DISCLOSURE STATEMENT COMPLETION GUIDE

FOR LOCAL ELECTIONS CANDIDATES

ELECTIONS BC
A non-partisan Office of the Legislature

Disclosure Statement Completion Guide for Local Elections Candidates

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Introduction

This completion guide helps candidates in local elections in British Columbia properly complete and file the candidate disclosure statement with Elections BC following a local election, in accordance with the requirements of the *Local Elections Campaign Financing Act* (the Act). This guide should be used together with the disclosure statement forms.

For detailed information regarding rules specific to candidates and elector organizations, see the Guide to Local Elections Campaign Financing in B.C.

All guides and forms can be viewed and downloaded on the Elections BC website (elections.bc.ca/lecfa/candidates). To have these materials mailed to you, contact Local Elections Campaign Financing at Elections BC at 1-855-952-0280 or email electoral.finance@elections.bc.ca.

Disclaimer

Elections BC's guides are intended as an aid to understanding the 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. If there is any inconsistency between this guide and the Act, the Act will prevail.

You may view the Act on the Elections BC website (elections.bc.ca/lecfa) or on the BC Laws website (bclaws.ca). It can also be purchased from Crown Publications (crownpub.bc.ca).

Important terms

Anonymous contribution

A contribution made by an individual or organization whose identity is unknown to the candidate and financial agent. An individual cannot request that a contribution be accepted and disclosed as an anonymous contribution if they are known to the candidate or financial agent.

Campaign contribution

The amount of money, or the value of any non-monetary property or services, provided without compensation to a candidate or elector organization for campaign use.

Disclosure statement

A campaign financing report that discloses contributions, expenses and other information related to a candidate's or elector organization's campaign.

Election proceedings period

The period that begins on the 46th day before General Voting Day and ends at the close of voting on General Voting Day.

Fundraising function

Includes a social function held by, or on behalf of, a candidate or elector organization for the purpose of obtaining funds.

Identifiable contribution

Any campaign contribution that is not anonymous. All identifiable contributions must have the following information recorded:

(a) date and value of the contribution,

(b) full name, mailing address and class of the contributor, and

(c) full name and mailing address of two directors for class 2, 3, 4, 5 and 6 contributors.

Intended election expense

Goods or services acquired for campaign use but not used.

Jurisdiction

The applicable jurisdiction in which a general local election, by-election or assent voting is held.

Market value

The lowest price charged for an equivalent amount of equivalent property or services in the market area at the relevant time. Market value includes all applicable taxes.

Significant contributor

In relation to campaign contributions, an individual or organization who:

(a) made a campaign contribution having a value of $100 or more, or

(b) made multiple campaign contributions to the same candidate or elector organization such that the total value of the campaign contributions to that candidate or elector organization is $100 or more.

Supplementary report

A report that updates Elections BC of changed, added or corrected information in a disclosure statement. It includes a description of the circumstances leading to the supplementary report. Supplementary reports are also called amendments.

Transfers

Movements of money, goods or services between a candidate's campaign accounts, an elector organization's campaign accounts or between an elector organization and its endorsed candidates.

Disclosure statement filing details

Who must file a disclosure statement

Each individual who was declared to be a candidate must file a campaign financing disclosure statement with Elections BC. Candidates running in more than one election must file a separate disclosure statement for each election.

A candidate must file a disclosure statement even if they were acclaimed or withdrew from the election, did not incur any election expenses or were declared by a court to no longer be a candidate.

All applicable forms must be completed. A listing of all forms is found on form 4220, the cover page to the disclosure statement. A candidate who did not receive any campaign contributions or incur any election expenses must still complete forms 4220, 4221 and 4222.

When and how to file a disclosure statement

The filing deadline for disclosure statements is 90 days after General Voting Day. Elections BC will contact you if no disclosure statement is received by the filing deadline. Disclosure statements filed between 90 and 120 days after General Voting Day are late and must include a $500 late filing fee.

It is an offence to not file a disclosure statement by the 120 day late filing deadline unless a court has granted you relief. There are significant penalties for committing an offence.

Candidate disclosure statements must be:

- filed by the financial agent for the candidate (or by the candidate if they are acting as their own financial agent)
- received by Elections BC or a Service BC Centre by 4:30 p.m. (Pacific time) on the day the report is due; a postmark is not acceptable as proof of delivery by the deadline
- submitted on forms provided by Elections BC (elections.bc.ca/lecfa/candidates)
- submitted by email, fax or mail using the contact information located on the last page of this guide or by hand to the Elections BC office in Victoria or a Service BC Centre (servicebc.gov.bc.ca/locations)

General instructions for all forms:

- Submit all relevant forms. If there is doubt whether a form should be submitted, contact our office for clarification.
- Complete the forms online or print neatly in block letters with a pen.
- Complete the detailed forms first, then carry forward the totals to the summary forms.
- Enter the candidate's full name on each page.
- Enter dates as YYYY/MM/DD – e.g., for November 15, 2014, enter 2014/11/15.
- Number the pages, for forms that have more than one page, using the boxes in the top right corner of the forms – e.g., Page 1 of 2, Page 2 of 2, etc.

What happens after filing a disclosure statement

Elections BC will contact the candidate's financial agent to ensure that all requirements under the *Local Elections Campaign Financing Act* are met and to discuss any issues that require clarification.

Keep a copy of the disclosure statement for your records. You may need to use the information to file amendments or to respond to questions from Elections BC.

The candidate must retain their disclosure statement records and supporting materials in British Columbia for five years after General Voting Day.

