> 2		REGISTERED POLITICAL PARTY <i>XYZ Party</i>	GENERAL VOTING DAY (YYYY/MM/DD) <i>2000/03/28</i> 3	
FINANCIAL AGENT'S SURNAME <i>Bear</i> 4		FIRST NAME <i>Ted</i>		INITIAL(S)
FINANCIAL AGENT'S MAILING ADDRESS <i>88 Smart Avenue</i>			CITY/TOWN <i>Victoria</i>	
POSTAL CODE <i>V8X 3P7</i>	PHONE NUMBER <i>(250) 744-3333</i>	FAX NUMBER <i>(250) 744-4444</i>	EMAIL ADDRESS <i>tbear@hotmail.com</i>	

This financing report includes the following forms:

All Candidates:

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

Candidates Who Were Nomination Contestants:

Summary of Contestant Expenses –	Form Sm-E-NC <input checked="" type="checkbox"/>	<input type="checkbox"/>
Summary of Political Contributions by Class –	Form Sm-C <input checked="" type="checkbox"/>	<input type="checkbox"/>
Political Contributions of Money/Property/Services over \$250 –	Form S-A1 <input checked="" type="checkbox"/>	<input type="checkbox"/>
Permitted Anonymous Contributions Accepted at Functions –	Form S-A2 <input checked="" type="checkbox"/>	<input type="checkbox"/>
Personal Expenses Paid by Financial Agent –	Form Sm-PE1 <input checked="" type="checkbox"/>	<input type="checkbox"/>
Personal Expenses Paid by Contestant –	Form Sm-PE2 <input checked="" type="checkbox"/>	<input type="checkbox"/>
Summary of Fundraising Functions –	Form Sm-F <input checked="" type="checkbox"/>	<input type="checkbox"/>
Fundraising Function –	Form S-F <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 candidate;
- (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 <i>Ted Bear</i> 6	DATE: (YYYY/MM/DD) <i>2000/06/20</i>
--	---

WARNING: Signing a false statement is a serious offence and is subject to significant penalties [section 266].

ORIGINAL - CHIEF ELECTORAL OFFICE
PLEASE KEEP A COPY FOR YOUR RECORDS

All forms included in this report are available for public inspection at the Chief Electoral Office during regular office hours.

St-I&E-E : Statement of Election Income and Expenses

This form summarizes all the income and expenses related to the election.

- 1 Enter the total value of political contributions from all sources, as reported in box E of form Sm-C.
- 2 Enter the total transfers received, as reported in box A of form S-T-Rcv.
- 3 Enter the interest income earned.
- 4 Enter the total gross fundraising income not reported as political contributions, as reported in box E of form Sm-F.
- 5 Enter the amount of any other type of income earned. Provide details for any amounts entered as other income.
- 6 Enter the sum of the above 5 amounts into box A.
- 7 Enter the total value of election expenses subject to limits, as reported in box A on form Sm-E.
- 8 Enter the total value of election expenses not subject to limits, as reported in box B on form Sm-E.
- 9 Enter the total other expenses, as reported in box C on form Sm-E.
- 10 Enter the total transfers given, as reported in box A of form S-T-Giv.
- 11 Enter the sum of the above 4 amounts into box B.
- 12 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.
- 13 **For candidates only**, enter the balance in the campaign account as of the date of this report in box D. Each candidate must have their own unique campaign account.



STATEMENT OF ELECTION INCOME AND EXPENSES

St-I&E-E (99/05)

 GENERAL VOTING DAY (YYYY/MM/DD)
 2000/10/31/28

NAME OF FILING ENTITY Rob Crane – XYZ Party – Saanich North & The Islands	
Total value of political contributions from all sources (from box E on Sm-C)	5106 1
Total transfers received (from box A on S-T-Rcv)	400 2
Interest income	110 3
Total gross fundraising function income not reported as political contributions (from box E on Sm-F)	885 4
Other income (describe) Sale of T-shirts, buttons	200 5
Total Income (sum of above 5 boxes)	6701 A 6
Total value of election expenses subject to limits (from box A on Sm-E)	2177 7
Total value of election expenses not subject to limits (from box B on Sm-E)	2160 8
Total other expenses (from box C on Sm-E)	200 9
Total transfers given (from box A on S-T-Giv)	390 10
Total Expenditures (sum of above 4 boxes)	4927 B 11
Surplus (Deficit) (box A – box B)	1774 c 12
For Candidates only	
Balance in campaign account as of date of report	1774 D 13

Sm-E : Summary of Election Expenses

This form is divided into three columns, with each column having a specific purpose as identified below:

- 1 The **election expenses subject to limits** column is used for reporting the value of goods or services **used during** a campaign period. The campaign period is the 28 day period between when an election is called (writ day) and the close of general voting for the election (General Voting Day).
- 2 The **election expenses not subject to limits** column is used for reporting the value of goods or services **used during** a campaign period but that are specifically identified in section 203 of the *Election Act*. Examples of these excluded expenses include candidate nomination deposits, candidate personal expenses and legal and accounting costs incurred to comply with the Act.
- 3 The **other expenses** column is used for reporting the value of goods and services that were **used outside** the campaign period but were in relation to the candidacy. This column is intended solely for candidates, as registered constituency associations and registered political parties should report their "other expenses" on their annual financial reports.

The personal expenses of candidate and fundraising function line items are carried forward from other forms within this reporting package, whereas all the other line items are directly entered onto this form.



SUMMARY OF ELECTION EXPENSES

Sm-E (99/09)

NAME OF FILING ENTITY <i>Rob Crane – XYZ Party – Saanich North & The Islands</i>			
	1	2	3
Election Expenses	Election Expenses Subject to Limits	Election Expenses Not Subject to Limits	Other Expenses
Accounting and audit services		100	
Bad debt expense			
Bank charges	36		
Brochures (pamphlets, flyers, etc.)	80		
Candidate's nomination deposit		100	
Contributions to other organizations			
Convention, workshop and meeting fees and rentals	100		
Data processing			
Excess nomination expenses			
Furniture and equipment			
Gifts			
Insurance	50		
Interest expense	51		
Media advertising	140		
Newsletters			
Office rental	600		
Office supplies, stationery	30		
Personal expenses of candidate (from box G, Sm-PE1)		1070	
Postage and courier	40		
Printing	50		
Professional services	100		
Research and polling			
Salaries and benefits			
Signs (lawn signs, billboards, etc.)	420		
Social functions	180		
Subscriptions and dues			
Telecommunications	120		
Travel	80		
Utilities and maintenance	80		
Victory/thank-you parties			200
Total cost of fundraising functions held during the campaign period which did not incur net losses (from box F, Sm-F)		890	
Total cost of fundraising functions held outside the campaign period (from box G, Sm-F)			
Total net losses of fundraising functions which incurred net losses during the campaign period (from box H, Sm-F)	20		
Other expenses (describe)			
Total Expenses	2177 A	2160 B	200 C

ORIGINAL – CHIEF ELECTORAL OFFICE
PLEASE KEEP A COPY FOR YOUR RECORDS

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 candidacy.

Political contributions received in relation to the candidate's nomination contest, as opposed to the candidacy itself, should be reported on a separate form Sm-C, and marked as being for a nomination contestant.

Political contributions are separated into two columns; 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 Statement of Election Income and Expenses (St-I & E-E).
- 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 Enter the total dollar amount of all income tax receipts issued for political contributions received. Remember that income tax receipts can only be issued for contributions of money which were received after the candidate received their certificate of candidacy and before the writ was returned to the Chief Electoral Officer. A candidate cannot receive an income tax receipt for expenses incurred by the candidate out of their own pocket.



ELECTIONS BC
A non-partisan Office of the Legislature

SUMMARY OF POLITICAL CONTRIBUTIONS BY CLASS

Sm-C (02/03)

If form is for Nomination Contestant, please tick

NAME OF FILING ENTITY <i>Rob Crane – XYZ Party – Saanich North & The Islands</i>			
Total value of contributions from each of the following classes of contributor:			
	1		2
	Contributions greater than \$250		Contributions of \$250 or less
Individuals	650	1a	765 1b
Corporations	1601	2a	635 2b
Unincorporated Business/Commercial Organizations	255	3a	210 3b
Trade Unions	400	4a	230 4b
Non-profit Organizations		5a	220 5b
Other Identifiable Contributors		6a	6b
Classified subtotals (1a to 6a & 1b to 6b) (box A = box A , S-A1)	3 2906	A	4 2060 B
Classified totals (A + B)			4966 C 5
Total anonymous contributions (from box A , S-A2)			140 D 6
Total value of all political contributions from all sources (C + D)			5106 E 7
Total contributions of money			4005 F 8
Total contributions of goods, services and discounts (includes contributions through loans and debts)			1101 G 9
			(boxes F + G must equal box E)
Number of contributors who made contributions of \$250 or less in total value			18 H 10
Total dollar amount of all income tax receipts issued for political contributions received (Leadership Contestants cannot issue tax receipts)			3060 I 11

ORIGINAL – CHIEF ELECTORAL OFFICE
PLEASE KEEP A COPY FOR YOUR RECORDS

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 candidacy 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 6 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 separate contribution made in relation to the candidacy 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 separate contribution amounts must be listed. These separate amounts must correspond to the separate dates in the column titled "date of each individual contribution." An exception to this requirement to list each separate contribution can be made if the contributions were multiple regular amounts (e.g., \$30 per month) over a time period.
- 4 Enter the date on which each separate 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 separate contribution dates must be listed. An exception to this requirement to list all contribution dates can be made if the contributions were multiple regular amounts (e.g., \$30 per month) over a time period. In this case, enter the first and last month in which the contributions were made.
- 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 contributions.

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



ELECTIONS BC
A non-partisan Office of the Legislature

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
 Rob Crane – XYZ Party – Saanich North & The Islands

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			
Union 123 (Wally Wahl, Colin Banning)				✓			300 100	2000/03/15 2000/03/27	400
Book Store		✓					100 150 50	2000/03/14 2000/03/19 2000/03/27	300
XYZ Corporation		✓					500 800 1	2000/03/20 2000/03/20 2000/03/20	1301
Doug Steadman		✓					50 300	2000/03/18 2000/03/26	350
Sara Mortz		✓					300	2000/03/18	300
RTD SIGNS - Rick Dunlop sole proprietor			✓				255	2000/03/17	255
TOTAL OF INDIVIDUAL CONTRIBUTIONS							A	6	
							2,906		

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

ORIGINAL — CHIEF ELECTORAL OFFICE
 PLEASE KEEP A COPY FOR YOUR RECORDS

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 candidacy.

Anonymous contributions may only be collected in response to a general solicitation for funds at a function and each 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).

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 Office (Elections BC).
- 5 Enter the total amount of all prohibited contributions.

Sm-PE1 : Personal Expenses Paid by Financial Agent

This form is used to report the personal expenses of the candidate that were paid by the financial agent. Personal expenses are defined in Section 183(4) of the *Election Act* and include only those types of expenses shown on this form.

- 1 Enter the value of transportation costs to, from and within the electoral district. 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 the election in box C.
- 4 Enter the amount paid for all other necessary personal expenses related to the campaign. 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 candidate (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 candidate (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 Rob Crane – XYZ Party – Saanich North & The Islands			
Paid by the Financial Agent			
A. Transportation to, from or within electoral district	Air travel Bus, taxi Rental vehicle Private vehicle Other (describe)	190 150 Total	1 340 A
B. Cost of lodging, meals & incidental expenses while travelling	Hotel, motel Meals Incidental expenses (describe) phone	180 20 Total	2 200 B
C. Cost of renting a necessary temporary residence	Rent	0 C	3
D. All other necessary personal expenses related to campaign or contest	Family care Disability expenses Total	 0 D	4
E. Total personal expenses paid by the financial agent	Total of items A to D	540 E	5
F. Total personal expenses paid out of pocket by candidate or contestant	From Sm-PE2, box E	530 F	6
G. Total personal expenses from Sm-PE1 & Sm-PE2	Total of items E + F	1070 G	7

Sm-PE2 : Personal Expenses Paid by Candidate

This form is used to record personal expenses of a candidate which were paid by the candidate. The candidate must submit this form to the financial agent within 60 days of General Voting Day. Personal expenses are defined in Section 183(4) of the *Election Act* and include only those types of expenses shown on this form.

