

Notice to Reader

The following schedules, provided to Elections Newfoundland and Labrador by the political parties and/or candidates, are enclosed '**As Filed**' and have not yet been reviewed for accuracy or completeness. Once reviewed, any amendments will be reflected in Elections Newfoundland and Labrador's official financial report.

AUDITOR'S REPORT

Pursuant to Section 302 of the Elections Act, 1991

To: **Ryan B. Newbury** _____, Chief Financial Officer

For: **NL Alliance** _____, **Political Party**

I have audited the statement of income and expenses of **NL Alliance** _____, **party** , for the campaign period from **March 1, 2019** to **December 31, 2019** , relating to the Newfoundland election held on **May 15, 2019** for the Electoral District of **NA** . These financial statements are the responsibility of the chief financial officer and candidate. My responsibility is to express an opinion on these financial statements based on my audit.

Except as explained in the following paragraph, I conducted my audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the chief financial officer and candidate, as well as evaluating the overall financial statement presentation.

Due to the nature of the types of transactions inherent in any election campaign, it is impracticable through auditing procedures to determine that the accounting records include all income and expenses for the campaign period. Accordingly, my verification of these transactions was limited to the amounts recorded in the candidate's election campaign records and I was not able to determine whether any adjustments might be necessary to income and expenses, assets or liabilities and surplus/deficit.

In my opinion, except for the effect of adjustments, if any, which I might have determined to be necessary had I been able to satisfy myself as to the completeness of the records as described in the preceding paragraph, these financial statements present fairly, in all material respects, the information contained in the accounting records on which the statements are based, in accordance with the accounting principles disclosed in the notes to the financial statements.

(Optional paragraph(s) may be added here.)

Signature _____

City _____

Date _____

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD

As a minimum, the notes to the financial statements should disclose the accounting policies and principles followed in the preparation of the financial statements, significant commitments and contingencies and any other material items not otherwise described in the financial statements or supporting schedules.

**CAMPAIGN PERIOD FINANCIAL STATEMENTS
SUPPORTING SCHEDULES**

SCHEDULE 2 CONTRIBUTIONS

CONTRIBUTIONS OF MONEY

Total Individual Contributions in excess of \$100 (Attach a Listing indicating names, address & amount for each contributor)	<u>\$1,000.00</u>	(A) (note 1)
Total Individual Contributions of \$100 or less	<u>\$145.00</u>	(B)
Less amounts returned or payable to the contributor (details) _____ _____	<u>0</u>	(C) (note 2)
Less amounts paid or payable to the Chief Electoral Officer (details) _____ _____	<u>0</u>	(D) (note 3)
Total contributions of money (A plus B less C & D)	<u>\$1,145.00</u>	(E)
Contributions of goods and/or services	<u>0</u>	(F) (note 4)
Total contributions (E plus F)	<u>\$1,145.00</u>	(G) (note 5)

Note (1) Attach a listing indicating the name and address of the contributor and the contribution amount with respect to contributions that either individually or in total exceed \$100.

Note (2) Attach a listing indicating the name, address, contribution amount, and reason for return with respect to contributions that have for any reason been returned to the contributor.

Note (3) Include the total of all contributions required for any reason to be paid to the Chief Electoral Officer. Include a cheque, if applicable, in this amount payable to the Office of the Chief Electoral Officer.

Note (4) Include an estimate of the value of any goods or services donated to the campaign. Attach a listing indicating the name, address and the value of the contribution with respect to contributions that either individually or in total exceed \$100.

Note (5) This amount should agree with the figure reported on the Statement of Income and Expenses for the period

**CAMPAIGN PERIOD FINANCIAL STATEMENTS
SUPPORTING SCHEDULES**

SCHEDULE 3 INCOME TAX RECEIPT RECONCILIATION

RECEIPTS SUPPLIED BY CHIEF ELECTORAL OFFICER

From <u>97001</u> to <u>98000</u>	From _____ to _____	From _____ to _____
From _____ to _____	From _____ to _____	From _____ to _____
From _____ to _____	From _____ to _____	From _____ to _____
From _____ to _____	From _____ to _____	From _____ to _____
From _____ to _____	From _____ to _____	From _____ to _____
From _____ to _____	From _____ to _____	From _____ to _____
From _____ to _____	From _____ to _____	From _____ to _____

Total # Supplied 1000

RECEIPTS USED

From <u>97001</u> to <u>97005</u>	From _____ to _____	From _____ to _____
From _____ to _____	From _____ to _____	From _____ to _____
From _____ to _____	From _____ to _____	From _____ to _____
From _____ to _____	From _____ to _____	From _____ to _____
From _____ to _____	From _____ to _____	From _____ to _____
From _____ to _____	From _____ to _____	From _____ to _____
From _____ to _____	From _____ to _____	From _____ to _____

Total # Used 5

Total Returned 995

PLEASE LIST ALL CANCELLED/LOST/DESTROYED RECEIPTS

PLEASE NOTE:

All three copies (white/green & pink) of cancelled or voided receipts must be returned to the Chief Electoral Office. A written explanation should be provided if receipts have been lost or destroyed.