Privacy notice

Elections BC has the authority to collect, use, disclose and dispose of personal information under the *Local Elections Campaign Financing Act* and the *Freedom of Information and Protection of Privacy Act*. This information is used to administer local elections campaign financing provisions.

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

Local elections candidate disclosure statement forms

4220 – Campaign Financing Disclosure Statement

This cover page must accompany all disclosure statements filed, including amendments (supplementary reports) submitted after the original statement. Please ensure that each relevant field is completed.

1. Enter the full name of the candidate and (if different) their ballot name.
2. Enter the date of General Voting Day (YYYY/MM/DD).
3. Enter the office sought by the candidate.
4. Enter the candidate's mailing address, phone number and (if available) email address.
5. Enter the jurisdiction where the candidate sought office and (if applicable) the electoral area, local trust area or trustee electoral area.
6. If the candidate was endorsed by an elector organization, enter its ballot and legal names.
7. Unless the candidate acted as their own financial agent, enter the full name, mailing address, phone number and (if available) email address of the financial agent. Elections BC needs this information in order to notify the financial agent of the status of the submitted disclosure statement. We will send all correspondence to this address. Note that this form is available for public inspection, so you may choose to list an office address and phone number instead of your residential information.
8. Enter the date the financial agent was appointed. If other individuals previously acted as financial agents in relation to this election, provide their information on form 4236.
9. Tick this box if the candidate acted as their own financial agent.
10. Tick this box if the candidate was also registered with Elections BC as a third party sponsor. A separate disclosure statement must be filed in relation to third party advertising conducted independently of a candidate's campaign.
11. This is a listing of all the forms which must be submitted to Elections BC as part of the disclosure statement. Use it as a checklist to identify which forms are applicable and have been completed. If submitting an amendment, check only those forms that have been revised.
12. If this is the first version of the disclosure statement, leave the "Amendment # ____" blank. If this disclosure statement amends a previously submitted one, enter the number of the amendment (or supplementary report) here. For example, if this was the second disclosure statement to be submitted, it would be the first amendment and "1" would be entered in this space.

4220 - CAMPAIGN FINANCING DISCLOSURE STATEMENT

LOCAL ELECTIONS CANDIDATE

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Amendment # 12

CANDIDATE'S FULL NAME 1 DAVID PETER MILLER		GENERAL VOTING DAY (YYYY/MM/DD) 2 2014/11/15
BALLOT NAME (IF DIFFERENT FROM ABOVE) PETE MILLER		OFFICE SOUGHT (MAYOR, COUNCILLOR ETC.) 3 MAYOR
MAILING ADDRESS 4 1217 BLUE PINE CROSSING		PHONE NO. 778-555-6543
CITY / TOWN VANCOUVER	POSTAL CODE V6A 2B4	EMAIL (IF AVAILABLE) PETE.MILLER@PM4MAYOR.COM

JURISDICTION 5 CITY OF VANCOUVER
ELECTORAL AREA/LOCAL TRUST AREA/TRUSTEE ELECTORAL AREA (IF APPLICABLE)
BALLOT NAME OF ENDORSING ELECTOR ORGANIZATION (IF APPLICABLE) 6 XYZ ELECTOR ORGANIZATION
LEGAL NAME OF ENDORSING ELECTOR ORGANIZATION (IF APPLICABLE) THE XYZ ELECTOR ORGANIZATION

FINANCIAL AGENT'S LAST NAME 7 CURTIS	FIRST NAME DEBORAH	MIDDLE NAME BECKER
FINANCIAL AGENT'S MAILING ADDRESS 9261 18 AVE W		PHONE NO. 604-555-9876
CITY / TOWN VANCOUVER	POSTAL CODE V5W 4J8	EMAIL (IF AVAILABLE) DEB@CURTIS.CA
EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD) 2014/10/02 8	**If there were previous financial agents, complete form 4236.**	

☐ Tick if candidate acted as their own financial agent 9

☐ Tick if candidate was registered as a third party sponsor 10

This disclosure statement includes the following forms: 11

Declarations and Campaign Accounts – **Form 4221** ☒	Summary of Election Expenses – **Form 4229** ☒
Statement of Income and Expenses – **Form 4222** ☒	Transfers Given to Elector Organization – **Form 4230** ☒
Summary of Campaign Contributions by Class – **Form 4223** ☒	Other Permissible Payments – **Form 4231** ☒
Significant Contributors ($100 or more) – **Form 4224** ☒	Shared Election Expense – **Form 4232** ☒
Prohibited Campaign Contributions – **Form 4225** ☒	Transfers Between Candidate's Own Accounts – **Form 4233** ☒
Transfers Received from Elector Organization – **Form 4226** ☒	Disbursement of Surplus Funds – **Form 4234** ☒
Other Permissible Deposits – **Form 4227** ☒	Free Advertising from Jurisdiction – **Form 4235** ☒
Fundraising Function Ticket Sales – **Form 4228** ☒	Previous Financial Agents – **Form 4236** ☒

This form is available for public inspection.
ORIGINAL — ELECTIONS BC
PLEASE KEEP A COPY FOR YOUR RECORDS

The information on this form is collected under the authority of the *Local Elections Campaign Financing Act* and the *Freedom of Information and Protection of Privacy Act*. It will be used to administer campaign financing rules. If you have questions about the collection, use or disclosure of this information, contact the Elections BC Privacy Officer at 1-800-661-8683, electionsbc@elections.bc.ca or PO Box 9275 Stn Prov Govt Victoria, BC V8W 9J6.

4221 – Declarations and Campaign Accounts

This form must accompany all disclosure statements filed, including amendments (supplementary reports) submitted after the original statement.