- 1 Enter the amount paid by the candidate for transportation costs to, from and within the electoral district. 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 candidate 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 candidate rented a necessary temporary residence for the election, enter the amount paid by the candidate in box C.
- 4 Enter the amount paid by the candidate for all other necessary personal expenses related to the campaign. Add the amounts of these boxes and enter the total in box D.
- 5 Add the total personal expenses paid by the candidate 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

<small>NAME OF FILING ENTITY</small> Rob Crane – XYZ Party – Saanich North & The Islands																			
Paid by the Candidate or Contestant																			
A. Transportation to, from or within electoral district	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px;">Air travel</td> <td style="width: 10%;"></td> <td style="width: 30%; border: 1px solid black;"></td> </tr> <tr> <td style="padding: 2px;">Bus, taxi</td> <td style="text-align: center; padding: 2px;">15</td> <td></td> </tr> <tr> <td style="padding: 2px;">Rental vehicle</td> <td></td> <td style="text-align: right; border: 1px solid black; border-radius: 50%; font-weight: bold;">1</td> </tr> <tr> <td style="padding: 2px;">Private vehicle</td> <td style="text-align: center; padding: 2px;">210</td> <td></td> </tr> <tr> <td style="padding: 2px;">Other (describe)</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right; padding: 2px;">Total</td> <td style="text-align: center; padding: 2px;">225</td> <td style="text-align: center; border: 1px solid black; border-radius: 50%; font-weight: bold;">A</td> </tr> </table>	Air travel			Bus, taxi	15		Rental vehicle		1	Private vehicle	210		Other (describe)			Total	225	A
Air travel																			
Bus, taxi	15																		
Rental vehicle		1																	
Private vehicle	210																		
Other (describe)																			
Total	225	A																	
B. Cost of lodging, meals & incidental expenses while travelling	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px;">Hotel, motel</td> <td style="width: 10%;"></td> <td style="width: 30%; border: 1px solid black;"></td> </tr> <tr> <td style="padding: 2px;">Meals</td> <td style="text-align: center; padding: 2px;">220</td> <td></td> </tr> <tr> <td style="padding: 2px;">Incidental expenses (describe)</td> <td></td> <td style="text-align: right; border: 1px solid black; border-radius: 50%; font-weight: bold;">2</td> </tr> <tr> <td style="padding: 2px;">Phone</td> <td style="text-align: center; padding: 2px;">30</td> <td></td> </tr> <tr> <td style="text-align: right; padding: 2px;">Total</td> <td style="text-align: center; padding: 2px;">250</td> <td style="text-align: center; border: 1px solid black; border-radius: 50%; font-weight: bold;">B</td> </tr> </table>	Hotel, motel			Meals	220		Incidental expenses (describe)		2	Phone	30		Total	250	B			
Hotel, motel																			
Meals	220																		
Incidental expenses (describe)		2																	
Phone	30																		
Total	250	B																	
C. Cost of renting a necessary temporary residence	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px;">Rent</td> <td style="width: 10%;"></td> <td style="width: 30%; border: 1px solid black;"></td> </tr> <tr> <td style="text-align: right; padding: 2px;">Total</td> <td></td> <td style="text-align: center; border: 1px solid black; border-radius: 50%; font-weight: bold;">C</td> </tr> </table>	Rent			Total		C												
Rent																			
Total		C																	
D. All other necessary personal expenses related to campaign or contest	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px;">Family care</td> <td style="width: 10%; text-align: center; padding: 2px;">55</td> <td style="width: 30%;"></td> </tr> <tr> <td style="padding: 2px;">Disability expenses</td> <td></td> <td style="text-align: right; border: 1px solid black; border-radius: 50%; font-weight: bold;">4</td> </tr> <tr> <td style="text-align: right; padding: 2px;">Total</td> <td style="text-align: center; padding: 2px;">55</td> <td style="text-align: center; border: 1px solid black; border-radius: 50%; font-weight: bold;">D</td> </tr> </table>	Family care	55		Disability expenses		4	Total	55	D									
Family care	55																		
Disability expenses		4																	
Total	55	D																	
E. Total personal expenses paid by candidate or contestant	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px;">Total of items A to D</td> <td style="width: 10%; text-align: center; padding: 2px;">530</td> <td style="width: 30%;"></td> </tr> <tr> <td style="text-align: right; padding: 2px;">Total</td> <td></td> <td style="text-align: center; border: 1px solid black; border-radius: 50%; font-weight: bold;">5</td> </tr> </table>	Total of items A to D	530		Total		5												
Total of items A to D	530																		
Total		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 candidacy. 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 (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 Statement of Income and Expenses (St-I&E-E).
- 7 **Note:** Before calculating the amounts in boxes F, G, and H, it is necessary to review all of the individual fundraising function forms (S-F). Separate the S-F forms into those which recorded net income in box M and those which recorded a net loss in box M. Then, further separate the forms with a net loss into those held during the campaign period and those held outside of the campaign period.
- 8 Enter the total cost of fundraising functions held during the campaign period which did not incur net losses in box F. This amount is an "**election expense not subject to the limit**" and must be entered in the second column of the Summary of Election Expenses Form (Sm-E).
- 9 Enter the total cost of fundraising functions held outside the campaign period in box G. This amount is an "other expense" and must be entered in the third column of the Summary of Election Expenses Form (Sm-E).
- 10 Enter the total net losses of fundraising functions which incurred net losses during the campaign period in box H. This amount is an "**election expense subject to the limit**" and must be entered in the first column of the Summary of Election Expenses Form (Sm-E).



ELECTIONS BC
A non-partisan Office of the Legislature

**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 Rob Crane – XYZ Party – Saanich North & The Islands	
Number of fundraising functions held	2 1
Total gross fundraising function income (sum of boxes K on all S-F)	2490 A 2
Total cost of fundraising functions (sum of boxes L on all S-F)	1190 B 3
Total net income (or loss) from fundraising functions (A – B)	1300 C 4
Total amount of gross income reported as political contributions (sum of boxes F on all S-F)	1605 D 5
Total amount of gross income NOT reported as political contributions (sum of boxes J on all S-F)	885 E 6
(boxes D + E must equal box A)	
For election financing reports only (see instructions before completing this section)	
7	
Total cost of fundraising functions held during the campaign period, which did not incur net losses	890 F 8
Total cost of fundraising functions held outside the campaign period	G 9
Total net losses of fundraising functions which incurred net losses during the campaign period	(20) H 10

ORIGINAL – CHIEF ELECTORAL OFFICE
PLEASE KEEP A COPY FOR YOUR RECORDS

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

S-F : Fundraising Function

This form is used to report fundraising functions held by, or on behalf of, the candidate. 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. If any clarification is needed please contact our office for assistance.

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);
- an individual purchases more than \$250 worth of tickets; or
- 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 of money 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 (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.



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>Rob Crane – XYZ Party – Saanich North & The Islands</i>				
DATE OF EVENT (YYYY/MM/DD) <i>2000/03/18</i> 1	DESCRIPTION OF FUNDRAISING EVENT (IF A JOINT EVENT, IDENTIFY OTHER ENTITY) <i>dinner and dance</i> 2			

Gross income reported as political contributions

	Number of Tickets Sold	Charge per Ticket	Total Charges Collected	Tick if Charge per Ticket Varies
Purchases by organizations	<i>8</i> 3	<i>50</i> 4	<i>385</i> 5 A	<input checked="" type="checkbox"/> 6
Purchases by individuals of more than \$250 worth of tickets	<i>11</i>	<i>55</i>	<i>575</i> B	<input checked="" type="checkbox"/>
Purchases by individuals of tickets that are more than \$50 each	<i>10</i>	<i>55</i>	<i>575</i> C	<input checked="" type="checkbox"/>

Other gross income reported as contributions, including anonymous contributions (provide full details)

7	8	D
		E

9

Total gross income reported as political contributions (A + B + C + D + E) **F**

Gross income not reported as political contributions

	Number of Tickets Sold	Charge per Ticket	Total Charges Collected	Tick if Charge per Ticket Varies
Purchases by individuals of tickets of \$50 or less	<i>10</i> 10	<i>50</i> 11	<i>475</i> 12 G	<input checked="" type="checkbox"/> 13

Other gross income not reported as contributions (provide full details)

Drink sales	14	<i>200</i> 15 H
		I

Total gross income not reported as political contributions (G + H + I) **16** J

Total gross income (box F + J) **17** K

Total cost of function **18** L

Net income (loss) (box K – L) **19** M



ELECTIONS BC
A non-partisan Office of the Legislature

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>Rob Crane – XYZ Party – Saanich North & The Islands</i>				
DATE OF EVENT (YYYY/MM/DD) <i>2000/03/20</i>		DESCRIPTION OF FUNDRAISING EVENT (IF A JOINT EVENT, IDENTIFY OTHER ENTITY) <i>luncheon</i>		
Gross income reported as political contributions				
	Number of Tickets Sold	Charge per Ticket	Total Charges Collected	Tick if Charge per Ticket Varies
Purchases by organizations	<input type="text" value="5"/>	<input type="text" value="10"/>	<input type="text" value="50"/> A	<input type="checkbox"/>
Purchases by individuals of more than \$250 worth of tickets	<input type="text"/>	<input type="text"/>	B	<input type="checkbox"/>
Purchases by individuals of tickets that are more than \$50 each	<input type="text"/>	<input type="text"/>	C	<input type="checkbox"/>
Other gross income reported as contributions, including anonymous contributions (provide full details)				
<i>A donation box</i>		<input type="text" value="20"/>	D	<input type="checkbox"/>
			E	<input type="checkbox"/>
Total gross income reported as political contributions (A + B + C + D + E)			<input type="text" value="70"/>	F
Gross income not reported as political contributions				
	Number of Tickets Sold	Charge per Ticket	Total Charges Collected	Tick if Charge per Ticket Varies
Purchases by individuals of tickets of \$50 or less	<input type="text" value="18"/>	<input type="text" value="15"/>	<input type="text" value="210"/> G	<input checked="" type="checkbox"/>
Other gross income not reported as contributions (provide full details)				
			H	<input type="checkbox"/>
			I	<input type="checkbox"/>
Total gross income not reported as political contributions (G + H + I)			<input type="text" value="210"/>	J
Total gross income (box F + J)			<input type="text" value="280"/>	K
Total cost of function			<input type="text" value="300"/>	L
Net income (loss) (box K – L)			<input type="text" value="(20)"/>	M

ORIGINAL – CHIEF ELECTORAL OFFICE
PLEASE KEEP A COPY FOR YOUR RECORDS

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

S-L1 : Loans and Guarantees Received

This form is used to report all loans and guarantees received by the candidate in relation to his or her candidacy. You must report all the loans and guarantees that have an outstanding balance or were received by the candidate, even if those loans have been completely paid off or forgiven.

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 a numbered corporation or a class 3, 4, 5 or 6 contributor, 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 6 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 total original amount of loan or guarantee; that is, the amount that was initially lent or guaranteed.
- 6 Enter the total 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 to the Province of BC, at the time the rate of interest for the loan was set.
- 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) (to determine annual cost of loan)
divided by 12 (to determine monthly cost of loan)
times the number of months the loan was outstanding

e.g. \$1,000 x 7% = \$70
 \$70 ÷ 12 = \$5.83
 \$5.83 x 6 months = \$35.00

- 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) (to determine the annual cost of the loan)
divided by 12 (to determine monthly cost of loan)
times the number of months that the loan was outstanding

e.g. $\$1,000 \times 5\% = \50
 $\$50 \div 12 \text{ months} = \4.17
 $\$4.17 \times 6 \text{ months} = \25

Note: If you made installment payments on the loan, these formulas will not work. Instead, in field 10, enter the amount of interest actually paid, as reported to you by your 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 field 11. Calculate this amount by subtracting the amount of interest being charged (field 10) from the amount of interest payable at prime rate (field 9). The total benefit (field 11) must be reported as a political contribution (income) on the Summary of Political Contributions by Class (Sm-C) and if applicable, on the S-A1. The benefit must also be reported as an interest expense on the Summary of Election Expenses (Sm-E).
- 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 in box E.
- 14 Enter the total amount of political contributions due to interest rates lower than the prime rate in box F.

