



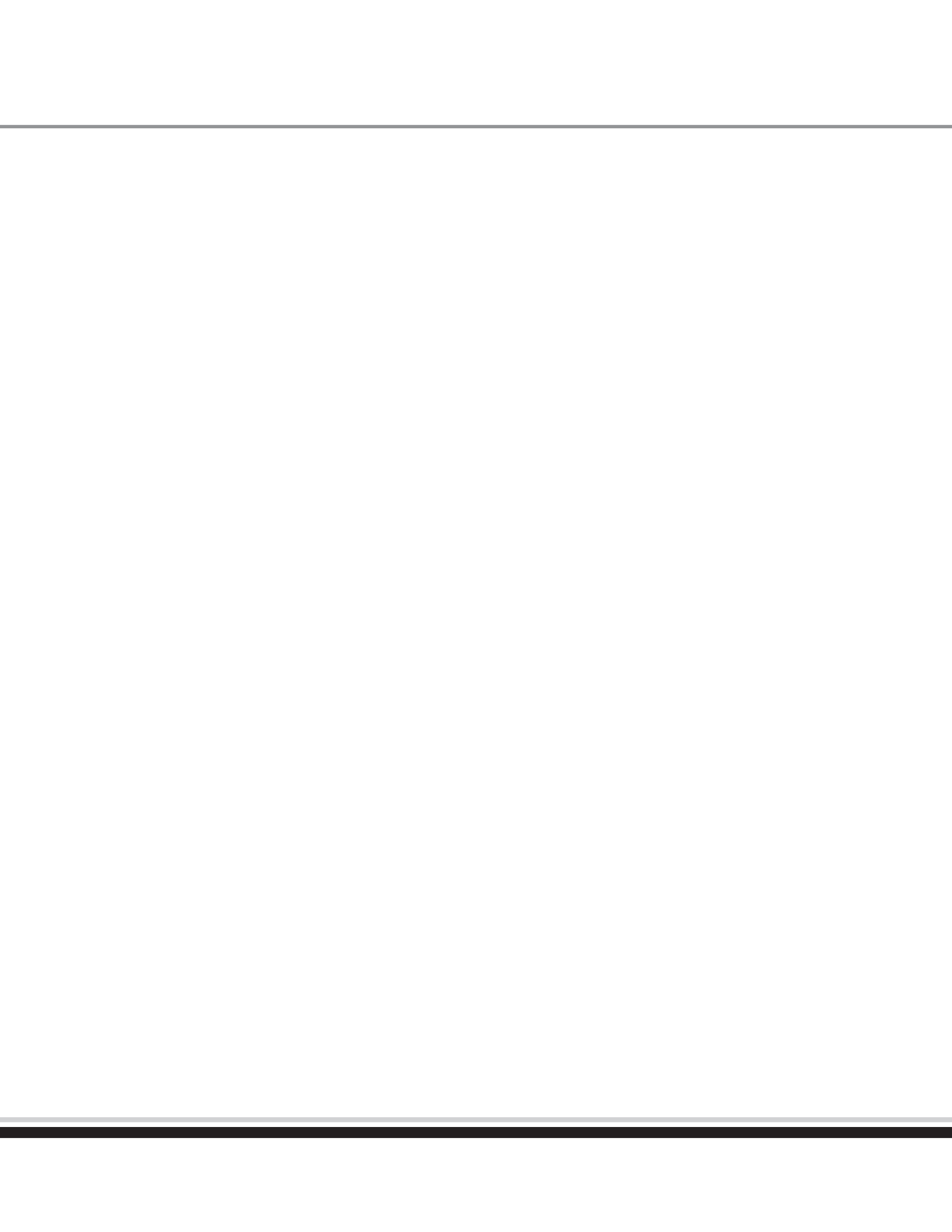
ELECTIONS BC

A non-partisan Office of the Legislature

PROVINCIAL ELECTION ADVERTISING SPONSOR DISCLOSURE REPORT COMPLETION GUIDE

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Introduction

This instruction booklet assists third party election advertising sponsors registered under the *Election Act* to properly complete and file the advertising disclosure report with Elections BC following a provincial election. This booklet should be used together with the reporting forms.

For detailed information regarding the rules for election advertising specific to third party sponsors, see the Guide to Communications for Provincial Election Advertising Sponsors.