By signing this declaration, the candidate and financial agent declare that, to the best of their knowledge and belief, the information contained in the disclosure statement is accurate and complete. Signing a false statement is a serious offence and is subject to significant penalties.

1. The declaration must be signed and dated by the candidate. Enter the candidate's full name in the box below the signature.
2. The declaration must be signed and dated by the financial agent. Enter the financial agent's full name in the box below the signature. If the candidate acted as their own financial agent, only one signature is required.
3. Enter the name and address of each savings institution in which the candidate had a campaign account for this jurisdiction. For multiple accounts at the same institution, only enter the information once.

4221 - DECLARATIONS AND CAMPAIGN ACCOUNTS

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NAME OF CANDIDATE
DAVID PETER MILLER

Declaration:

I, the undersigned, declare that to the best of my knowledge and belief, this disclosure statement completely and accurately discloses the information required under the *Local Elections Campaign Financing Act* (LECFA).

SIGNATURE OF CANDIDATE 1	DATE: (YYYY/MM/DD)
David Miller	2015/02/08
PRINTED NAME OF CANDIDATE DAVID PETER MILLER	

SIGNATURE OF FINANCIAL AGENT 2	DATE: (YYYY/MM/DD)
Deborah Curtis	2015/02/08
PRINTED NAME OF FINANCIAL AGENT DEBORAH CURTIS	

Campaign accounts: 3

NAME OF SAVINGS INSTITUTION
WEST COAST SAVINGS

ADDRESS
123 CHEQUING ST, VANCOUVER

NAME OF SAVINGS INSTITUTION
BIG CITY CREDIT UNION

ADDRESS
3333 SAVINGS BLVD, VANCOUVER

NAME OF SAVINGS INSTITUTION

ADDRESS

NAME OF SAVINGS INSTITUTION

ADDRESS

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This information is collected to administer the *Local Elections Campaign Financing Act.*
Questions? Contact: **Privacy Officer, Elections BC**
1-800-661-8683 PO Box 9275 Stn Prov Govt, Victoria BC V8W 9J6

4222 – Statement of Income and Expenses

All candidates must complete and submit this form. It summarizes the more detailed information related to income and expenses contained in the rest of the disclosure statement. Complete this form last as the fields depend on information from other forms. If total income and total expenditures are zero, indicate this in the appropriate fields.

1. Enter the total value of campaign contributions received from all sources, as reported in box C of form 4223.
2. Enter the total value of transfers received from the elector organization, as reported in box A of form 4226.
3. Enter the total value of other permissible deposits into the campaign accounts, as reported in box A of form 4227.
4. Enter the total value of transfers received from the candidate's own campaign accounts in other jurisdictions, as reported in box A of form 4233.
5. Add the above four values and enter the total income of the campaign into box A.
6. Enter the total value of election expenses, as reported in box A of form 4229.
7. Enter the total value of transfers given to the elector organization, as reported in box A of form 4230.
8. Enter the total value of other permissible payments from the campaign accounts, as reported in box A of form 4231.
9. Enter the total value of transfers given to the candidate's own campaign accounts in other jurisdictions, as reported in box B of form 4233.
10. Enter the total amount of surplus funds disbursed, as reported in box A of form 4234.
11. Add the above five values and enter the total expenditures of the campaign into box B.

4222 - STATEMENT OF INCOME AND EXPENSES

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NAME OF CANDIDATE
DAVID PETER MILLER

Total value of campaign contributions from all sources (from box **C** on form **4223**)	5,134		1
Transfers received from elector organization (from box **A** on form **4226**)	1,682.73		2
Total other permissible deposits (from box **A** on form **4227**)	810.9		3
Transfers from candidate's own accounts in other jurisdictions (from box **A** on form **4233**)	42.65		4
Total Income (sum of above boxes)	7,670.28	A	5
Election expenses (from box **A** on form **4229**)	4,032.83		6
Transfers to elector organization (from box **A** on form **4230**)	1,685		7
Total other permissible payments (from box **A** on form **4231**)	892.2		8
Transfers to candidate's own accounts in other jurisdictions (from box **B** on form **4233**)	170		9
Amount of surplus funds disbursed (from box **A** on form **4234**)	890.25		10
Total Expenditures (sum of above boxes)	7,670.28	B	11

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4223 – Summary of Campaign Contributions by Class

This form summarizes all campaign contributions the candidate received in relation to their campaign in a particular jurisdiction.

1. Enter the total value of identifiable contributions received from each class of contributor (e.g., for individuals, enter the total value of all contributions received from individuals, including contributions of less than $100). Contributions of goods and services must be recorded at their current market value.
2. Enter the total value of identifiable contributions received into box A.
3. Enter the total value of permissible anonymous contributions received into box B. An anonymous contribution greater than $50 is a prohibited contribution, which is disclosed on form 4225.
4. Enter the total value of all campaign contributions received into box C. This total must equal the sum of boxes A and B.
5. Enter the total amount of significant contributions received. This amount must equal the sum of all boxes A on forms 4224 – Significant Contributors ($100 or More).
6. Enter the total value of identifiable contributions received from donors who gave less than $100 total. Do not include the value of anonymous contributions received.
7. Enter the total number of identifiable contributors who gave less than $100. Do not include the number of anonymous contributions received.
8. Enter the total number of anonymous contributors who made anonymous contributions.