Candidates in elections are required to return all copies of unused receipts. Political parties may hold unused receipts for issue in the next or subsequent reporting periods.

**CAMPAIGN PERIOD FINANCIAL STATEMENTS
SUPPORTING SCHEDULES**

SCHEDULE 4 FUND RAISING ACTIVITY REPORT (Please use a separate form for each activity) n/a

Date of Activity	
Description of Activity	
Admission Charge per person	
Number of tickets sold	
Contribution Portion of Admission Charge	
Contributions of goods and/or services	
Other Contributions	
Total income (all sources)	
Total expenses (all sources)	
Net Income	

To report fund raising income, expenses and contributions as required by the Elections Act it will be necessary to determine if there is a contribution portion associated with the admission charge to the function and also to adjust for any other amounts treated as contributions under the Elections Act.

How to calculate the Contribution Portion of an Admission Charge

- If an admission charge is \$50 or less the contribution portion is zero
- If an admission charge is between \$50 & \$100 the contribution is 1/2 of admission
- If an admission charge is greater then \$100 the contribution is the charge less \$50

Also Note: It is possible that there will be contributions to a fundraiser other than those related to the admission charge. Other contributions may take the form of "goods and services" donated for sale or auction, or an individual may simply wish to make a direct donation at the time.

All political contributions, including those related to a fundraising event, are subject to standard receipting and reporting rules as outlined under the Elections Act. Contributions relating to the fundraising event reported here must be reported along with other contributions on Schedule II of the candidate's filing package and carried forward to the candidate's income and expenditure statements per the instructions on that schedule.

How to determine Fundraising Income Net of Contributions for carry forward to the candidate's statement of income and expenses simply:

Simply take net income for the fundraiser from all sources and subtract any amounts that are considered to be contributions under the Elections Act such as:

- The contribution portion of the admission charge as determined per the above instructions
- Contributions of goods and/or services
- Other direct contributions

Fund raising income net of contributions should be reported in the appropriate area of the Statement of Income and Expenses. Fund raising expenses would be actual cash expenses associated with the fundraising event.

**CAMPAIGN PERIOD FINANCIAL STATEMENTS
SUPPORTING SCHEDULES**

SCHEDULE 5

TRANSFERS RECEIVED AND PAID OUT

TRANSFERS RECEIVED

Date Mm/dd/yy	SOURCE/DESCRIPTION OF TRANSFER	AMOUNT
06/03/19	Graydon Pelley Campaign - Surplus Funds	\$254.90
10/16/19	Ben Callahan Campaign - Surplus Funds	\$1,285.38
__/__/__	_____	_____
__/__/__	_____	_____
__/__/__	_____	_____
__/__/__	_____	_____
__/__/__	_____	_____
__/__/__	_____	_____
__/__/__	_____	_____
__/__/__	_____	_____
__/__/__	_____	_____
__/__/__	_____	_____
__/__/__	_____	_____
__/__/__	_____	_____
__/__/__	_____	_____

TRANSFERS PAID OUT n/a

Date Mm/dd/yy	SOURCE/DESCRIPTION OF TRANSFER	AMOUNT
__/__/__	_____	_____
__/__/__	_____	_____
__/__/__	_____	_____
__/__/__	_____	_____
__/__/__	_____	_____
__/__/__	_____	_____
__/__/__	_____	_____
__/__/__	_____	_____
__/__/__	_____	_____
__/__/__	_____	_____
__/__/__	_____	_____
__/__/__	_____	_____
__/__/__	_____	_____
__/__/__	_____	_____

**CAMPAIGN PERIOD FINANCIAL STATEMENTS
SUPPORTING SCHEDULES**

SCHEDULE 6 – AUDIT SUBSIDY and ACCOUNTING FEES

Audit fees (Attach Invoice)	(A) _____	Audit fee reimbursement is not available for Newfoundland political parties
Less Chief Electoral Officer Subsidy (maximum of \$500)	(B) _____	
Audit fees net of subsidy (A minus B)	(C) _____	
Add other Accounting Fees/Costs	(D) _____	
Total Audit and Accounting Fees (C plus D)	(E) _____	

Amount (E) is to be carried forward to the appropriate area of the Statement of Income and Expenses.

The Chief Electoral Officer Audit Fee Subsidy will be paid directly to the auditor.

SCHEDULE 7 – CAMPAIGN EXPENSE REIMBURSEMENT CALCULATION n/a

A candidate in an election is entitled to a reimbursement of 1/3rd of allowable expenses if he/she receives at least 15% of the popular vote in the district in which they run, or if elected by acclamation.

