



**ELECTIONS BC**

A non-partisan Office of the Legislature

# **POLITICAL PARTY AND CONSTITUENCY ASSOCIATION ANNUAL FINANCIAL REPORT COMPLETION GUIDE**

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## Introduction

This guide has been developed to assist registered political parties and constituency associations to complete the annual financial reports as required by the *Election Act*. This guide should be used in conjunction with the reporting forms provided by Elections BC, and with the [Guide for Financial Agents Appointed Under the \*Election Act\*](#).

This guide contains only summaries of the financing requirements and does not take precedence over the *Election Act*.

For more information and assistance completing your annual financial report, email [electoral.finance@elections.bc.ca](mailto:electoral.finance@elections.bc.ca) or call 1-800-661-8683.

A link to the *Election Act* is available on the [Elections BC website](#) or can be purchased from Crown Publications ([crownpub.bc.ca](http://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](http://elections.bc.ca/privacy) or contact the **Privacy Officer, Elections BC** at 1-800-661-8683, [privacy@elections.bc.ca](mailto:privacy@elections.bc.ca) or PO Box 9275 Stn Prov Govt Victoria, BC V8W 9J6.

# Audits

All registered political parties and registered constituency associations must appoint an auditor at the time of registration, and file a completed [Appointment of Auditor for an Organization \(478\)](#) with Elections BC.

Auditors must be qualified to be the auditor of a company. This means that the auditor is a Chartered Accountant (C.A.), Chartered Professional Accountant (C.P.A.) or has been certified by the Auditor Certification Board.

Annual financial reports must be audited if the value of political contributions to be reported is \$10,000 or more. The appointed auditor must conduct the audit and the auditor's report must be filed with the annual financial report.

Auditors should refer to the [Auditor's Guide](#) for more information about auditing financial reports filed under the *Election Act*.

# Submitting the report

The annual financial report must be received by Elections BC by **March 31**. If March 31 falls on a weekend or holiday, the filing deadline is moved to the next business day. The report cover page (form [F-P\(A\)](#) or form [F-CA\(A\)](#)) must be signed by the appointed financial agent for the report to be accepted as filed. Forms can be found on our website at [elections.bc.ca](http://elections.bc.ca).

To ensure your report is received by Elections BC by the deadline, you may deliver it by:

- **Email:** Scanned reports and electronic signatures are acceptable and may be sent to [electoral.finance@elections.bc.ca](mailto:electoral.finance@elections.bc.ca).
- **Fax:** Toll-free to 1-866-466-0665.
- **Mail:** A postmark is not acceptable as proof of delivery by the deadline, so ensure you mail the report well before the deadline: PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6.
- **Courier:** Ensure that you submit the report early enough for it to be received by the deadline: Suite 100 – 1112 Fort Street, Victoria, BC V8V 3K8.
- **Personally deliver the report:** to a [Service BC](#) office or Elections BC: Suite 100 – 1112 Fort Street, Victoria, BC V8V 3K8, Monday to Friday, 8:30 a.m. to 4:30 p.m. PST (Closed weekends and statutory holidays).

**Note:** Not all Service BC offices will accept financial reports. Please check their website before attending the office to ensure this service is available: [servicebc.gov.bc.ca/locations](http://servicebc.gov.bc.ca/locations).

## Extension to the filing deadline

If a financial agent is unable to file the annual financial report by the legislated deadline as a result of an emergency or an extraordinary circumstance, an organization can submit to the Chief Electoral Officer a request to extend the filing deadline. If the request is approved, the report may be filed after March 31 without penalty.

To submit a request for an extension, please complete and submit an [Extension Request \(4910\)](#) form signed by an individual identified in the registration information on file with Elections BC.

## Late filing

If the annual financial report is not received by March 31, the name of the registered political party or registered constituency association will be published by Elections BC for failure to file a report by the legislated deadline.

The annual financial report may be filed late provided it is received:

- by June 30, and
- accompanied with a \$100 late filing fee.

There are significant penalties if an annual financial report is not filed by the late filing deadline, including deregistration of the organization.

# General instructions for all forms

Use the following checklist when completing the annual financial report:

- Submit all relevant forms. As a minimum, the Cover Page (form [F-P\(A\)](#) or form [F-CA\(A\)](#)), the Statement of Assets and Liabilities ([St-A&L](#)) and the Statement of Income and Expenses ([St-I&E](#)) **must be submitted** for the report to be accepted as filed. If you have any questions if a form should be submitted, please contact our office for clarification.
- The reporting forms for political parties and constituency associations are generally the same. The only differences between the reports of political parties and those of constituency associations are the cover page, and parties may need to complete an additional form, the Combined Contributions to Political Party, Constituency Associations and Candidates with a Total Value Greater than \$250 ([S-A1-A](#)) form.
- 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. **Financial records must be kept in B.C. for at least 5 years** after the filing of a report to which the records relate, including any amended reports filed after the original report. Elections BC may inspect and/or make copies of these records to ensure compliance with the provisions of the *Election Act*.
- Complete the detailed forms first, then carry forward the totals to the summary forms.
- Type or print neatly, in ink. The reports will be available for viewing in our office and on our website's [Financial Reports and Political Contributions](#) system.
- If a form can have more than one page, there are two boxes in the top right-hand corner labelled 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 organization on every form that is being submitted. On the cover page, the name field is called “Registered Political Party” or “Registered Constituency Association” as applicable. On every other form the name field is called “Name of Filing Entity”.
- For registered constituency associations, the name includes 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 December 31, 2023, enter 2023/12/31.