4223 - SUMMARY OF CAMPAIGN CONTRIBUTIONS BY CLASS
LOCAL ELECTIONS CANDIDATE

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NAME OF CANDIDATE
DAVID PETER MILLER

	1 All Contributions		
Individuals	1,820		
Corporations	2,234		
Unincorporated Business / Commercial Organizations	0		
Trade Unions	1,000		
Non-profit Organizations	0		
Other Identifiable Contributors	0		
Total	$ 5,054	A	2
Anonymous contributions	$ 80	B	3
Total contributions (A + B)	$ 5,134	C	4
Total significant contributions (must equal box **A on all** forms **4224**)	$ 4,724		5
Total contributions of less than $100	$ 330		6
Number of contributors who gave less than $100	# 17		7
Number of anonymous contributors	# 4		8

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1-800-661-8683 PO Box 9275 Stn Prov Govt, Victoria BC V8W 9J6

4224 – Significant Contributors ($100 or More)

This form is used to disclose all contributors who made one or more campaign contributions to the candidate that total $100 or more. Contributions of goods and services must be recorded at their current market value. Use additional pages of this form if necessary.

Note that the disclosure requirements under the *Local Elections Campaign Financing Act* vary for contributors depending on their class. For contributors other than individuals, the mailing address of the contributor and the names of two directors or principal officers must be disclosed.

Classes of contributor:
1 – Individual
2 – Corporation
3 – Unincorporated business/commercial organization
4 – Trade union
5 – Non-profit organization
6 – Other identifiable contributor

1. Enter the date each separate contribution was received. If a single contributor made multiple contributions on different dates, list each of the separate contribution dates. Please group multiple contributions from the same contributor together.
2. Enter the full name of the contributor. If the contributor is a class 2, 3, 4, 5 or 6 contributor, provide the full names of two directors. If the contributor is a sole proprietor, indicate this after the name of the director. If the contributor is a union, provide the full name and (if applicable) the local number. Initials are not acceptable.
3. Enter the mailing address of the contributor for class 2, 3, 4, 5 or 6 contributors. If the contributor is an individual, leave this field blank or mark it “N/A.”
4. Enter the class of the contributor. For a complete list, see the classes listed at the bottom left corner of the form or above on this page.
5. Enter the value of each separate contribution. If a single contributor made multiple contributions on different dates, the value of each separate contribution must be listed.
6. Enter the total value of all significant contributions in box A. Ensure this total is carried forward to form 4223 – Summary of Campaign Contributions by Class.

4224 - SIGNIFICANT CONTRIBUTORS ($100 OR MORE)

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NAME OF CANDIDATE
DAVID PETER MILLER

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1 DATE OF CONTRIBUTION (YYYY/MM/DD)	2 FULL NAME OF CONTRIBUTOR (For class 2, 3, 4, 5 & 6, include full names of two directors)	3 ADDRESS OF CONTRIBUTOR (For class 2, 3, 4, 5 & 6 only)	4 CLASS*	5 VALUE OF CONTRIBUTION
2014/09/02	TRADE UNION LOCAL 123 (WALLY WAHL, COLIN BANNING)	1345 FORT RD, VANCOUVER BC, V6B 2G1	4	1,000
2014/09/05	ANDERS HOLMSON		1	40
2014/10/05	ANDERS HOLMSON		1	40
2014/11/05	ANDERS HOLMSON		1	40
2014/09/15	RTD SIGNS (RICK DUNLOP, SOLE PROPRIETOR)	4213 DESIGN AVE, VANCOUVER BC, V5A 5H3	2	800
2014/10/01	0123456 BC LTD (MARK LEE, WILLIAM MACKENZIE)	543 BROOK STREET, VICTORIA BC, V8P 3B1	2	454
2014/10/13	ANDREA MILLER		1	320
2014/10/13	PETE MILLER		1	780
2014/10/24	COOPER AND JOHNSTON LTD (JOHN COOPER, AL JOHNSTON)	2222 MAIN STREET, VANCOUVER BC, V6E 1D4	2	900
2014/10/24	JACK PART		1	350

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

TOTAL CONTRIBUTIONS A 6 4,724

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This information is collected to administer the *Local Elections Campaign Financing Act.*
Questions? Contact: **Privacy Officer, Elections BC**
1-800-661-8683 PO Box 9275 Stn Prov Govt, Victoria BC V8W 9J6

4225 – Prohibited Campaign Contributions

This form is used to report any contributions which were received but are prohibited under the *Local Elections Campaign Financing Act*. This includes anonymous contributions over $50, any non-anonymous contributions missing required contributor information and indirect contributions. Complete one form for each prohibited contribution received.

The Act requires the candidate to return 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, or an amount equal to its value, must be remitted to Elections BC as soon as practicable for payment into the Consolidated Revenue Fund.

1. Indicate whether the prohibited contribution was received from an individual, an organization or anonymously by ticking the appropriate box.
2. Enter the date the prohibited contribution was received (YYYY/MM/DD).
3. Enter the value of the prohibited contribution. If the contribution was of goods or services, enter the current market value.
4. Enter the date the prohibited contribution was returned to the contributor or the date it was remitted to Elections BC (YYYY/MM/DD).
5. Enter a brief description of how the prohibited contribution was received. This description should explain why the contribution is prohibited.
6. If the prohibited contribution was received from an individual, enter the individual's full name in this field.
7. If the prohibited contribution was received from an organization, enter the name of the organization, the class of the contributor, the organization's mailing address and the names of two directors or principal officers. If the contributor is a sole proprietor, then indicate this in the second "name of director" field.

4225 - PROHIBITED CAMPAIGN CONTRIBUTIONS

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NAME OF CANDIDATE
DAVID PETER MILLER

PAGE 1 OF 1

INSTRUCTIONS: Complete one sheet for each prohibited campaign contribution received. Attach additional forms if necessary.