These guides are intended only as aids to understanding the *Election Act*. How the Act applies to any particular case will depend on the individual circumstances of the case, and may change in light of new legislation and judicial developments. Where there is inconsistency between these guides and the *Election Act*, the Act will prevail.

You can view, download and print copies of the guidebooks and the advertising sponsor disclosure reporting forms on the Elections BC website (elections.bc.ca) or request copies from our office using the contact information on the last page of this guide.

You may view the *Election Act* on the Elections BC website (elections.bc.ca) or you can buy a copy of the Act from Crown Publications (crownpub.bc.ca)

Privacy

Elections BC has the authority to collect, use, disclose and dispose of personal information under the *Election Act* and the *Freedom of Information and Protection of Privacy Act*. This information is used to administer provisions of the *Election Act*.

For information about Elections BC's privacy policies, please visit elections.bc.ca/privacy or contact the **Privacy Officer, Elections BC** at 1-800-661-8683 or privacy@elections.bc.ca or PO Box 9275 Stn Prov Govt Victoria, BC V8W 9J6.

Who must file a disclosure report?

Registered election advertising sponsors (i.e., third parties) that sponsored election advertising with a value of \$500 or more during the campaign period for a provincial election must file an advertising disclosure report with Elections BC.

If you or your organization sponsored election advertising valued under \$500, please complete and submit only form F-AS, the cover page to the advertising disclosure report. Ensure that you check the box that indicates, “advertising sponsored during the campaign period did not have a total value of \$500 or more; no additional forms required.”

Elections BC will contact you if a report is not received.

When and how to file a disclosure report

The advertising disclosure report must be:

- received by Elections BC by 4:30 p.m., Pacific time, 90 days after General Voting Day for an election. The disclosure report cover page (form F-AS) must be signed by the sponsor, or an appointed principal officer or member if the sponsor is an organization, for the report to be accepted as filed.

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

- Scan the disclosure report and email it to Elections BC.
- Fax the report to our office.
- Mail the report, ensuring that you mail it early enough to ensure delivery within 90 days after General Voting Day. A postmark is not acceptable as proof of delivery by the deadline.
- Courier the report to our office in Victoria, again ensuring that you send it early enough to ensure delivery by the deadline.
- Deliver the report to our office in Victoria before the deadline.
- Deliver the report to any Service BC office before the deadline.

Contact information is included on the last page of this guide.

General instructions for all forms

- Submit all relevant forms. If there is a 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.
- Type or print neatly, in ink. The reports will be available for viewing in our office and on our website.
- Number the pages of forms that have more than one page, using the boxes in the top right corner of the forms: Page 1 of 2, Page 2 of 2, etc.
- Enter the election advertising sponsor's full name on each page.
- Enter dates as YYYY/MM/DD – e.g., for May 14, 2015, enter 2015/05/14.
- It is acceptable to round cents to the nearest dollar. For example, \$23.65 could be entered as \$24, \$15.35 as \$15.

F-AS: Election Advertising Sponsor Disclosure Report

This is the cover page to be used by election advertising sponsors. This form must accompany all disclosure reports filed, including amended reports filed after the original report.

Please ensure that each of the components of this form are completed.

- 1 Enter the date of General Voting Day (YYYY/MM/DD).
- 2 If the disclosure statement is being filed for a by-election, enter the electoral district. This box does not need to be completed for general elections.
- 3 Enter the full name of the election advertising sponsor.
- 4 Enter the election advertising sponsor's mailing address, phone and fax numbers in the appropriate spaces. Elections BC needs the address to be able to notify the election advertising sponsor of the status of the submitted report. We will send all correspondence to this address. This form is available for public inspection, so you may choose to list 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 disclosure report if they are applicable. Use it as a checklist to identify which forms have been completed. If an amendment is being submitted, please check only those forms that have been revised.
- 6 If the total value of sponsored election advertising during the campaign period was less than \$500, tick this box. In this case, only this form (F-AS) is required to be filed with Elections BC.
- 7 The declaration must be signed and dated by the election advertising sponsor who is registered with Elections BC. If the sponsor is an organization, the declaration must be signed by a principal officer or director of the organization who is registered with Elections BC. Signing a false statement is a serious offence and is subject to significant penalties.
- 8 If this is the first version of the disclosure report, leave the "Amendment # ____" blank. If this report amends a previously submitted report, enter the number of the amendment (or supplementary report) here. For example, if this was the second disclosure report to be submitted, it would be the first amendment and 1 would be entered in this space.