This page left intentionally blank

S-L2 : Loans and Debts Forgiven or Written Off

This form is used to record political contributions that result from a loan or debt being forgiven or written off. Complete this form if the candidate 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.

- 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 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.
- 3 Tick the box under the applicable class of the lender or creditor. The 6 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, or a transfer if from a registered political party, registered constituency association or candidate. 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. The total in box B must also be reported as a political contribution or a transfer, as applicable.

S-T-Rcv : Transfers Received

This form is used to report the transfers received by the candidate from his or her registered political party, registered constituency association or another candidate of the registered political party.

Transfers are non-reciprocal exchanges of money, goods and services between a registered political party, its registered constituency associations and its candidates. These transfers are the internal flow of money, goods and services, and are not political contributions.

- 1 Enter the date the money, goods or services were received.
- 2 Enter the name of the entity making the transfer. This should be the full name of the registered political party, registered constituency association or candidate who gave the money, goods or services. For transfers of goods or services, provide details to describe the nature of the transfer.
- 3 Enter the total dollar value of the transfer. If the transfer was goods or services, the fair market value should be recorded.
- 4 Total the amount of transfers received. This total (box A) must be reported as income on the Statement of Election Income and Expenses (St-I&E-E).

S-T-Giv : Transfers Given

This form is used to report the transfers given by the candidate to his or her registered political party, registered constituency association or another candidate of the registered political party.

Transfers are non-reciprocal exchanges of money, goods and services between a registered political party, its registered constituency associations and its candidates. These transfers are the internal flow of money, goods and services, and are not political contributions.

- 1 Enter the date the transfer was made.
- 2 Enter the name of the entity which received the transfer. This should be the full name of the registered political party, registered constituency association or candidate to whom the money, goods or services were given. For transfers of goods or services, provide details to describe the nature of the transfer.
- 3 Enter the total dollar value of the transfer. If the transfer was goods or services, the fair market value should be recorded.
- 4 Total the amount of transfers given. This total (box A) must be reported as an expense on the Statement of Election Income and Expenses (St-I&E-E).

Sm-E-NC : Summary of Candidate's Nomination Contestant Expenses Incurred During The Campaign Period

This form is used to record nomination contest expenses incurred by the candidate during the campaign period. If the nomination contest was held before the election was called, do **not** complete this form. Do **not** include election expenses of the candidate on this form.

- 1 This section of the form contains various expense categories. In the box to the right of each expense category, enter the total nomination contest expense incurred during the campaign period.
- 2 Enter the total cost of nomination contestant fundraising functions held during the campaign period which did not incur net losses (box F, Sm-F for nomination contestant).
- 3 Enter the total net losses of nomination contestant fundraising functions which incurred net losses during the campaign period (box H, Sm-F for nomination contestant).
- 4 Enter any expenses which do not correspond to any of the categories listed on the form. Provide details of any expenses listed as other. If additional space is required, attach a sheet with the details.
- 5 Add the amounts in the above boxes and enter the total in box A.
- 6 Enter the personal expenses of the nomination contestant in box B. This amount comes from box G, Sm-PE1 for nomination contestant.
- 7 Add the amounts in boxes A and B and enter the total in box C.
- 8 Enter the candidate's permitted election expenses limit in box D. Elections BC will have provided this amount to each candidate. The expenses limit is also available on Elections BC's Web site. See the last page of this guide for contact information for Elections BC.
- 9 Multiply the election expenses limit by 10% (0.10) and enter the amount in box E. This amount represents the maximum amount of expenses that a nomination contestant can incur during a campaign period without impacting their candidate expenses.
- 10 Subtract box E from box A (A-E) and enter the amount in box F. If this amount is greater than zero it is an election expense and must be reported on form Sm-E. If the amount is less than or equal to zero, none of the nomination contest expenses are considered candidate expenses.

Except for the excess amount reported in box F, the nomination contestant expenses should **not** be carried forward to Form Sm-E.



SUMMARY OF CANDIDATE'S NOMINATION CONTESTANT EXPENSES INCURRED DURING THE CAMPAIGN PERIOD

Sm-E-NC (99/09)

NAME OF FILING ENTITY Rob Crane – XYZ Party – Saanich North & The Islands																																																													
Nomination contest expenses incurred during the campaign period:																																																													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Contributions to other organizations</td><td style="width: 10%;"></td><td style="width: 10%;"></td></tr> <tr><td>Convention, workshop and meeting fees and rentals</td><td></td><td></td></tr> <tr><td>Furniture and equipment</td><td></td><td></td></tr> <tr><td>Gifts</td><td style="text-align: center;">50</td><td></td></tr> <tr><td>Insurance</td><td style="text-align: center;">50</td><td></td></tr> <tr><td>Newsletters</td><td></td><td></td></tr> <tr><td>Office rental</td><td style="text-align: center;">500</td><td></td></tr> <tr><td>Office supplies, stationery</td><td style="text-align: center;">20</td><td></td></tr> <tr><td>Postage and courier</td><td></td><td></td></tr> <tr><td>Professional services</td><td></td><td></td></tr> <tr><td>Promotional materials (signs, brochures, etc.)</td><td style="text-align: center;">260</td><td></td></tr> <tr><td>Research and polling</td><td></td><td></td></tr> <tr><td>Social functions</td><td style="text-align: center;">50</td><td></td></tr> <tr><td>Telecommunications</td><td style="text-align: center;">60</td><td></td></tr> <tr><td>Travel</td><td style="text-align: center;">70</td><td></td></tr> <tr><td>Utilities and maintenance</td><td></td><td></td></tr> <tr><td>Victory/thank-you parties</td><td style="text-align: center;">150</td><td></td></tr> <tr><td>Total cost of nomination contestant fundraising functions held during the campaign period which did not incur net losses (box F, Sm-F)</td><td></td><td style="text-align: center;">2</td></tr> <tr><td>Total net losses of nomination contestant fundraising functions which incurred net losses during the campaign period (box H, Sm-F)</td><td></td><td style="text-align: center;">3</td></tr> <tr><td>Other expenses (describe)</td><td></td><td style="text-align: center;">4</td></tr> </table>	Contributions to other organizations			Convention, workshop and meeting fees and rentals			Furniture and equipment			Gifts	50		Insurance	50		Newsletters			Office rental	500		Office supplies, stationery	20		Postage and courier			Professional services			Promotional materials (signs, brochures, etc.)	260		Research and polling			Social functions	50		Telecommunications	60		Travel	70		Utilities and maintenance			Victory/thank-you parties	150		Total cost of nomination contestant fundraising functions held during the campaign period which did not incur net losses (box F, Sm-F)		2	Total net losses of nomination contestant fundraising functions which incurred net losses during the campaign period (box H, Sm-F)		3	Other expenses (describe)		4
Contributions to other organizations																																																													
Convention, workshop and meeting fees and rentals																																																													
Furniture and equipment																																																													
Gifts	50																																																												
Insurance	50																																																												
Newsletters																																																													
Office rental	500																																																												
Office supplies, stationery	20																																																												
Postage and courier																																																													
Professional services																																																													
Promotional materials (signs, brochures, etc.)	260																																																												
Research and polling																																																													
Social functions	50																																																												
Telecommunications	60																																																												
Travel	70																																																												
Utilities and maintenance																																																													
Victory/thank-you parties	150																																																												
Total cost of nomination contestant fundraising functions held during the campaign period which did not incur net losses (box F, Sm-F)		2																																																											
Total net losses of nomination contestant fundraising functions which incurred net losses during the campaign period (box H, Sm-F)		3																																																											
Other expenses (describe)		4																																																											
Sub-total nomination contestant expenses	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 60px; text-align: center;">1210</td> <td style="width: 20px; text-align: center;">A</td> </tr> </table> 5	1210	A																																																										
1210	A																																																												
Personal expenses (box G, Sm-PE1 for nomination contest)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 60px; text-align: center;">1320</td> <td style="width: 20px; text-align: center;">B</td> </tr> </table> 6	1320	B																																																										
1320	B																																																												
Total nomination contestant expenses (A + B)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 60px; text-align: center;">2530</td> <td style="width: 20px; text-align: center;">C</td> </tr> </table> 7	2530	C																																																										
2530	C																																																												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center;">8</td> <td style="width: 30%;">Candidate's election expenses limit</td> <td style="width: 10%; text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 60px; text-align: center;">52384.71</td> <td style="width: 20px; text-align: center;">D</td> </tr> </table> </td> <td style="width: 10%; text-align: center;">x 10% =</td> <td style="width: 10%; text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 60px; text-align: center;">5238.47</td> <td style="width: 20px; text-align: center;">E</td> </tr> </table> </td> <td style="width: 10%; text-align: center;">9</td> </tr> <tr> <td></td> <td style="text-align: center;">Excess nomination contestant expenses (A – E) (This amount, if greater than zero, is an election expense of the candidate)</td> <td></td> <td></td> <td style="text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 60px; text-align: center;">(4028.47)</td> <td style="width: 20px; text-align: center;">F</td> </tr> </table> </td> <td style="text-align: center;">10</td> </tr> </table>		8	Candidate's election expenses limit	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 60px; text-align: center;">52384.71</td> <td style="width: 20px; text-align: center;">D</td> </tr> </table>	52384.71	D	x 10% =	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 60px; text-align: center;">5238.47</td> <td style="width: 20px; text-align: center;">E</td> </tr> </table>	5238.47	E	9		Excess nomination contestant expenses (A – E) (This amount, if greater than zero, is an election expense of the candidate)			<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 60px; text-align: center;">(4028.47)</td> <td style="width: 20px; text-align: center;">F</td> </tr> </table>	(4028.47)	F	10																																										
8	Candidate's election expenses limit	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 60px; text-align: center;">52384.71</td> <td style="width: 20px; text-align: center;">D</td> </tr> </table>	52384.71	D	x 10% =	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 60px; text-align: center;">5238.47</td> <td style="width: 20px; text-align: center;">E</td> </tr> </table>	5238.47	E	9																																																				
52384.71	D																																																												
5238.47	E																																																												
	Excess nomination contestant expenses (A – E) (This amount, if greater than zero, is an election expense of the candidate)			<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 60px; text-align: center;">(4028.47)</td> <td style="width: 20px; text-align: center;">F</td> </tr> </table>	(4028.47)	F	10																																																						
(4028.47)	F																																																												

ORIGINAL – CHIEF ELECTORAL OFFICE
PLEASE KEEP A COPY FOR YOUR RECORDS

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 nomination contest.

Political contributions are separated into two columns; 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 nomination 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.
- 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.
- 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 Nomination contestants cannot issue tax receipts.



ELECTIONS BC
A non-partisan Office of the Legislature

SUMMARY OF POLITICAL CONTRIBUTIONS BY CLASS

Sm-C (02/03)

If form is for Nomination Contestant, please tick

NAME OF FILING ENTITY <i>Rob Crane – XYZ Party – Saanich North & The Islands</i>			
Total value of contributions from each of the following classes of contributor:			
	1		2
	Contributions greater than \$250		Contributions of \$250 or less
Individuals	600 1a		180 1b
Corporations	260 2a		310 2b
Unincorporated Business/Commercial Organizations		3a	130 3b
Trade Unions	300 4a		270 4b
Non-profit Organizations		5a	120 5b
Other Identifiable Contributors		6a	6b
Classified subtotals (1a to 6a & 1b to 6b) (box A = box A, S-A1)	3 1160 A		4 1010 B
Classified totals (A + B)		2170 C	5
Total anonymous contributions (from box A, S-A2)		380 D	6
Total value of all political contributions from all sources (C + D)		2550 E	7
Total contributions of money		2290 F	8
Total contributions of goods, services and discounts (includes contributions through loans and debts)		260 G	9
		(boxes F + G must equal box E)	
Number of contributors who made contributions of \$250 or less in total value		11 H	10
Total dollar amount of all income tax receipts issued for political contributions received (Leadership Contestants cannot issue tax receipts)		0 I	11

ORIGINAL – CHIEF ELECTORAL OFFICE
PLEASE KEEP A COPY FOR YOUR RECORDS

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 nomination 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 6 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 separate contribution made in relation to the nomination contest 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 separate contribution amounts must be listed. These separate amounts must correspond to the separate dates in the column titled "date of each individual contribution." An exception to this requirement to list each separate contribution can be made if the contributions were multiple regular amounts (e.g., \$30 per month) over a time period.
- 4 Enter the date on which each separate 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 separate contribution dates must be listed. An exception to this requirement to list all contribution dates can be made if the contributions were multiple regular amounts (e.g., \$30 per month) over a time period. In this case, enter the first and last month in which the contributions were made.
- 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 contributions.