RECEIVED FROM (1)	DATE RECEIVED (YYYY/MM/DD) (2)	$ VALUE (3)	DATE RETURNED (YYYY/MM/DD) (4)	OR	DATE REMITTED TO ELECTIONS BC (YYYY/MM/DD)
☐ INDIVIDUAL ☐ ORGANIZATION ☒ ANONYMOUS	2014/09/08	60			2014/09/30

DESCRIPTION OF HOW THE PROHIBITED CONTRIBUTION WAS RECEIVED (5)
UNMARKED ENVELOPE FOUND IN MAILBOX

Complete this field if the prohibited campaign contribution was received from an individual:

NAME OF INDIVIDUAL (6)

Complete these fields if the prohibited campaign contribution was received from an organization: (7)

NAME OF ORGANIZATION	CLASS*
MAILING ADDRESS	
NAME OF DIRECTOR	NAME OF DIRECTOR

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

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4226 – Transfers Received from Elector Organization

This form is used to disclose all transfers the candidate received from an elector organization. You must include all transfers received, even if that elector organization later withdrew its endorsement. A candidate who was never endorsed by an elector organization does not need to submit this form.

Transfers are movements of money, goods and services between an elector organization and its candidates. Transfers are not campaign contributions.

1. Enter the date the transfer was received. Note that a transfer cannot be received before the date it is reported as given on form 4251 in the elector organization's disclosure statement.
2. Enter the ballot name of the elector organization that gave the transfer. If the candidate was not endorsed by the elector organization, also enter the legal name of the elector organization if it is different than the ballot name.
3. If the transfer was non-monetary, provide a brief description of the goods or services received.
4. Enter the value of the transfer. If the transfer was of goods or services, enter the market value as of the date of the transfer.
5. Enter the total value of transfers received. This amount must be carried forward to form 4222 – Statement of Income and Expenses.

4226 - TRANSFERS RECEIVED FROM ELECTOR ORGANIZATION

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NAME OF CANDIDATE
DAVID PETER MILLER

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OF 1

DATE OF TRANSFER (YYYY/MM/DD) 1	BALLOT NAME OF ELECTOR ORGANIZATION* 2	DESCRIPTION (IF NON-MONETARY) 3	VALUE OF TRANSFER 4
2014/10/07	XYZ ELECTOR ORGANIZATION		500.00
2014/10/09	XYZ ELECTOR ORGANIZATION	CAMPAIGN SIGNS	1,062.73
2014/11/06	XYZ ELECTOR ORGANIZATION		120.00

*Also include legal name if different than ballot name.

TOTAL A 5 1,682.73

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Questions? Contact: **Privacy Officer, Elections BC**
1-800-661-8683 PO Box 9275 Stn Prov Govt, Victoria BC V8W 9J6

4227 – Other Permissible Deposits to Campaign Account

This form is used to disclose all money deposited into the campaign account that is not a campaign contribution or a transfer. These permissible deposits are classified into the following types:

I – Interest income from bank accounts
D – Dividends of shares paid by credit unions
S – Surplus funds from the previous election that were returned by the jurisdiction for use in this election
F – Fundraising income not reported as a campaign contribution (e.g., ticket sales of $50 or less to individuals and proceeds of sales from auctions or other fundraising activities)
O – Other (describe)

For each permissible deposit into the campaign account:

1. Enter the date the deposit was made.
2. Enter the type of deposit using the letter codes listed at the bottom left corner of the form or above on this page.
3. Enter a brief description of the deposit.
4. Enter the amount of the deposit.
5. Enter the total value of all permissible deposits into box A. This amount must be carried forward to form 4222 – Statement of Income and Expenses.

4227 - OTHER PERMISSIBLE DEPOSITS TO CAMPAIGN ACCOUNT

LOCAL ELECTIONS CANDIDATE

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NAME OF CANDIDATE
DAVID PETER MILLER

PAGE 1
OF 1

1 DATE (YYYY/MM/DD)	2 TYPE*	3 DESCRIPTION	4 AMOUNT
2014/08/07	D	DIVIDENDS OF CREDIT UNION SHARES	7.13
2014/09/01	I	INTEREST	0.33
2014/10/01	I	INTEREST	0.96
2014/10/24	F	TICKET SALES ($600) + SILENT AUCTION PROCEEDS OF SALE ($200)	800.00
2014/11/01	I	INTEREST	2.48

TOTAL A 5 810.90

***TYPE:**
I – Interest
D – Dividends of shares paid by credit union
S – Surplus funds from previous election returned by jurisdiction
F – Fundraising income not reported as a campaign contribution
O – Other (describe)

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4228 – Fundraising Function Ticket Sales

Complete this form if the candidate sold tickets for any fundraising functions. A separate form is required for each function.

1. Enter the date of the fundraising event.
2. Enter a brief description of the fundraising event.

Tickets sold for a fundraising function may or may not be campaign contributions. The form has been separated into two sections to provide a clearer presentation of this distinction.

Top section – Income reported as campaign contributions

The ticket price is a campaign contribution if:

- an organization purchases tickets (at any price);
- an individual purchases more than $250 worth of tickets; or
- an individual purchases a single ticket for more than $50.

Amounts reported in this section of the form must also be included in the total amount of campaign contributions disclosed on form 4223 – Summary of Campaign Contributions by Class. If applicable, the required information of purchasers must also be disclosed on form 4224 – Significant Contributors ($100 or More).