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ADVERTISING SPONSOR DISCLOSURE REPORT

ELECTION

F-AS
(15/06)

Amendment # 8

GENERAL VOTING DAY (YYYY / MM / DD) 2015 / 05 / 12	ELECTORAL DISTRICT (FOR BY-ELECTION ONLY)		
SPONSOR'S FULL NAME Ralph Millstone Group			
MAILING ADDRESS 2049 1st Avenue			
CITY / TOWN Victoria	POSTAL CODE V9B 6A8	PHONE NO. 250-555-1234	FAX NO. 250-555-9871
EMAIL millstone@email.com			

This disclosure report includes the following forms:

Value of Advertising by Category –	Form Sm-E(b)	<input checked="" type="checkbox"/>
Summary of Contributions by Class –	Form Sm-C(b)	<input checked="" type="checkbox"/>
Contributions of Money over \$250 –	Form S-A1(b)	<input checked="" type="checkbox"/>
Anonymous Contributions –	Form S-A2(b)	<input checked="" type="checkbox"/>

FORMS CHECKLIST

X

OR

Advertising sponsored during the campaign period did not have a total value of \$500 or more; no additional forms required.

I declare that to the best of my knowledge, information and belief, all the information contained in this report and any attachments is complete and accurate.

SIGNATURE OF SPONSOR / PRINCIPAL OFFICER / PRINCIPAL MEMBER <i>Ralph Millstone Jr.</i>	DATE (YYYY / MM / DD) 2015 / 06 / 20
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PRINTED NAME OF PERSON SIGNING DECLARATION
 Ralph Millstone Jr.

WARNING: Signing a false statement is a serious offence and is subject to significant penalties.

This form is available for public inspection.
PLEASE KEEP A COPY FOR YOUR RECORDS.

This information is collected under the authority of the *Election Act* and the *Freedom of Information and Protection of Privacy Act*.
The information will be used to administer provisions under the *Election Act*. Questions can be directed to: **Privacy Officer**,
Elections BC 1-800-661-8683, privacy@elections.bc.ca or PO Box 9275 Stn Prov Govt, Victoria BC V8W 9J6

Sm-E(b): Value of Advertising by Category

This form is used to report the value of various categories of election advertising sponsored.

- 1 In this column, enter the value of each type of election advertising sponsored during the campaign period.
- 2 Enter the value and provide details for any amounts entered as “other”.
- 3 Add the value of all election advertising sponsored during the campaign period and enter the total into box A. This amount is subject to the spending limit.

**VALUE OF ADVERTISING
BY CATEGORY**

ELECTION ADVERTISING SPONSOR

NAME OF FILING ENTITY
Ralph Millstone Group

Value of sponsored advertising by category:

	① Sponsored During the Campaign Period
Brochures (pamphlets, flyers, etc.)	
Newspaper (magazines, journals, etc.)	1,250
Radio	550
Signs (lawn signs, billboards, etc.)	
Television	
Internet	55
Other (describe)	

②

Total value of advertising sponsored during the campaign period 1,855 A ③

Sm-C(b): Summary of Contributions by Class

This form is used to report all contributions of money accepted by the election advertising sponsor during the contribution reporting period (beginning six months before an election is called and ending at the close of voting on General Voting Day). It also reports the amount of the sponsor's assets that were used to pay for election advertising.

- 1 Enter the amount of the election advertising sponsor's assets that were used to pay for election advertising in box A. Do not include the value of contributions made to the sponsor.

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

- 2 For each class of contributor, enter the amount of contributions of money received from contributors who made total contributions of more than \$250 (e.g., in box 1b enter the total of contributions made by individuals who made total contributions of more than \$250). This is a summary of contributions reported on form S-A1(b).
- 3 For each class of contributor, enter the amount of contributions of money received from contributors who made total contributions of \$250 or less (e.g., in box 2c enter the total of contributions made by corporations which made total contributions of \$250 or less).
- 4 Enter the total of all contributions of more than \$250 in box B. This amount must equal the amount reported in box A on form S-A1(b).
- 5 Enter the total of all contributions of \$250 or less in box C.
- 6 Enter the sum of boxes B and C in box D.
- 7 Enter the total amount of anonymous contributions received in box E. This amount is taken from box A of the Anonymous Contributions form (S-A2(b)).
- 8 Enter the sum of boxes D and E in box F.