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



ELECTIONS BC
A non-partisan Office of the Legislature

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
 Rob Crane – XYZ Party – Saanich North & The Islands

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			
Book Store		✓					260	2000/02/04	260
Union 123, Johnny Lake, Joyce McNutt			✓				100 50 150	2000/02/01 2000/02/04 2000/02/13	300
George Baker		✓					320	2000/02/10	320
Sara Mortz		✓					280	2000/02/10	280
							6	A	1160

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

ORIGINAL — CHIEF ELECTORAL OFFICE
 PLEASE KEEP A COPY FOR YOUR RECORDS

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 nomination 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 (Sm-C) for the nomination contest.

PERMITTED ANONYMOUS CONTRIBUTIONS ACCEPTED AT FUNCTIONS

S-A2 (99/06)

If form is for Nomination Contestant, please tick



NAME OF FILING ENTITY
 Rob Crane – XYZ Party – Saanich North & The Islands

PAGE 1
 OF 1

1 DATE OF FUNCTION	2 DESCRIPTION OF FUNCTION	3 NUMBER OF PEOPLE ATTENDING	4 TOTAL AMOUNT OF ANONYMOUS CONTRIBUTIONS			
2000/02/10	Pass the Hat at fundraiser	24	90			
2000/02/01	Information meeting	48	290			
TOTAL			<table border="1" style="border-collapse: collapse;"> <tr> <td style="width: 20px;">A</td> <td style="width: 50px; text-align: center;">380</td> <td style="width: 30px; text-align: center;">5</td> </tr> </table>	A	380	5
A	380	5				

ORIGINAL — CHIEF ELECTORAL OFFICE
 PLEASE KEEP A COPY FOR YOUR RECORDS

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 nomination contestant incurred during the campaign period 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 to, from and within the electoral district. 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 the nomination contest in box C.
- 4 Enter the amount paid for all other necessary personal expenses related to the nomination 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 nomination 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 nomination contestant (box F) and enter the total in box G. This amount must be entered in box B of the Summary of Candidate's Nomination Contestant Expenses (Sm-E- NC).



**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 <i>Rob Crane – XYZ Party – Saanich North & The Islands</i>			
Paid by the Financial Agent			
A. Transportation to, from or within electoral district	Air travel	290	
	Bus, taxi		
	Rental vehicle	295	
	Private vehicle		
Other (describe)			
	Total	585	A 1
B. Cost of lodging, meals & incidental expenses while travelling	Hotel, motel		
	Meals	210	
Incidental expenses (describe)			
	Total	210	B 2
C. Cost of renting a necessary temporary residence	Rent		C 3
D. All other necessary personal expenses related to campaign or contest	Family care	110	
	Disability expenses		
	Total	110	D 4
E. Total personal expenses paid by the financial agent	Total of items A to D	905	E 5
F. Total personal expenses paid out of pocket by candidate or contestant	From Sm-PE2, box E	415	F 6
G. Total personal expenses from Sm-PE1 & Sm-PE2	Total of items E + F	1320	G 7

ORIGINAL – CHIEF ELECTORAL OFFICE
PLEASE KEEP A COPY FOR YOUR RECORDS

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

Sm-PE2 : Personal Expenses Paid by Nomination Contestant

This form is used to record personal expenses of a nomination contestant during the campaign period which were paid by the nomination contestant. The nomination contestant must submit this form to the financial agent within 60 days of General Voting Day. 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 nomination contestant for transportation costs to, from and within the electoral district. 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 nomination 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 nomination contestant rented a necessary temporary residence, enter the amount paid by the nomination contestant in box C.
- 4 Enter the amount paid by the nomination contestant for all other necessary personal expenses related to the nomination contest. Add the amounts of these boxes and enter the total in box D.
- 5 Add the total personal expenses paid by the nomination 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

<small>NAME OF FILING ENTITY</small> Rob Crane – XYZ Party – Saanich North & The Islands																			
Paid by the Candidate or Contestant																			
A. Transportation to, from or within electoral district	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px;">Air travel</td> <td style="width: 10%;"></td> <td style="width: 30%; border: 1px solid black;"></td> </tr> <tr> <td style="padding: 2px;">Bus, taxi</td> <td style="text-align: center; padding: 2px;">25</td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="padding: 2px;">Rental vehicle</td> <td></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="padding: 2px;">Private vehicle</td> <td style="text-align: center; padding: 2px;">210</td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="padding: 2px;">Other (describe)</td> <td></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="padding: 2px; text-align: right;">Total</td> <td style="text-align: center; padding: 2px;">235</td> <td style="border: 1px solid black; text-align: center;">A 1</td> </tr> </table>	Air travel			Bus, taxi	25		Rental vehicle			Private vehicle	210		Other (describe)			Total	235	A 1
Air travel																			
Bus, taxi	25																		
Rental vehicle																			
Private vehicle	210																		
Other (describe)																			
Total	235	A 1																	
B. Cost of lodging, meals & incidental expenses while travelling	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px;">Hotel, motel</td> <td style="width: 10%;"></td> <td style="width: 30%; text-align: center; padding: 2px;">180</td> </tr> <tr> <td style="padding: 2px;">Meals</td> <td></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="padding: 2px;">Incidental expenses (describe)</td> <td></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="padding: 2px; text-align: right;">Total</td> <td style="text-align: center; padding: 2px;">180</td> <td style="border: 1px solid black; text-align: center;">B 2</td> </tr> </table>	Hotel, motel		180	Meals			Incidental expenses (describe)			Total	180	B 2						
Hotel, motel		180																	
Meals																			
Incidental expenses (describe)																			
Total	180	B 2																	
C. Cost of renting a necessary temporary residence	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px;">Rent</td> <td style="width: 10%;"></td> <td style="width: 30%; border: 1px solid black;"></td> </tr> <tr> <td style="padding: 2px; text-align: right;">Total</td> <td></td> <td style="border: 1px solid black; text-align: center;">C 3</td> </tr> </table>	Rent			Total		C 3												
Rent																			
Total		C 3																	
D. All other necessary personal expenses related to campaign or contest	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px;">Family care</td> <td style="width: 10%;"></td> <td style="width: 30%; border: 1px solid black;"></td> </tr> <tr> <td style="padding: 2px;">Disability expenses</td> <td></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="padding: 2px; text-align: right;">Total</td> <td></td> <td style="border: 1px solid black; text-align: center;">D 4</td> </tr> </table>	Family care			Disability expenses			Total		D 4									
Family care																			
Disability expenses																			
Total		D 4																	
E. Total personal expenses paid by candidate or contestant	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px;">Total of items A to D</td> <td style="width: 10%;"></td> <td style="width: 30%; text-align: center; padding: 2px;">415</td> </tr> <tr> <td style="padding: 2px; text-align: right;">Total</td> <td></td> <td style="border: 1px solid black; text-align: center;">E 5</td> </tr> </table>	Total of items A to D		415	Total		E 5												
Total of items A to D		415																	
Total		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 nomination 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 (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 in box E. This number is obtained by adding all the boxes J on all S-F forms.
- 7 **Note:** Before calculating the amounts in boxes F, G, and H, it is necessary to review all of the individual fundraising function forms (S-F). Separate the S-F forms into those which recorded net income in box M and those which recorded a net loss in box M. Then, further separate the forms with a net loss into those held during the campaign period and those held outside of the campaign period.
- 8 Enter the total cost of fundraising functions held during the campaign period which did not incur net losses in box F. This amount must be entered on the Summary of Candidate's Nomination Contestant Expenses Incurred During the Campaign Period Form (Sm-E-NC).
- 9 Enter the total cost of fundraising functions held outside the campaign period in box G.
- 10 Enter the total net losses of fundraising functions which incurred net losses during the campaign period in box H. This amount must be entered on the Summary of Candidate's Nomination Contestant Expenses Incurred During the Campaign Period Form (Sm-E-NC).



ELECTIONS BC
A non-partisan Office of the Legislature

**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 Rob Crane – XYZ Party – Saanich North & The Islands			
Number of fundraising functions held	<input type="text" value="1"/>		1
Total gross fundraising function income (sum of boxes K on all S-F)	<input type="text" value="1115"/>	A	2
Total cost of fundraising functions (sum of boxes L on all S-F)	<input type="text" value="1000"/>	B	3
Total net income (or loss) from fundraising functions (A – B)	<input type="text" value="115"/>	C	4
Total amount of gross income reported as political contributions (sum of boxes F on all S-F)	<input type="text" value="890"/>	D	5
Total amount of gross income NOT reported as political contributions (sum of boxes J on all S-F)	<input type="text" value="225"/>	E	6
(boxes D + E must equal box A)			
For election financing reports only (see instructions before completing this section)			
7			
Total cost of fundraising functions held during the campaign period, which did not incur net losses	<input type="text"/>	F	8
Total cost of fundraising functions held outside the campaign period	<input type="text" value="1000"/>	G	9
Total net losses of fundraising functions which incurred net losses during the campaign period	<input type="text"/>	H	10

S-F : Fundraising Function

This form is used to report fundraising functions held by, or on behalf of, the nomination contestant as part of the nomination contest. 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. If any clarification is needed please contact our office for assistance.

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);
 - an individual purchases more than \$250 worth of tickets; or
 - 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 of money 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 (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) for the nomination contest 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.

This page left intentionally blank



ELECTIONS BC
A non-partisan Office of the Legislature

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>Rob Crane – XYZ Party – Saanich North & The Islands</i>				
DATE OF EVENT (YYYY/MM/DD) <i>2000/02/10</i> 1		DESCRIPTION OF FUNDRAISING EVENT (IF A JOINT EVENT, IDENTIFY OTHER ENTITY) <i>auction</i> 2		
Gross income reported as political contributions				
	3 Number of Tickets Sold	4 Charge per Ticket	5 Total Charges Collected	6 Tick if Charge per Ticket Varies
Purchases by organizations	<input type="text" value="5"/>	<input type="text" value="40"/>	<input type="text" value="200"/> A	<input type="checkbox"/>
Purchases by individuals of more than \$250 worth of tickets	<input type="text" value="16"/>	<input type="text" value="55"/>	<input type="text" value="600"/> B	<input checked="" type="checkbox"/>
Purchases by individuals of tickets that are more than \$50 each	<input type="text"/>	<input type="text"/>	C	<input type="checkbox"/>
Other gross income reported as contributions, including anonymous contributions (provide full details)				
<i>Anonymous</i> 7			<input type="text" value="90"/> D 8	
			E	
9 Total gross income reported as political contributions (A + B + C + D + E)			<input type="text" value="890"/> F	
Gross income not reported as political contributions				
	10 Number of Tickets Sold	11 Charge per Ticket	12 Total Charges Collected	13 Tick if Charge per Ticket Varies
Purchases by individuals of tickets of \$50 or less	<input type="text" value="4"/>	<input type="text" value="35"/>	<input type="text" value="140"/> G	<input type="checkbox"/>
Other gross income not reported as contributions (provide full details)				
<i>Auction proceeds</i> 14			<input type="text" value="85"/> H 15	
			I	
16 Total gross income not reported as political contributions (G + H + I)			<input type="text" value="225"/> J	
17 Total gross income (box F + J)			<input type="text" value="1115"/> K	
18 Total cost of function			<input type="text" value="1000"/> L	
19 Net income (loss) (box K – L)			<input type="text" value="115"/> M	

ORIGINAL – CHIEF ELECTORAL OFFICE
PLEASE KEEP A COPY FOR YOUR RECORDS

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

This page left intentionally blank

Constituency Association Forms

F-CA : Election Financing Report - Constituency Association

This is the cover page to be used by constituency associations. This form must accompany all election financing reports filed by registered constituency associations, including amended reports filed after the original report.