3. Enter the number of tickets sold to each type of purchaser.
4. Enter the amount of money charged per ticket for each type of purchaser. If tickets were sold at different prices, enter the highest price paid for a ticket.
5. Enter the total amount of money collected from each type of purchaser. If all the tickets for each type of purchaser were sold for the same price, this amount 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 this box if the tickets were sold at different prices.
7. Enter the total value of ticket sales that are campaign contributions.

Bottom section – Other income not reported as campaign contributions

If a ticket to a fundraising function is purchased by an individual for $50 or less, and they buy $250 or less worth of tickets total, that income is not a campaign contribution.

8. Enter the number of tickets that were sold to individuals for $50 or less.
9. Enter the amount of money charged per ticket. If tickets were sold at different prices, enter the highest price paid for a ticket.
10. Enter the total amount of money collected. If all the tickets were sold for the same price, this amount 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. This amount must also be reported on form 4227 – Other Permissible Deposits to Campaign Account as a type F deposit.
11. Tick this box if the tickets were sold at different prices.

The completed example of form 4228 – Fundraising Function Ticket Sales can be found on page 27.

Instructions on how to complete form 4228 – Fundraising Function Ticket Sales can be found on pages 24 and 25.

4228 - FUNDRAISING FUNCTION TICKET SALES

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SUBMIT A SEPARATE FORM FOR EACH FUNCTION HELD

NAME OF CANDIDATE: DAVID PETER MILLER

PAGE 1 OF 1

DATE OF EVENT (YYYY/MM/DD) 1	DESCRIPTION OF FUNDRAISING EVENT 2
2014 / 10 / 24	DINNER AND DANCE AT THE RECREATION HALL

Income reported as campaign contributions

	3 Number of Tickets Sold	4 Charge per Ticket	5 Total Charges Collected	6 Tick if Charge per Ticket Varies
Purchases by organizations	9	100	900	
Purchases by individuals of more than $250 worth of tickets	7	50	350	
Purchases by individuals of tickets that are more than $50 each	2	75	150	
Total income reported as campaign contributions			1,400 7	

Remember to report all campaign contributions on form 4223 - Summary of Campaign Contributions by Class, and if applicable, on form 4224 - Significant Contributors ($100 or more).

Other income not reported as campaign contributions

	8 Number of Tickets Sold	9 Charge per Ticket	10 Total Charges Collected	11 Tick if Charge per Ticket Varies
Purchases by individuals of tickets of $50 or less	15	50	600	X

4229 – Summary of Election Expenses

This form is used to disclose all election expenses incurred by the candidate. This form is divided into two columns based on the time period in which the expense was used:

- Column A is for election expenses used during the campaign period, which runs from the day the seat becomes vacant to the close of voting on General Voting Day.
- Column B is for election expenses used during the election proceedings period, which runs from the 46th day before General Voting Day to the close of voting on General Voting Day.

Since the two periods overlap, all expenses reported in column B must also be included in the totals in column A.

"Exclusions that must be reported" are election expenses, but they are not election proceedings period expenses even if they were used in the election proceedings period. Report these expenses in Column A only.

Intended election expenses are not election expenses and should be reported on form 4231 – Other Permissible Payments from Campaign Account.

For any election expenses used that do not fit into the listed classes, provide a brief description in the "Other expenses" field.

1. Enter the values of each class of election expense used during the campaign period.
2. Enter the total of all election expenses used in box A. This amount must be carried forward to form 4222 – Statement of Income and Expenses.
3. Enter the values of each class of election expense used during the election proceedings period.
4. Enter the total of all election expenses used during the election proceedings period in box B.

4229 - SUMMARY OF ELECTION EXPENSES

LOCAL ELECTIONS CANDIDATE

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NAME OF CANDIDATE
DAVID PETER MILLER

	Column A Election Expenses 1	Column B Election Proceedings Period Expenses 3
ADVERTISING		
Brochures, pamphlets and flyers	462.78	280.65
Internet	30.00	30.00
Newspaper, magazine, journal	310.00	310.00
Radio		
Signs and billboards	1,862.73	1,862.73
Television		
Other advertising		
CAMPAIGN ADMINISTRATION		
Salaries and wages		
Rent, insurance and utilities	360.00	240.00
Courier and postage	72.13	72.13
Furniture and equipment		
Office supplies	42.65	32.54
Professional services	300.00	300.00
Other campaign administration expenses		
Conventions and meetings	70.00	70.00
Other campaign related functions	311.12	311.12
Research and polling		
Interest		
EXCLUSIONS THAT MUST BE REPORTED		
Personal election expenses	72.96	
Interest on loans for election expenses		
Legal and accounting services	138.46	
Financial agent services		
Other expenses (describe)		
Total Expenses	A 2 4,032.83	B 4 3,509.17

Column A - Report the value of all election expenses for goods and services used in the campaign period.

Column B - Report the value of all election expenses for goods and services used in the election proceedings period.

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The information on this form is collected under the authority of the *Local Elections Campaign Financing Act* and the *Freedom of Information and Protection of Privacy Act*. It will be used to administer campaign financing rules. If you have questions about the collection, use or disclosure of this information, contact the Elections BC Privacy Officer at 1-800-661-8683, electionsbc@elections.bc.ca or PO Box 9275 Stn Prov Govt Victoria, BC V8W 9J6.

4230 – Transfers Given to Elector Organization

This form is used to disclose all transfers the candidate gave to an elector organization that endorsed them. A candidate who was never endorsed by an elector organization does not need to submit this form.

Transfers are movements of money, goods and services between an elector organization and its candidates. Transfers are not campaign contributions.

You must include all transfers given to elector organizations you were endorsed by, even if the endorsement was later withdrawn.