SUMMARY OF CONTRIBUTIONS BY CLASS

ELECTION ADVERTISING SPONSOR

NAME OF FILING ENTITY
Ralph Millstone Group

Amount of sponsor's assets, other than contributions reported below, that were used to pay for election advertising:

600	A	1
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Total value of contributions, excluding sponsor's own assets, from each of the following classes of contributor:

	2		3	
	Contributions greater than \$250		Contributions of \$250 or less	
Individuals	300	1b	300	1c
Corporations	800	2b	450	2c
Unincorporated Business/Commercial Organizations		3b	85	3c
Trade Unions	400	4b		4c
Non-profit Organizations	255	5b		5c
Other Identifiable Contributions		6b		6c

Classified subtotals (1b to 6b & 1c to 6c) (box B = box A , S-A1(b))	1,755	4	B	835	5	C
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Classified totals (B + C)	2,590	6	D
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Total anonymous contributions (from box A , S-A2(b))	790	7	E
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Total value of all contributions from all sources (D + E)	3,380	8	F
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S-A1(b): Contributions of Money Greater than \$250

This form is used to report all contributors who made one or more contributions of money to the election advertising sponsor during the contribution reporting period (beginning six months before an election is called and ending at the close of voting on General Voting Day), which have a total value of more than \$250.

- 1 Enter the full name of contributor; initials are not acceptable. If the contributor is a numbered corporation or an unincorporated organization, the full names of two directors or principal officers must also be provided. If the contributor is a sole proprietor or has only one director or principal officer, this should be indicated. If the contributor is a union, specify which local of the union made the contribution.
- 2 Tick the box under the applicable class of contributor. The six classes are: 1 – individual; 2 – corporation; 3 – unincorporated business/commercial organization; 4 – trade union; 5 – non-profit organization; 6 – other. These classes are also identified at the bottom left hand corner of the form.
- 3 Enter the amount of each individual contribution made by that contributor. If the total amount of contributions from a single contributor is made up of multiple contributions received on different dates, all of the individual contribution amounts must be listed. These individual amounts must correspond to the individual dates in the column titled “date of each individual contribution.” An exception to the requirement to list each individual 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 individual contribution was received. If the total amount of contributions from a single contributor is made up of multiple donations received on different dates, all of the individual contribution dates must be listed. An exception to the 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 of all contributions made by each contributor who made total contributions of more than \$250 during the contribution reporting period.
- 6 Enter the total of all contributions. The amount reported in box A must be carried forward to box B on the Summary of Contributions by Class form (Sm-C(b)).

S-A2(b): Anonymous Contributions

This form is used to report anonymous contributions received by the election advertising sponsor during the contribution reporting period (beginning six months before an election is called and ending at the close of voting on General Voting Day).

- ① Enter the date the contributions were received.
- ② Enter the dollar amount of the anonymous contributions.
- ③ If the anonymous contributions were received at an event or function, enter a brief description of the event or function.
- ④ Enter the total dollar amount of anonymous contributions received in box A. This amount must equal the amount reported in box E on form Sm-C(b).



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ANONYMOUS CONTRIBUTIONS ELECTION ADVERTISING SPONSOR

S-A2(b)
(15/09)

NAME OF FILING ENTITY
Ralph Millstone Group

PAGE 1
OF 1

1 DATE RECEIVED (YYYY/MM/DD)	2 AMOUNT RECEIVED	3 IF ANONYMOUS CONTRIBUTION RECEIVED AT EVENT / FUNCTION, DESCRIPTION OF EVENT / FUNCTION
2014 / 12 / 17	350	Donation box at a dinner
2015 / 03 / 14	40	
2015 / 05 / 04	300	Meeting
2015 / 05 / 10	100	
TOTAL	790	

4
A

This form is available for public inspection.
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Elections BC 1-800-661-8683, privacy@elections.bc.ca or PO Box 9275 Stn Prov Govt, Victoria BC V8W 9J6

Questions?

For more information

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

or contact

Elections BC

Mailing Address:

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

Phone: 250-387-5305

Fax: 250-387-3578

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

Email: electoral.finance@elections.bc.ca

Website: elections.bc.ca