Please ensure that each part of this form is completed.

- 1 Enter the full name of the registered constituency association on whose behalf this report is being submitted.
- 2 Enter the date of General Voting Day for the general election or by-election for which this election financing report is being submitted, by year, month and then day. For example, April 28, 2000 would be written as 2000/04/28.
- 3 Enter the name of the registered political party to which the constituency association is affiliated. If the constituency association is for an independent MLA, enter the name of the MLA in this field.
- 4 Enter the surname, first name and initial 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 correspondence. This form is available for public inspection, so you may choose to use an office address instead of a home address.
- 5 This is a listing of all the forms which must be submitted to the Chief Electoral Officer as part of the election 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.
- 6 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*.
- 7 If this is the first version of the election financing report, leave this space 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 election financing report to be submitted by this constituency association, it would be the first amendment and 1 would be entered in this space.



ELECTION FINANCING REPORT CONSTITUENCY ASSOCIATION

F-CA (99/11)

PLEASE PRINT IN BLOCK LETTERS OR TYPE

Amendment # 7

REGISTERED CONSTITUENCY ASSOCIATION <i>Saanich North & The Islands</i> 1		GENERAL VOTING DAY (YYYY/MM/DD) <i>2000/03/28</i> 2	
POLITICAL PARTY <i>XYZ Party</i> 3			
FINANCIAL AGENT'S SURNAME <i>Wrob</i> 4		FIRST NAME <i>Jason</i> INITIAL(S)	
FINANCIAL AGENT'S MAILING ADDRESS <i>Box 86</i>			
CITY/TOWN <i>Saanich</i>	POSTAL CODE <i>V8V 1J6</i>	PHONE NUMBER <i>(250)387-7080</i>	FAX NUMBER <i>(250)387-9090</i>
EMAIL ADDRESS			

This financing report includes the following forms:

	FORMS CHECKLIST	CHIEF ELECTORAL OFFICE USE ONLY
Summary of Political Contributions by Class –	Form Sm-C <input checked="" type="checkbox"/>	<input type="checkbox"/>
Political Contributions of Money/Property/Services over \$250 –	Form S-A1 <input checked="" type="checkbox"/>	<input type="checkbox"/>
Permitted Anonymous Contributions Accepted at Functions –	Form S-A2 <input checked="" type="checkbox"/>	<input type="checkbox"/>
Prohibited Contributions –	Form S-Ax <input checked="" type="checkbox"/> 5	<input type="checkbox"/>
Summary of Fundraising Functions –	Form Sm-F <input checked="" type="checkbox"/>	<input type="checkbox"/>
Fundraising Function –	Form S-F <input checked="" type="checkbox"/>	<input type="checkbox"/>
Loans and Guarantees Received –	Form S-L1 <input checked="" type="checkbox"/>	<input type="checkbox"/>
Loans/Debts Forgiven/Written Off –	Form S-L2 <input checked="" type="checkbox"/>	<input type="checkbox"/>
Transfers Received –	Form S-T-Rcv <input checked="" type="checkbox"/>	<input type="checkbox"/>
Transfers Given –	Form S-T-Giv <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 organization;

(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 <i>Jason Wrob</i> 6	DATE: (YYYY/MM/DD) <i>2000/06/15</i>
---	---

WARNING: Signing a false statement is a serious offence and is subject to significant penalties [section 266].

ORIGINAL - CHIEF ELECTORAL OFFICE
PLEASE KEEP A COPY FOR YOUR RECORDS

All forms included in this report are available for public inspection
at the Chief Electoral Office during regular office hours.

Sm-C : Summary of Political Contributions by Class

This form summarizes all political contributions accepted between December 31 of the previous year and the close of voting on General Voting Day.

Political contributions are separated, into two columns; 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.
- 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 Enter the total dollar amount of all income tax receipts issued for political contributions received. Remember that income tax receipts can only be issued for contributions of money.



ELECTIONS BC
A non-partisan Office of the Legislature

SUMMARY OF POLITICAL CONTRIBUTIONS BY CLASS

Sm-C (02/03)

If form is for Nomination Contestant, please tick

NAME OF FILING ENTITY <i>Saanich North & The Islands CA – XYZ Party</i>			
Total value of contributions from each of the following classes of contributor:			
	1		2
	Contributions greater than \$250		Contributions of \$250 or less
Individuals	1795	1a	4200 1b
Corporations	1150	2a	7823 2b
Unincorporated Business/Commercial Organizations	0	3a	3b
Trade Unions	500	4a	4b
Non-profit Organizations		5a	5b
Other Identifiable Contributors		6a	6b
Classified subtotals (1a to 6a & 1b to 6b) (box A = box A , S-A1)	3 3445	A	4 12023 B
Classified totals (A + B)			15468 C 5
Total anonymous contributions (from box A , S-A2)			565 D 6
Total value of all political contributions from all sources (C + D)			16033 E 7
Total contributions of money			14915 F 8
Total contributions of goods, services and discounts (includes contributions through loans and debts)			1118 G 9
			(boxes F + G must equal box E)
Number of contributors who made contributions of \$250 or less in total value			204 H 10
Total dollar amount of all income tax receipts issued for political contributions received (Leadership Contestants cannot issue tax receipts)			13750 I 11

ORIGINAL – CHIEF ELECTORAL OFFICE
PLEASE KEEP A COPY FOR YOUR RECORDS

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 between December 31 of the previous year and the close of voting on General Voting Day 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 6 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 separate 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 separate contribution amounts must be listed. These separate amounts must correspond to the separate dates in the column titled “date of each individual contribution.” An exception to this requirement to list each separate contribution can be made if the contributions were multiple regular amounts (e.g., \$30 per month) over a time period.
- 4 Enter the date on which each separate 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 separate contribution dates must be listed. An exception to this requirement to list all contribution dates can be made if the contributions were multiple regular amounts (e.g., \$30 per month) over a time period. In this case, enter the first and last month in which the contributions were made.
- 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 contributions.

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



ELECTIONS BC
A non-partisan Office of the Legislature

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
 Saanich North & The Islands CA – XYZ Party

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			
Workers Union, John Smith, Phillip Jones				✓			250 250	2000/03/31 200/03/15	500
Delphi Corporation		✓					750	2000/03/03	750
Jason White	✓						100 200	2000/01/10 2000/03/20	300
1344 Corporation, Lyn Okeefe, Martin Kelly	✓						400	2000/02/17	400
James Browning	✓						350	2000/03/10	350
Bob Hopewell	✓						545	2000/03/10	545
Fred Lane	✓						200 monthly	January - March	600
TOTAL OF INDIVIDUAL CONTRIBUTIONS							3445		6

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

ORIGINAL — CHIEF ELECTORAL OFFICE
 PLEASE KEEP A COPY FOR YOUR RECORDS

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. All anonymous contributions received between December 31 of the previous year and the close of voting on General Voting Day must be reported.

Anonymous contributions may only be collected in response to a general solicitation for funds at a function and each 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).

S-Ax : Prohibited Contributions

This form is used to report any contributions which were received between December 31 of the previous year and the close of voting on General Voting Day 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 Office (Elections BC).
- 5 Enter the total amount of all prohibited contributions.

Sm-F : Summary of Fundraising Functions

This form summarizes the gross income, total cost and net income (or loss) from all fundraising functions held. These amounts are obtained by totalling the amounts on all of the individual fundraising function forms (S-F). All fundraising functions held between December 31 of the previous year and the close of voting on General Voting Day must be reported.

- 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 (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.
- 7 **Note:** The *Election Act* only allows a registered constituency association to incur election expenses on behalf of its candidate and only during the period between the day the writ is issued and the day the candidate gets their certificate of candidacy. Expenses incurred in holding a fundraising function are election expenses. Therefore, registered constituency associations are not allowed to hold fundraising functions during the campaign period, except on behalf of the nominee before the certificate of candidacy is issued.
- 8 Not applicable for constituency associations.
- 9 Enter the total cost of fundraising functions held outside the campaign period in box G.
- 10 Not applicable for constituency associations.



**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 <i>Saanich North & The Islands CA – XYZ Party</i>			
	Number of fundraising functions held	4	1
	Total gross fundraising function income (sum of boxes K on all S-F)	23866	A 2
	Total cost of fundraising functions (sum of boxes L on all S-F)	13074	B 3
	Total net income (or loss) from fundraising functions (A – B)	10792	C 4
	Total amount of gross income reported as political contributions (sum of boxes F on all S-F)	13395	D 5
	Total amount of gross income NOT reported as political contributions (sum of boxes J on all S-F)	10471	E 6
		(boxes D + E must equal box A)	
For election financing reports only (see instructions before completing this section)			
7			
	Total cost of fundraising functions held during the campaign period, which did not incur net losses	N/A	F 8
	Total cost of fundraising functions held outside the campaign period	13074	G 9
	Total net losses of fundraising functions which incurred net losses during the campaign period	N/A	H 10

S-F : Fundraising Function

This form is used to report fundraising functions held by the constituency association between December 31 of the previous year and the close of voting on General Voting Day. A fundraising function is any function held for the purpose of raising funds. Registered constituency associations are not permitted to hold fundraising functions during the campaign period, except on behalf of a nominee before the certificate of candidacy is issued.

Reporting fundraising functions is complicated and financial agents should carefully read the appropriate sections in the Guide for Financial Agents. If any clarification is needed, please contact our office for assistance.

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);
 - an individual purchases more than \$250 worth of tickets; or
 - 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 of money 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 (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 functions 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.



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

S-F (99/05)

If form is for Nomination Contestant, please tick

PAGE
OF

NAME OF FILING ENTITY <i>Saanich North & The Islands CA – XYZ Party</i>				
DATE OF EVENT (YYYY/MM/DD) <i>2000/02/10</i> 1		DESCRIPTION OF FUNDRAISING EVENT (IF A JOINT EVENT, IDENTIFY OTHER ENTITY) <i>dinner</i> 2		
Gross income reported as political contributions				
	Number of Tickets Sold	Charge per Ticket	Total Charges Collected	Tick if Charge per Ticket Varies
Purchases by organizations	<i>30</i> 3	<i>50</i> 4	<i>1500</i> 5 A	<input type="checkbox"/> 6
Purchases by individuals of more than \$250 worth of tickets	<i>10</i>	<i>35</i>	<i>350</i> B	<input type="checkbox"/>
Purchases by individuals of tickets that are more than \$50 each			C	<input type="checkbox"/>
Other gross income reported as contributions, including anonymous contributions (provide full details)				
7			8	D
				E
Total gross income reported as political contributions (A + B + C + D + E)				<i>1850</i> 9 F
Gross income not reported as political contributions				
	Number of Tickets Sold	Charge per Ticket	Total Charges Collected	Tick if Charge per Ticket Varies
Purchases by individuals of tickets of \$50 or less	<i>60</i> 10	<i>45</i> 11	<i>2400</i> 12 G	<input checked="" type="checkbox"/> 13
Other gross income not reported as contributions (provide full details)				
<i>Drink Sales</i> 14			<i>71</i> 15	H
				I
Total gross income not reported as political contributions (G + H + I)				<i>2471</i> 16 J
Total gross income (box F + J)				<i>4321</i> 17 K
Total cost of function				<i>2474</i> 18 L
Net income (loss) (box K – L)				<i>1847</i> 19 M



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

S-F (99/05)