1. Enter the date the transfer was given. Note that a transfer must be given on or before the date it is reported as received on form 4247 in the elector organization's disclosure statement.
2. Enter the ballot name of the elector organization to which you gave the transfer. If the candidate was not endorsed by the elector organization, also enter the legal name of the elector organization if it is different than the ballot name.
3. If the transfer was non-monetary, provide a brief description of the goods or services given.
4. Enter the value of the transfer. If the transfer was of goods or services, enter the market value as of the date of the transfer.
5. Enter the total value of transfers given. This amount must be carried forward to form 4222 – Statement of Income and Expenses.

4230 - TRANSFERS GIVEN TO ELECTOR ORGANIZATION

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NAME OF CANDIDATE
DAVID PETER MILLER

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DATE OF TRANSFER (YYYY/MM/DD) 1	BALLOT NAME OF ELECTOR ORGANIZATION* 2	DESCRIPTION (IF NON-MONETARY) 3	VALUE OF TRANSFER 4
2014/11/22	XYZ ELECTOR ORGANIZATION		1,500.00
2014/11/29	XYZ ELECTOR ORGANIZATION		185.00

*Also include legal name if different than ballot name.

TOTAL A 5 1,685.00

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4231 – Other Permissible Payments from Campaign Account

This form is used to disclose all money paid from the campaign account that is not an election expense or a transfer. These permissible payments are classified into the following types:

B – Bank fees
E – Intended election expenses that were not used (e.g., brochures purchased but not used)
F – Payments made for fundraising purposes (i.e., goods or services such as catering, or other fundraising function costs, purchased for the purpose of obtaining funds)
N – Nomination deposit (if paid out of campaign account)
O – Other (describe)

For each permissible payment from the campaign account:

1. Enter the date the payment was made.
2. Enter the type of payment using the letter codes listed at the bottom left corner of the form or above on this page.
3. Enter a brief description of the payment.
4. Enter the amount of the payment.
5. Enter the total value of all permissible payments into box A. This amount must be carried forward to form 4222 – Statement of Income and Expenses.

4231 - OTHER PERMISSIBLE PAYMENTS FROM CAMPAIGN ACCOUNT

LOCAL ELECTIONS CANDIDATE

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NAME OF CANDIDATE
DAVID PETER MILLER

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OF 1

DATE (YYYY/MM/DD) 1	TYPE* 2	DESCRIPTION 3	AMOUNT 4
2014/09/15	E	UNUSED LUMBER FOR SIGNS	178.00
2014/10/15	F	HALL RENTAL	514.20
2014/10/15	F	GIFT BASKETS PURCHASED FOR SILENT AUCTION	200.00

TOTAL A 5 892.20

***TYPE:**
B – Bank fees
E – Intended election expense that was not used
F – Payments made for fundraising purposes
N – Nomination deposit
O – Other (describe)

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4232 – Shared Election Expense

This form is used to disclose election expenses that were shared with other candidates. Each candidate must pay their portion of the shared expense. If a candidate paid more than their share, they must be reimbursed the difference by the other candidate(s).

Complete a separate form for each shared expense.

1. Enter a brief description of the shared election expense.
2. Enter the total value of the shared election expense.
3. Enter the candidate's portion of the shared election expense.
4. Enter the value of the payment if the candidate paid the supplier directly.
5. Enter the value of reimbursements given to other candidates for this shared election expense.
6. Enter the total value of reimbursements you received from other candidates for the payment of this shared election expense.
7. Enter the full names of all other candidates with whom the expense was shared.

4232 - SHARED ELECTION EXPENSE

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SUBMIT A SEPARATE FORM FOR EACH SHARED ELECTION EXPENSE

NAME OF CANDIDATE
DAVID PETER MILLER

PAGE 1 OF 1

DESCRIPTION OF SHARED EXPENSE (1)
SHARED PAMPHLETS

Total value of shared election expense	240.36	2
Candidate's portion of shared election expense*	80.12	3
Amount paid directly to supplier (if applicable)	240.36	4
Amount of reimbursements given to other candidate(s)	0.00	5
Amount of reimbursements received from other candidates	160.24	6

***Note: Remember to include your portion of the shared expense as an election expense on form 4229 - Summary of Election Expenses.**

Full names of other candidates with whom the expense was shared: (7)

LAST NAME	FIRST NAME	MIDDLE NAME
FITZGERALD	REBECCA	JOYCE
FOX	COLIN	ANDREW

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4233 – Transfers Between Candidate's Own Campaign Accounts

This form is used to disclose the value of monetary transfers made between a candidate's own campaign accounts. You must disclose transfers made between multiple accounts in the jurisdiction to which this report relates and, if the candidate ran in more than one election, transfers made to and from the campaign accounts in the other jurisdictions.

For transfers between the candidate's own campaign accounts in the same jurisdiction:

1. Describe the purpose of the transfer.
2. Enter the amount of the transfer.

For transfers **from** the candidate's own campaign accounts in other jurisdictions:

3. Enter the date the transfer was made.
4. Describe the purpose of the transfer including the name of the other jurisdiction.
5. Enter the amount of the transfer.
6. Enter the total amount of all transfers received from the candidate's own campaign accounts in other jurisdictions into box A. This amount must be carried forward to form 4222 – Statement of Income and Expenses.

For transfers **to** the candidate's own campaign accounts in other jurisdictions:

7. Enter the date the transfer was made.
8. Describe the purpose of the transfer including the name of the other jurisdiction.
9. Enter the amount of the transfer.
10. Enter the total amount of all transfers given to the candidate's own campaign accounts in other jurisdictions into box B. This amount must be carried forward to form 4222 – Statement of Income and Expenses.