To determine if eligible for the expense subsidy and the amount to be paid, the candidate should obtain the “official” election result figures and expense factors for their district from the Office of the Chief Electoral Officer and complete the following:

Number of votes cast in the Electoral District	_____	(1)
15 % of total number of votes cast	_____	(2)
Number of votes received by candidate	_____	(3)

If the amount at line 3 equals or exceeds the amount at line 2, the candidate is eligible for reimbursement and can estimate the amount of subsidy receivable by completing the following:

Total election expenses subject to Cap (Column A Inc. & Exp.Stmn’t Amnt.)	_____	
Less non cash items (i.e. opening inventory, donated items, etc.)	_____	
Amount eligible for reimbursement	_____	(4)
Expenditure Limit for district	_____	(5)
Subsidy available equals 1/3 of the least of amounts (4) or (5)	_____	

The estimated subsidy reimbursement amount should be reported on the Statement of Income and Expenses.

Please note, A candidate is not entitled to be reimbursed for expenses unless his or her chief financial officer has filed a financial statement of receipts and expenses as required by section 304, together with the auditor’s report as required by subsection 302(6), and the Chief Electoral Officer certifies in writing that the statements meet the requirements of Part III of the Elections Act.

**CAMPAIGN PERIOD FINANCIAL STATEMENTS
SUPPORTING SCHEDULES**

SCHEDULE 8 CANDIDATE'S PERSONAL EXPENSES n/a

Instructions: The candidate must complete this form and submit it to his or her chief financial officer within 90 days after polling day. All invoices receipts and other supporting documents should be retained pending audit verification. All personal expenses should be listed, regardless of whether paid by the campaign or some other party. If paid for by the campaign, the amounts are considered to be excluded expenses and should be reflected as such on the statement of Income and Expenses. Personal expenses include those relating to campaign travel by the candidate's spouse.

DETAILS	MEALS	ACCOM	TRANS	OTHER
TOTALS				

Note: The reasonable personal expenses incurred by a candidate or a candidate's spouse, whether or not those expenses are paid by the candidate personally, do not constitute election expenses for the purpose of calculating expenditure limits or campaign subsidy payable. Personal expenses include, but are not limited to, expenses for the candidate or his/her spouse for their own food, lodging and transportation during a journey for election purposes.

If a candidate's reasonable personal expenses were paid from campaign funds the amounts paid should be included on the schedule 9 and 10 summaries for travel and salaries and carried to the appropriate area of the Income and Expense statement.

**CAMPAIGN PERIOD FINANCIAL STATEMENTS
SUPPORTING SCHEDULES**

SCHEDULE 12 OPENING INVENTORY AND PREPAID EXPENSES n/a

Schedule 12 should be completed if the Party or candidate has an opening inventory of signs/materials and/or prepaid expenses arising from a previous campaign period.

While not actually paid out of the current campaign period funds these items are considered expenses of the current campaign period for the purpose of determining allowable expense limits. They are however, excluded expenses for the purpose of calculating the expenditure subsidy.

INVENTORY OF CAMPAIGN GOODS AND MATERIALS

Description	Supplier	Date Acquired	Acquired Value	Current Value
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Value of Opening Inventory (A) _____

PREPAID EXPENSES

Description	Supplier	Date Incurred	Expense Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Value of Prepaid Expenses (B) _____

Total Value of Opening Inventory and Prepaid Expenses (A plus B) _____

Date Rec'd	Received from	Amn't or value	Contribution value or amount			Other revenue							Comments		
			amounts under \$100	amounts \$100 or more	goods or services	transfers received	fund raising net of cont'ns	opening inventory	expense subsidy	nom fee reimbursed	other				
		\$50.00	\$50.00												contributed online via website Receipt 97004 (bank deposit Apr29/2019)
		\$25.00	\$25.00												contributed online via website Receipt 97002 (bank deposit Apr30/2019)
		\$20.00	\$20.00												contributed via cash Receipt 97005 (bank deposit May15/2019)
Apr26/19	Lane Group of Companies 22 O'Leary Avenue St. John's, NL A1B 2C7	\$1,000.00		\$1,000.00											contributed via cheque Receipt 97001 (bank deposit Apr29/2019)
		\$50.00	\$50.00												contributed online via website Receipt 97003 (bank deposit May21/2019)
Jun03/19	Graydon Pelley Campaign - Surplus					\$254.90									NLCU Acct-to-Acct Transfer (Deposit following closure of Candidate Campaign Acct)
Oct16/19	Ben Callahan Campaign - Surplus					\$1,285.38									from ElectionsNL (Direct Deposit)
	TOTALS	\$1,145.00	\$145.00	\$1,000.00	\$0.00	\$1,540.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)				

The total for column 1 should equal the sum of the totals for all other columns on this sheet