If form is for Nomination Contestant, please tick

PAGE
 OF

NAME OF FILING ENTITY <i>Saanich North & The Islands CA – XYZ Party</i>				
DATE OF EVENT (YYYY/MM/DD) <i>2000/01/10</i>		DESCRIPTION OF FUNDRAISING EVENT (IF A JOINT EVENT, IDENTIFY OTHER ENTITY) <i>auction</i>		
Gross income reported as political contributions				
	Number of Tickets Sold	Charge per Ticket	Total Charges Collected	Tick if Charge per Ticket Varies
Purchases by organizations	<input type="text" value="100"/>	<input type="text" value="50"/>	<input type="text" value="5000"/> A	<input type="checkbox"/>
Purchases by individuals of more than \$250 worth of tickets	<input type="text"/>	<input type="text"/>	B	<input type="checkbox"/>
Purchases by individuals of tickets that are more than \$50 each	<input type="text"/>	<input type="text"/>	C	<input type="checkbox"/>
Other gross income reported as contributions, including anonymous contributions (provide full details)				
<i>Auction</i>			<input type="text" value="1245"/> D	<input type="checkbox"/>
			E	<input type="checkbox"/>
Total gross income reported as political contributions (A + B + C + D + E)				<input type="text" value="6245"/> F
Gross income not reported as political contributions				
	Number of Tickets Sold	Charge per Ticket	Total Charges Collected	Tick if Charge per Ticket Varies
Purchases by individuals of tickets of \$50 or less	<input type="text" value="100"/>	<input type="text" value="50"/>	<input type="text" value="5000"/> G	<input type="checkbox"/>
Other gross income not reported as contributions (provide full details)				
			H	<input type="checkbox"/>
			I	<input type="checkbox"/>
Total gross income not reported as political contributions (G + H + I)				<input type="text" value="5000"/> J
Total gross income (box F + J)				<input type="text" value="11245"/> K
Total cost of function				<input type="text" value="2000"/> L
Net income (loss) (box K – L)				<input type="text" value="9245"/> M



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

S-F (99/05)

If form is for Nomination Contestant, please tick

PAGE
 OF

NAME OF FILING ENTITY <i>Saanich North & The Islands CA - XYZ Party</i>				
DATE OF EVENT (YYYY/MM/DD) <i>2000/02/18</i>		DESCRIPTION OF FUNDRAISING EVENT (IF A JOINT EVENT, IDENTIFY OTHER ENTITY) <i>dinner</i>		
Gross income reported as political contributions				
	Number of Tickets Sold	Charge per Ticket	Total Charges Collected	Tick if Charge per Ticket Varies
Purchases by organizations	<input type="text" value="10"/>	<input type="text" value="75"/>	<input type="text" value="750"/> A	<input type="checkbox"/>
Purchases by individuals of more than \$250 worth of tickets			B	<input type="checkbox"/>
Purchases by individuals of tickets that are more than \$50 each	<input type="text" value="50"/>	<input type="text" value="75"/>	<input type="text" value="3750"/> C	<input type="checkbox"/>
Other gross income reported as contributions, including anonymous contributions (provide full details)				
			D	<input type="checkbox"/>
			E	<input type="checkbox"/>
Total gross income reported as political contributions (A + B + C + D + E)			<input type="text" value="4500"/> F	<input type="checkbox"/>
Gross income not reported as political contributions				
	Number of Tickets Sold	Charge per Ticket	Total Charges Collected	Tick if Charge per Ticket Varies
Purchases by individuals of tickets of \$50 or less	<input type="text"/>	<input type="text"/>	<input type="text"/> G	<input type="checkbox"/>
Other gross income not reported as contributions (provide full details)				
			H	<input type="checkbox"/>
			I	<input type="checkbox"/>
Total gross income not reported as political contributions (G + H + I)			<input type="text"/>	J
Total gross income (box F + J)			<input type="text" value="4500"/> K	<input type="checkbox"/>
Total cost of function			<input type="text" value="6000"/> L	<input type="checkbox"/>
Net income (loss) (box K - L)			<input type="text" value="(1500)"/> M	<input type="checkbox"/>

ORIGINAL - CHIEF ELECTORAL OFFICE
 PLEASE KEEP A COPY FOR YOUR RECORDS

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



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

S-F (99/05)

If form is for Nomination Contestant, please tick

PAGE

OF

NAME OF FILING ENTITY <i>Saanich North & The Islands CA – XYZ Party</i>				
DATE OF EVENT (YYYY/MM/DD) <i>2000/02/15</i>		DESCRIPTION OF FUNDRAISING EVENT (IF A JOINT EVENT, IDENTIFY OTHER ENTITY) <i>luncheon</i>		
Gross income reported as political contributions				
	Number of Tickets Sold	Charge per Ticket	Total Charges Collected	Tick if Charge per Ticket Varies
Purchases by organizations	<input type="text" value="10"/>	<input type="text" value="30"/>	<input type="text" value="300"/> A	<input type="checkbox"/>
Purchases by individuals of more than \$250 worth of tickets	<input type="text"/>	<input type="text"/>	B	<input type="checkbox"/>
Purchases by individuals of tickets that are more than \$50 each	<input type="text"/>	<input type="text"/>	C	<input type="checkbox"/>
Other gross income reported as contributions, including anonymous contributions (provide full details)				
<i>Anonymous</i>			<input type="text" value="500"/> D	<input type="checkbox"/>
			E	<input type="checkbox"/>
Total gross income reported as political contributions (A + B + C + D + E)				<input type="text" value="800"/> F
Gross income not reported as political contributions				
	Number of Tickets Sold	Charge per Ticket	Total Charges Collected	Tick if Charge per Ticket Varies
Purchases by individuals of tickets of \$50 or less	<input type="text" value="100"/>	<input type="text" value="30"/>	<input type="text" value="3000"/> G	<input type="checkbox"/>
Other gross income not reported as contributions (provide full details)				
			H	<input type="checkbox"/>
			I	<input type="checkbox"/>
Total gross income not reported as political contributions (G + H + I)				<input type="text" value="3000"/> J
Total gross income (box F + J)				<input type="text" value="3800"/> K
Total cost of function				<input type="text" value="2600"/> L
Net income (loss) (box K – L)				<input type="text" value="1200"/> M

S-L1 : Loans and Guarantees Received

This form is used to report all loans and guarantees received by the constituency association. You must report all the loans and guarantees received even if those loans have been completely paid off or forgiven.

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 a numbered corporation or a class 3, 4, 5 or 6 contributor, 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 6 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 total original amount of loan or guarantee; that is, the amount that was initially lent or guaranteed.
- 6 Enter the total 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 to the Province of BC, at the time the rate of interest for the loan was set.
- 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) (to determine annual cost of loan)
divided by 12 months (to determine monthly cost of loan)
times the number of months the loan was outstanding

e.g. \$1,000 x 7% = \$70
 \$70 ÷ 12 months = \$5.83
 \$5.83 x 6 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)
divided by 12 months
times the number of months the loan was outstanding

e.g. $\$1,000 \times 5\% = \50
 $\$50 \div 12 \text{ months} = \4.17
 $\$4.17 \times 6 \text{ months} = \25

Note: If you made installment payments on the loan, these formulas will not work. Instead, in field 10, enter the amount of interest actually paid, as reported to you by your 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 field 11. Calculate this amount by subtracting the amount of interest being charged (field 10) from the amount of interest payable at prime rate (field 9). The total benefit (field 11) must be reported as a political contribution on the Summary of Political Contributions by Class (Sm-C) and if applicable, also on the Political Contributions of Money, Property or Services with a Value Greater than \$250 (S-A1).
- 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 in box E.
- 14 Enter the total amount of political contributions due to interest rates lower than the prime rate in box F.

This page intentionally blank

S-L2 : Loans and Debts Forgiven or Written Off

This form is used to record political contributions that result from a loan or debt being forgiven or written off. Complete this form if the constituency association had any loans or debts which were forgiven by the creditor between December 31 of the previous year and the close of voting on General Voting Day. This includes debts payable to suppliers which are forgiven or written off by the supplier.

- 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 listed as 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.
- 3 Tick the box under the applicable class of the lender or creditor. The 6 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, or a transfer if from a registered political party, registered constituency association or candidate. 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. The total in box B must also be reported as a political contribution or a transfer, as applicable.

S-T-Rcv : Transfers Received

This form is used to report the transfers received by the constituency association between December 31 of the previous year and the close of voting on General Voting Day.

Transfers are non-reciprocal exchanges of money, goods and services between a registered political party, its registered constituency associations and its candidates. These transfers are the internal flow of money, goods and services, and are not political contributions.

- 1 Enter the date the money, goods or services were received.
- 2 Enter the name of the entity making the transfer. This should be the full name of the registered political party, registered constituency association or candidate who gave the money, goods or services. For transfers of goods or services, provide details to describe the nature of the transfer.
- 3 Enter the total dollar value of the transfer. If the transfer was goods or services, the fair market value should be recorded.
- 4 Total the amount of transfers received.

S-T-Giv : Transfers Given

This form is used to report the transfers given by the constituency association between December 31 of the previous year and the close of voting on General Voting Day.

Transfers are non-reciprocal exchanges of money, goods and services between a registered political party, its registered constituency associations and its candidates. These transfers are the internal flow of money, goods and services, and are not political contributions.

- 1 Enter the date the transfer was made.
- 2 Enter the name of the entity which received the transfer. This should be the full name of the registered political party, registered constituency association or candidate to whom the money, goods or services were given. For transfers of goods or services, provide details to describe the nature of the transfer.
- 3 Enter the total dollar value of the transfer. If the transfer was goods or services, the fair market value should be recorded.
- 4 Total the amount of transfers given.

This page intentionally blank

Political Party Forms

F-P : Election Financing Report – Political Party

This is the cover page to be used by political parties. This form must accompany all election financing reports filed by political parties, including amended reports filed after the original report.

Please ensure that each part of this form is completed.

- 1 Enter the the full name of the registered political party.
- 2 Enter the date of General Voting Day for the general election or by-election for which this election financing report is being submitted, by year, month and then day. For example, April 28, 2000 would be written as 2000/04/28.
- 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 correspondence. This form is available for public inspection, so you may choose to use 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 election 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 election financing report, leave this space 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 election financing report to be submitted by this political party, it would be the first amendment and 1 would be entered in this box.



ELECTION FINANCING REPORT POLITICAL PARTY

F-P (99/11)

PLEASE PRINT IN BLOCK LETTERS OR TYPE

Amendment # 6

REGISTERED POLITICAL PARTY XYZ Party 1		GENERAL VOTING DAY (YYYY/MM/DD) 2000/03/28 2	
L AGENT'S SURNAME Smith 3		FIRST NAME Anne	
INITIAL(S) B			
FINANCIAL AGENT'S MAILING ADDRESS 123 Main Street			
CITY/TOWN Victoria	POSTAL CODE A1B 2C3	PHONE NUMBER (250) 555-1234	FAX NUMBER (250) 555-6781
EMAIL ADDRESS			