4233 - TRANSFERS BETWEEN CANDIDATE'S OWN CAMPAIGN ACCOUNTS

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DAVID PETER MILLER

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Transfers between candidate's own campaign accounts in same jurisdiction

PURPOSE 1	AMOUNT 2
PARTIAL RENT PAYMENT	75.00
PARTIAL RENT PAYMENT	50.00

Transfers from candidate's own campaign accounts in other jurisdictions

DATE OF TRANSFER (YYYY/MM/DD) 3	PURPOSE (INCLUDE NAME OF OTHER JURISDICTION) 4	AMOUNT 5
2014/11/07	PAYMENT OF OFFICE SUPPLIES EXPENSE (RICHMOND)	42.65
	TOTAL A	42.65 6

Transfers to candidate's own campaign accounts in other jurisdictions

DATE OF TRANSFER (YYYY/MM/DD) 7	PURPOSE (INCLUDE NAME OF OTHER JURISDICTION) 8	AMOUNT 9
2014/11/10	PAYMENT OF CROSS-JURISDICTION BROCHURES (RICHMOND)	170.00
	TOTAL B	170.00 10

The amounts in boxes **A** and **B** must be carried forward to form **4222**.

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4234 – Disbursement of Surplus Funds

This form is used to disclose how funds remaining in the campaign account after the election were disbursed in accordance with section 24 of the *Local Elections Campaign Financing Act*.

1. Enter the balance remaining in the campaign account after all expenses have been paid in box A.
2. Enter the total value of all monetary contributions the candidate made to their own campaign in box B. Do not include contributions of goods or services.
3. Enter the amount reimbursed to the candidate for their monetary contributions in box C. This amount cannot exceed the amount in box B.
4. Enter the date the candidate was reimbursed. If multiple reimbursements were paid on separate days, enter the last reimbursement date.
5. Enter the amount of funds remaining in the campaign accounts after reimbursements to the candidate. Box D must equal box A minus box C.
6. If the amount in box D is $500 or more, enter the date the balance was paid to the local jurisdiction.
7. If the amount in box D is less than $500, provide details of how it was disbursed.

4234 - DISBURSEMENT OF SURPLUS FUNDS

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NAME OF CANDIDATE
DAVID PETER MILLER

Balance remaining in campaign account(s) after payment of all expenses	890.25	A	1
Total amount of campaign contributions from candidate	780.00	B	2
Amount reimbursed to candidate from campaign account for the candidate's contributions to their campaign	780.00	C	3
Date of reimbursement to candidate (YYYY/MM/DD)	2014/12/02		4
Amount of remaining surplus funds (after any reimbursement under box **C**)	110.25	D	5
If the amount in Box D is $500 or more, it must be paid to the jurisdiction in which the candidate ran for election. Provide the date of payment (YYYY/MM/DD).	N/A		6

If the amount in Box D is less than $500 provide details of how it was disbursed. 7

DATE (YYYY/MM/DD)	DESCRIPTION	AMOUNT
2014/12/02	BALANCE PAID TO THE CANDIDATE	110.25

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4235 – Free Advertising from Jurisdiction

This form is used to disclose any free election advertising provided to a candidate by the jurisdiction in which they were a candidate.

1. Enter the date the free election advertising was transmitted.
2. Enter the name of the jurisdiction that provided the free election advertising.
3. Enter the means by which the free election advertising was transmitted (e.g., website, flyers, radio advertisement, etc.).

4235 - FREE ADVERTISING FROM JURISDICTION

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DAVID PETER MILLER

Free advertising provided by jurisdiction

DATE ADVERTISING WAS TRANSMITTED (YYYY/MM/DD) 1	JURISDICTION 2	MEANS OF TRANSMISSION (WEBSITE, FLYER, ETC.) 3
2014/10/10	CITY OF VANCOUVER	CITY'S WEBSITE
2014/10/21	CITY OF VANCOUVER	NEWSPAPER (ADVERTISEMENT FOR ALL CANDIDATES)

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4236 – Previous Financial Agents

This form is used to disclose any other individuals who had previously acted as financial agent for the candidate in relation to this election.

You do not need to complete this form if only one person acted as financial agent or if you were your own financial agent.

1. Provide the effective date of appointment for each previous financial agent.
2. Enter the full name, mailing address, phone number and (if available) email address for each previous financial agent.

4236 - PREVIOUS FINANCIAL AGENTS

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NAME OF CANDIDATE
DAVID PETER MILLER

1

EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)
2014/09/07

2

FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME
MILLER	ANDREA	J.

FINANCIAL AGENT MAILING ADDRESS	PHONE NO.
1217 BLUE PINE CROSSING	778-222-5634

CITY/TOWN	POSTAL CODE	EMAIL (IF AVAILABLE)
VANCOUVER	V6A 3B4	A.MILLER@PM4MAYOR.COM

EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)

FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME

FINANCIAL AGENT MAILING ADDRESS	PHONE NO.

CITY/TOWN	POSTAL CODE	EMAIL (IF AVAILABLE)

EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)

FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME

FINANCIAL AGENT MAILING ADDRESS	PHONE NO.

CITY/TOWN	POSTAL CODE	EMAIL (IF AVAILABLE)

EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)

FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME

FINANCIAL AGENT MAILING ADDRESS	PHONE NO.

CITY/TOWN	POSTAL CODE	EMAIL (IF AVAILABLE)

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Contact

Phone toll-free: 1-855-952-0280 / TTY: 1-888-456-5448

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

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