<p>This financing report includes the following forms:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: right;">Statement of Election Income and Expenses – Form St-I&E-E</td> <td style="width: 10%; text-align: center;">✓</td> <td style="width: 10%; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 20%;"></td> </tr> <tr> <td style="text-align: right;">Summary of Expenses – Form Sm-E</td> <td style="text-align: center;">✓</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: right;">Summary of Political Contributions by Class – Form Sm-C</td> <td style="text-align: center;">✓</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: right;">Political Contributions of Money/Property/Services over \$250 – Form S-A1</td> <td style="text-align: center;">✓</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: right;">Permitted Anonymous Contributions Accepted at Functions – Form S-A2</td> <td style="text-align: center;">✓</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">4</td> </tr> <tr> <td style="text-align: right;">Prohibited Contributions – Form S-Ax</td> <td style="text-align: center;">✓</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: right;">Summary of Fundraising Functions – Form Sm-F</td> <td style="text-align: center;">✓</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: right;">Fundraising Function – Form S-F</td> <td style="text-align: center;">✓</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: right;">Loans and Guarantees Received – Form S-L1</td> <td style="text-align: center;">✓</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: right;">Loans/Debts Forgiven/Written Off – Form S-L2</td> <td style="text-align: center;">✓</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: right;">Transfers Received – Form S-T-Rcv</td> <td style="text-align: center;">✓</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: right;">Transfers Given – Form S-T-Giv</td> <td style="text-align: center;">✓</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> </table>	Statement of Election Income and Expenses – Form St-I&E-E	✓	<input checked="" type="checkbox"/>		Summary of Expenses – Form Sm-E	✓	<input checked="" type="checkbox"/>		Summary of Political Contributions by Class – Form Sm-C	✓	<input checked="" type="checkbox"/>		Political Contributions of Money/Property/Services over \$250 – Form S-A1	✓	<input checked="" type="checkbox"/>		Permitted Anonymous Contributions Accepted at Functions – Form S-A2	✓	<input checked="" type="checkbox"/>	4	Prohibited Contributions – Form S-Ax	✓	<input checked="" type="checkbox"/>		Summary of Fundraising Functions – Form Sm-F	✓	<input checked="" type="checkbox"/>		Fundraising Function – Form S-F	✓	<input checked="" type="checkbox"/>		Loans and Guarantees Received – Form S-L1	✓	<input checked="" type="checkbox"/>		Loans/Debts Forgiven/Written Off – Form S-L2	✓	<input checked="" type="checkbox"/>		Transfers Received – Form S-T-Rcv	✓	<input checked="" type="checkbox"/>		Transfers Given – Form S-T-Giv	✓	<input checked="" type="checkbox"/>		<p style="text-align: center; font-weight: bold; font-size: 0.8em;">FORMS CHECKLIST</p> <p style="text-align: center; font-weight: bold; font-size: 0.8em;">CHIEF ELECTORAL OFFICE USE ONLY</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td></tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Election Income and Expenses – Form St-I&E-E	✓	<input checked="" type="checkbox"/>																																																										
Summary of Expenses – Form Sm-E	✓	<input checked="" type="checkbox"/>																																																										
Summary of Political Contributions by Class – Form Sm-C	✓	<input checked="" type="checkbox"/>																																																										
Political Contributions of Money/Property/Services over \$250 – Form S-A1	✓	<input checked="" type="checkbox"/>																																																										
Permitted Anonymous Contributions Accepted at Functions – Form S-A2	✓	<input checked="" type="checkbox"/>	4																																																									
Prohibited Contributions – Form S-Ax	✓	<input checked="" type="checkbox"/>																																																										
Summary of Fundraising Functions – Form Sm-F	✓	<input checked="" type="checkbox"/>																																																										
Fundraising Function – Form S-F	✓	<input checked="" type="checkbox"/>																																																										
Loans and Guarantees Received – Form S-L1	✓	<input checked="" type="checkbox"/>																																																										
Loans/Debts Forgiven/Written Off – Form S-L2	✓	<input checked="" type="checkbox"/>																																																										
Transfers Received – Form S-T-Rcv	✓	<input checked="" type="checkbox"/>																																																										
Transfers Given – Form S-T-Giv	✓	<input checked="" type="checkbox"/>																																																										
<input type="checkbox"/>																																																												
<input type="checkbox"/>																																																												
<input type="checkbox"/>																																																												
<input type="checkbox"/>																																																												
<input type="checkbox"/>																																																												
<input type="checkbox"/>																																																												
<input type="checkbox"/>																																																												
<input type="checkbox"/>																																																												
<input type="checkbox"/>																																																												
<input type="checkbox"/>																																																												
<input type="checkbox"/>																																																												

I, the Financial Agent, declare that:

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

(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 Anne Smith 5	DATE: (YYYY/MM/DD) 2000/06/10
---	---

WARNING: Signing a false statement is a serious offence and is subject to significant penalties [Section 266].

ORIGINAL - CHIEF ELECTORAL OFFICE
PLEASE KEEP A COPY FOR YOUR RECORDS

All forms included in this report are available for public inspection
at the Chief Electoral Office during regular office hours.

St-I&E-E : Statement of Election Income and Expenses

This form summarizes all the income and expenses related to the election.

- 1 Enter the total value of political contributions from all sources, as reported in box E of form Sm-C.
- 2 Enter the total transfers received, as reported in box A of form S-T-Rcv.
- 3 Interest income for political parties does not have to be reported in election financing reports. It is reported in the party's annual financial report.
- 4 Enter the total gross fundraising income not reported as political contributions, as reported in box E of form Sm-F.
- 5 Other income earned by political parties is reported in their annual financial reports.
- 6 Enter the sum of the above amounts into box A.
- 7 Enter the total value of election expenses subject to limits, as reported in box A on form Sm-E.
- 8 Enter the total value of election expenses not subject to limits, as reported in box B on form Sm-E.
- 9 Most "other expenses" of political parties are reported in their annual financial reports but it is necessary to report the total cost of fundraising functions held outside the campaign period on this form. This number comes from box C on the Summary of Election Expenses (Sm-E).
- 10 Enter the total transfers given, as reported in box A of form S-T-Giv.
- 11 Enter the sum of the above amounts into box B.
- 12 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, record it in brackets.



STATEMENT OF ELECTION INCOME AND EXPENSES

St-I&E-E (99/05)

GENERAL VOTING DAY (YYYY/MM/DD)
2000/03/28

NAME OF FILING ENTITY XYZ Party		
Total value of political contributions from all sources (from box E on Sm-C)	7577	1
Total transfers received (from box A on S-T-Rcv)	1035	2
Interest income	n/a	3
Total gross fundraising function income not reported as political contributions (from box E on Sm-F)	1040	4
Other income (describe)	n/a	5
Total Income (sum of above 5 boxes)	9652	A 6
Total value of election expenses subject to limits (from box A on Sm-E)	7420	7
Total value of election expenses not subject to limits (from box B on Sm-E)	508	8
Total other expenses (from box C on Sm-E)	690	9
Total transfers given (from box A on S-T-Giv)	650	10
Total Expenditures (sum of above 4 boxes)	9268	B 11
Surplus (Deficit) (box A – box B)	384	c 12
For Candidates only		
Balance in campaign account as of date of report	n/a	D

Sm-E : Summary of Election Expenses

This form is divided into three columns, with each column having a specific purpose as identified below:

- 1 The **election expenses subject to limits** column is used for reporting the value of goods or services used *during* a campaign period. A campaign period is the 28 day period between when an election is called (writ day) and the close of general voting for the election (General Voting Day).
- 2 The **election expenses not subject to limits** column is used for reporting the value of goods or services used *during* a campaign period, that are specifically identified in section 203 of the *Election Act*. Examples of these excluded expenses include financial agent and auditor services and legal and accounting costs incurred to comply with the Act.
- 3 The **other expenses** column is used for reporting the values of goods or services that were used *outside* the campaign period.

The fundraising function line items are carried forward from another form within this reporting package, whereas all the other line items are directly entered onto this form. Most "other expenses" of political parties are reported in their annual financial reports but it is necessary to report the total cost of fundraising functions held between Dec 31 of the previous year and the beginning of the campaign period on this form. This number comes from box G on the Summary of Fundraising Functions Form(Sm-F).



SUMMARY OF ELECTION EXPENSES

Sm-E (99/09)

NAME OF FILING ENTITY XYZ Party			
Election Expenses	1 Election Expenses Subject to Limits	2 Election Expenses Not Subject to Limits	3 Other Expenses
Accounting and audit services			
Bad debt expense			
Bank charges			
Brochures (pamphlets, flyers, etc.)	240		
Candidate's nomination deposit			
Contributions to other organizations			
Convention, workshop and meeting fees and rentals	1150		
Data processing			
Excess nomination expenses			
Furniture and equipment	400		
Gifts	120		
Insurance			
Interest expense		28	
Media advertising	440		
Newsletters	170		
Office rental	700		
Office supplies, stationery	50		
Personal expenses of candidate (from box G, Sm-PE1)			
Postage and courier	120		
Printing	220		
Professional services	300		
Research and polling	290		
Salaries and benefits	1300		
Signs (lawn signs, billboards, etc.)	390		
Social functions	480		
Subscriptions and dues			
Telecommunications	310		
Travel	480		
Utilities and maintenance	190		
Victory/thank-you parties			
Total cost of fundraising functions held during the campaign period which did not incur net losses (from box F, Sm-F)		480	
Total cost of fundraising functions held outside the campaign period (from box G, Sm-F)			690
Total net losses of fundraising functions which incurred net losses during the campaign period (from box H, Sm-F)	70		
Other expenses (describe)			
Total Expenses	7420 A	508 B	690 C

ORIGINAL – CHIEF ELECTORAL OFFICE
PLEASE KEEP A COPY FOR YOUR RECORDS

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 between December 31 of the previous year and the close of voting on General Voting Day.

Political contributions are separated into two columns; 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 Statement of Election Income and Expenses (St-I & E-E).
- 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 Enter the total dollar amount of all income tax receipts issued for political contributions received. Remember that income tax receipts can only be issued for contributions of money.



ELECTIONS BC
A non-partisan Office of the Legislature

SUMMARY OF POLITICAL CONTRIBUTIONS BY CLASS

Sm-C (02/03)

If form is for Nomination Contestant, please tick

NAME OF FILING ENTITY XYZ Party			
Total value of contributions from each of the following classes of contributor:			
	1		2
	Contributions greater than \$250		Contributions of \$250 or less
Individuals	2235	1a	480
Corporations	600	2a	396
Unincorporated Business/Commercial Organizations	800	3a	590
Trade Unions	801	4a	520
Non-profit Organizations	255	5a	390
Other Identifiable Contributors		6a	
Classified subtotals (1a to 6a & 1b to 6b) (box A = box A , S-A1)	4691	3 A	2376
Classified totals (A + B)			7067
Total anonymous contributions (from box A , S-A2)			510
Total value of all political contributions from all sources (C + D)			7577
Total contributions of money			4855
Total contributions of goods, services and discounts (includes contributions through loans and debts)			2722
(boxes F + G must equal box E)			
Number of contributors who made contributions of \$250 or less in total value	19	H	10
Total dollar amount of all income tax receipts issued for political contributions received (Leadership Contestants cannot issue tax receipts)	2889	I	11

ORIGINAL – CHIEF ELECTORAL OFFICE
PLEASE KEEP A COPY FOR YOUR RECORDS

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 between December 31 of the previous year and the close of voting on General Voting Day 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 6 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 separate 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 separate contribution amounts must be listed. These separate amounts must correspond to the separate dates in the column titled "date of each individual contribution." An exception to this requirement to list each separate contribution can be made if the contributions were multiple regular amounts (e.g., \$30 per month) over a time period.
- 4 Enter the date on which each separate 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 separate contribution dates must be listed. An exception to this requirement to list all contribution dates can be made if the contributions were multiple regular amounts (e.g., \$30 per month) over a time period. In this case, enter the first and last month in which the contributions were made.
- 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 contributions.

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



ELECTIONS BC
A non-partisan Office of the Legislature

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
XYZ Party

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			
John Doe	✓						400 300 715	00/01/09 00/03/21 00/03/23	1415
Mary More	✓						300 260 260	00/02/09 00/03/05 00/03/21	820
Cooper & Johnson Ltd.		✓					200 monthly	January - March	600
The Book Store (Joe Main, Jill Roe)			✓				800	00/03/15	800
Union 123 (Karl West, Kathy East)				✓			100 500 201	00/02/14 00/03/29 00/03/12	801
The Fun Club (Fred Stone, Wilma Payne)					✓		100 155	00/03/31 00/03/23	255
TOTAL OF INDIVIDUAL CONTRIBUTIONS							A	6	4691

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

ORIGINAL — CHIEF ELECTORAL OFFICE
PLEASE KEEP A COPY FOR YOUR RECORDS

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. All anonymous contributions received between December 31 of the previous year and the close of voting on General Voting Day must be reported.

Anonymous contributions may only be collected in response to a general solicitation for funds at a function and each 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).

S-Ax : Prohibited Contributions

This form is used to report any contributions which were received between December 31 of the previous year and the close of voting on General Voting Day 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 Office (Elections BC).
- 5 Enter the total amount of all prohibited contributions.

Sm-F : Summary of Fundraising Functions

This form summarizes the gross income, total cost and net income (or loss) from all fundraising functions held. These amounts are obtained by totalling the amounts on all of the individual fundraising function forms (S-F). All fundraising functions held between December 31 of the previous year and the close of voting on General Voting Day must be reported.

- 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 (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 Statement of Income and Expenses (St-I&E-E).
- 7 **Note:** Before calculating the amounts in boxes F, G, and H, it is necessary to review all of the individual fundraising function forms (S-F). Separate the S-F forms into those which recorded a net income in box M and those which recorded a net loss in box M. Then, further separate the forms with a net loss into those held during the campaign period and those held outside of the campaign period.
- 8 Enter the total cost of fundraising functions held during the campaign period which did not incur net losses in box F. This amount is an "**election expense not subject to the limit**" and must be entered in the second column of the Summary of Election Expenses Form (Sm-E).
- 9 Enter the total cost of fundraising functions held outside the campaign period in box G. This amount is an "other expense" and must be entered in the third column of the Summary of Election Expenses Form (Sm-E).
- 10 Enter the total net losses of fundraising functions which incurred net losses during the campaign period in box H. This amount is an "**election expense subject to the limit**" and must be entered in the first column of the Summary of Election Expenses Form (Sm-E).



**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 XYZ Party	
Number of fundraising functions held	<input style="width: 100px;" type="text" value="3"/> 1
Total gross fundraising function income (sum of boxes K on all S-F)	<input style="width: 100px;" type="text" value="2840"/> A 2
Total cost of fundraising functions (sum of boxes L on all S-F)	<input style="width: 100px;" type="text" value="2350"/> B 3
Total net income (or loss) from fundraising functions (A – B)	<input style="width: 100px;" type="text" value="490"/> C 4
<hr/>	
Total amount of gross income reported as political contributions (sum of boxes F on all S-F)	<input style="width: 100px;" type="text" value="1800"/> D 5
Total amount of gross income NOT reported as political contributions (sum of boxes J on all S-F)	<input style="width: 100px;" type="text" value="1040"/> E 6
(boxes D + E must equal box A)	
<hr/>	
For election financing reports only (see instructions before completing this section)	
7	
Total cost of fundraising functions held during the campaign period, which did not incur net losses	<input style="width: 100px;" type="text" value="480"/> F 8
Total cost of fundraising functions held outside the campaign period	<input style="width: 100px;" type="text" value="690"/> G 9
Total net losses of fundraising functions which incurred net losses during the campaign period	<input style="width: 100px;" type="text" value="(70)"/> H 10

S-F : Fundraising Function

This form is used to report fundraising functions held by the political party between December 31 of the previous year and the close of voting on General Voting Day. 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. If any clarification is needed please contact our office for assistance.

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);
- an individual purchases more than \$250 worth of tickets; or
- 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 of money 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 (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.

This page intentionally blank



ELECTIONS BC
A non-partisan Office of the Legislature

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>XYZ Party</i>	
DATE OF EVENT (YYYY/MM/DD) <i>2000/02/09</i> 1	DESCRIPTION OF FUNDRAISING EVENT (IF A JOINT EVENT, IDENTIFY OTHER ENTITY) <i>dinner and dance</i> 2

Gross income reported as political contributions

	Number of Tickets Sold	Charge per Ticket	Total Charges Collected	Tick if Charge per Ticket Varies
Purchases by organizations	<i>11</i> 3	<i>40</i> 4	<i>350</i> 5 A	<input checked="" type="checkbox"/> 6
Purchases by individuals of more than \$250 worth of tickets	<i>6</i>	<i>50</i>	<i>300</i> B	<input type="checkbox"/>
Purchases by individuals of tickets that are more than \$50 each	<i>2</i>	<i>60</i>	<i>120</i> C	<input type="checkbox"/>

Other gross income reported as contributions, including anonymous contributions (provide full details)

7	8	D
		E

9

Total gross income reported as political contributions (A + B + C + D + E) **F**

Gross income not reported as political contributions

	Number of Tickets Sold	Charge per Ticket	Total Charges Collected	Tick if Charge per Ticket Varies
Purchases by individuals of tickets of \$50 or less	<i>5</i> 10	<i>50</i> 11	<i>250</i> 12 G	<input type="checkbox"/> 13

Other gross income not reported as contributions (provide full details)

Drink Sales	14	<i>60</i> 15 H
		I

16

Total gross income not reported as political contributions (G + H + I) **J**

17

Total gross income (box F + J) **K**

18

Total cost of function **L**

19

Net income (loss) (box K - L) **M**

ORIGINAL - CHIEF ELECTORAL OFFICE
PLEASE KEEP A COPY FOR YOUR RECORDS

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



ELECTIONS BC
A non-partisan Office of the Legislature

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>XYZ Party</i>				
DATE OF EVENT (YYYY/MM/DD) <i>2000/03/05</i>		DESCRIPTION OF FUNDRAISING EVENT (IF A JOINT EVENT, IDENTIFY OTHER ENTITY) <i>luncheon</i>		

Gross income reported as political contributions

	Number of Tickets Sold	Charge per Ticket	Total Charges Collected		Tick if Charge per Ticket Varies
Purchases by organizations	<input type="text" value="4"/>	<input type="text" value="15"/>	<input type="text" value="60"/>	<input type="text" value="A"/>	<input type="checkbox"/>
Purchases by individuals of more than \$250 worth of tickets	<input type="text" value="13"/>	<input type="text" value="20"/>	<input type="text" value="260"/>	<input type="text" value="B"/>	<input type="checkbox"/>
Purchases by individuals of tickets that are more than \$50 each	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="C"/>	<input type="checkbox"/>

Other gross income reported as contributions, including anonymous contributions (provide full details)

<input type="text"/>	<input type="text" value="D"/>
<input type="text"/>	<input type="text" value="E"/>

Total gross income reported as political contributions (A + B + C + D + E)

Gross income not reported as political contributions

	Number of Tickets Sold	Charge per Ticket	Total Charges Collected		Tick if Charge per Ticket Varies
Purchases by individuals of tickets of \$50 or less	<input type="text" value="11"/>	<input type="text" value="20"/>	<input type="text" value="180"/>	<input type="text" value="G"/>	<input checked="" type="checkbox"/>

Other gross income not reported as contributions (provide full details)

<i>T-shirt sales</i>	<input type="text" value="150"/>	<input type="text" value="H"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="I"/>

Total gross income not reported as political contributions (G + H + I)

Total gross income (box F + J)

Total cost of function

Net income (loss) (box K - L)

ORIGINAL - CHIEF ELECTORAL OFFICE
PLEASE KEEP A COPY FOR YOUR RECORDS

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



ELECTIONS BC
A non-partisan Office of the Legislature

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>XYZ Party</i>				
DATE OF EVENT (YYYY/MM/DD) <i>2000/03/21</i>		DESCRIPTION OF FUNDRAISING EVENT (IF A JOINT EVENT, IDENTIFY OTHER ENTITY) <i>auktion and bake sale</i>		

Gross income reported as political contributions

	Number of Tickets Sold	Charge per Ticket	Total Charges Collected		Tick if Charge per Ticket Varies
Purchases by organizations	<input type="text" value="10"/>	<input type="text" value="5"/>	<input type="text" value="50"/>	<input type="text" value="A"/>	<input type="checkbox"/>
Purchases by individuals of more than \$250 worth of tickets	<input type="text" value="52"/>	<input type="text" value="5"/>	<input type="text" value="260"/>	<input type="text" value="B"/>	<input type="checkbox"/>
Purchases by individuals of tickets that are more than \$50 each	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="C"/>	<input type="checkbox"/>

Other gross income reported as contributions, including anonymous contributions (provide full details)

<i>Paid \$100 more than market value for a guitar</i>	<input type="text" value="100"/>	<input type="text" value="D"/>
<i>TV was donated for auktion – market value \$300</i>	<input type="text" value="300"/>	<input type="text" value="E"/>

Total gross income reported as political contributions (A + B + C + D + E)

Gross income not reported as political contributions

	Number of Tickets Sold	Charge per Ticket	Total Charges Collected		Tick if Charge per Ticket Varies
Purchases by individuals of tickets of \$50 or less	<input type="text" value="20"/>	<input type="text" value="5"/>	<input type="text" value="100"/>	<input type="text" value="G"/>	<input type="checkbox"/>

Other gross income not reported as contributions (provide full details)

<i>Auktion proceeds</i>	<input type="text" value="200"/>	<input type="text" value="H"/>
<i>Bake sale proceeds</i>	<input type="text" value="100"/>	<input type="text" value="I"/>

Total gross income not reported as political contributions (G + H + I)

Total gross income (box F + J)

Total cost of function

Net income (loss) (box K – L)

ORIGINAL – CHIEF ELECTORAL OFFICE
PLEASE KEEP A COPY FOR YOUR RECORDS

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

S-L1 : Loans and Guarantees Received

This form is used to report all loans and guarantees received by the political party. You must report all the loans and guarantees received for election expenses, even if those loans have been completely paid off or forgiven.

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 a numbered corporation or a class 3, 4, 5 or 6 contributor, 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 6 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 total original amount of loan or guarantee; that is, the amount that was initially lent or guaranteed.
- 6 Enter the total 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 to the Province of BC, at the time the rate of interest for the loan was set.
- 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) (to determine annual cost of loan)
divided by 12 (to determine monthly cost of loan)
times the number of months the loan was outstanding

e.g. \$1,000 x 7% = \$70
 \$70 ÷ 12 months = \$5.83
 \$5.83 x 6 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)
divided by 12 months
times the number of months the loan was outstanding

e.g. $\$1,000 \times 5\% = \50
 $\$50 \div 12 = \4.17
 $\$4.17 \times 6 = \25

Note: If you made installment payments on the loan, these formulas will not work. Instead, in field 10, enter the amount of interest actually paid, as reported to you by your 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 field 11. Calculate this amount by subtracting the amount of interest being charged (field 10) from the amount of interest payable at prime rate (field 9). The total benefit (field 11) must be reported as a political contribution (income) on the Summary of Political Contributions by Class (Sm-C) and, if applicable, on the S-A1. The benefit must also be reported as an interest expense on the Summary of Election Expenses (Sm-E).
- 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 in box E.
- 14 Enter the total amount of political contributions due to interest rates lower than the prime rate in box F.

This page left intentionally blank

S-L2 : Loans and Debts Forgiven or Written Off

This form is used to record political contributions that result from a loan or debt being forgiven or written off. Complete this form if the political party had any loans or debts which were forgiven by the creditor between December 31 of the previous year and the close of voting on General Voting Day. This includes debts payable to suppliers which are forgiven or written off by the supplier.

- 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 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.
- 3 Tick the box under the applicable class of the lender or creditor. The 6 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, or a transfer if from a registered political party, registered constituency association or candidate. 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. The total in box B must also be reported as a political contribution or a transfer, as applicable.



ELECTIONS BC
A non-partisan Office of the Legislature

LOANS AND DEBTS FORGIVEN OR WRITTEN OFF

S-L2 (99/06)

NAME OF FILING ENTITY
XYZ Party

PAGE 1
OF 1

1 DATE RECEIVED	2 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				
2000/ 03/12	Union 123 (Karl West, Kathy East)				✓			Forgiven	200	200	
TOTALS								7	A 200	B 200	8

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

ORIGINAL — CHIEF ELECTORAL OFFICE
PLEASE KEEP A COPY FOR YOUR RECORDS

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

S-T-Rcv : Transfers Received

This form is used to report the transfers received by the political party between December 31 of the previous year and the close of voting on General Voting Day.

Transfers are non-reciprocal exchanges of money, goods and services between a registered political party, its registered constituency associations and its candidates. These transfers are the internal flow of money, goods and services, and are not political contributions.

- 1 Enter the date the money, goods or services were received.
- 2 Enter the name of the entity making the transfer. This should be the full name of the registered political party, registered constituency association or candidate who gave the money, goods or services. For transfers of goods or services, provide details to describe the nature of the transfer.
- 3 Enter the total dollar value of the transfer. If the transfer was goods or services, the fair market value should be recorded.
- 4 Total the amount of transfers received. This total (box A) must be reported as income on the Statement of Election Income and Expenses (St-I&E-E).

S-T-Giv : Transfers Given

This form is used to report the transfers given by the political party between December 31 of the previous year and the close of voting on General Voting Day.

Transfers are non-reciprocal exchanges of money, goods and services between a registered political party, its registered constituency associations and its candidates. These transfers are the internal flow of money, goods and services, and are not political contributions.

- 1 Enter the date the transfer was made.
- 2 Enter the name of the entity which received the transfer. This should be the full name of the registered constituency association or candidate to whom the money, goods or services were given. For transfers of goods or services, provide details to describe the nature of the transfer.
- 3 Enter the total dollar value of the transfer. If the transfer was goods or services, the fair market value should be recorded.
- 4 Total the amount of transfers given. This total (box A) must be reported as an expense on the Statement of Election Income and Expenses (St-I&E-E).

This page intentionally left blank

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

Facsimile: (250) 387-3578

Toll-free Facsimile: 1-866-466-0665

Web site: www.elections.bc.ca

Email: electionsbc@elections.bc.ca