## **Rounding**

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

# Step-by-step instructions

## F-P(A): Annual Financial Report - Political Party Cover Page

The [Political Party Annual Financial Report Cover Page \(F-P\(A\)\)](#) is the form that **must** accompany all annual financial reports filed by political parties, including amended reports filed after the original report.

### **Before completing this form, you should know:**

The cover page ([F-P\(A\)](#)), the Statement of Assets and Liabilities ([St-A&L](#)) and the Statement of Income and Expenses ([St-I&E](#)) are required to be submitted to Elections BC in order for the report to be accepted as filed. All other forms only need to be submitted if they are relevant to the year's financial activity. Indicate the forms you are submitting by checking the box next to the form name.

- 1 Enter the opening and closing dates of the report. The reporting period is the calendar year, from January 1 to December 31, except for the first annual financial report filed by a newly registered political party. If the political party was registered during the reporting year, the reporting period is from the day after the “as of” date on the Statement of Assets and Liabilities ([486](#)) submitted as part of the registration application. Enter dates as YYYY/MM/DD – e.g. for December 31, 2023, enter 2023/12/31.
- 2 Only add the amendment number if you are amending a previously filed report. If it is the first time submitting this report leave this blank.
- 3 Enter the financial agent's full name and address. This person must be the same financial agent who is registered with Elections BC. This form is publicly available, so you may list a mailing address, such as an office or PO Box address, instead of a home address for the financial agent.
- 4 The declaration must be signed and dated by the financial agent who is registered with Elections BC.

Note: If the financial agent is absent or incapable of filing the report, an appointed deputy financial agent may file the report.

If you are submitting the form by email, you have the option to sign and submit a scanned copy, or to use an electronic signature. Signing a false statement is a serious offence and may be subject to significant penalties.



1 For Period \_\_\_\_\_ to \_\_\_\_\_ Amendment # 2  
YYYY / MM / DD YYYY / MM / DD

REGISTERED POLITICAL PARTY		
FINANCIAL AGENT'S LAST NAME 3		
FIRST NAME		
MIDDLE NAME(S)		
FINANCIAL AGENT'S MAILING ADDRESS		
CITY / TOWN	POSTAL CODE	PHONE NO.
EMAIL ADDRESS (OPTIONAL)		

This financial report includes the following forms: FORMS CHECKLIST X

<b>These forms must be included in all reports.</b>	Statement of Assets and Liabilities	Form St-A&L	<input type="checkbox"/>
	Statement of Income and Expenses	Form St-I&E	<input type="checkbox"/>
<b>These forms only need to be filed if there is information to report.</b>	Summary of Political Contributions	Form Sm-C	<input type="checkbox"/>
	Political Contributions with a Total Value Greater than \$250	Form S-A1	<input type="checkbox"/>
	Permitted Anonymous Contributions Accepted at Functions	Form S-A2	<input type="checkbox"/>
	Combined Contributions to Political Party, Constituency Association, etc.	Form S-A1-A	<input type="checkbox"/>
	Prohibited Contributions	Form S-Ax	<input type="checkbox"/>
	Summary of Advertising Expenses by Class	Form Sm-A	<input type="checkbox"/>
	Summary of Fundraising Functions	Form Sm-F	<input type="checkbox"/>
	Fundraising Function	Form S-F	<input type="checkbox"/>
Loans and Guarantees	Form S-L	<input type="checkbox"/>	
Transfers Received and Given	Form S-TRF	<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 report is complete and accurate.

SIGNATURE OF FINANCIAL AGENT 4	DATE (YYYY / MM / DD)
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**WARNING:** Signing a false statement is a serious offence and is subject to significant penalties.

Please submit completed report to: [electoral.finance@elections.bc.ca](mailto:electoral.finance@elections.bc.ca)

**All forms included in this report are 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](mailto:privacy@elections.bc.ca) or PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6

### F-CA(A): Annual Financial Report - Constituency Association Cover Page

The [Constituency Association Annual Financial Report \(F-CA\(A\)\) cover page](#) is the page that must accompany all annual financial reports filed by constituency associations, including amended reports filed after the original report.

#### **Before completing this form, you should know:**

The cover page ([F-CA\(A\)](#)), the Statement of Assets and Liabilities ([St-A&L](#)) and the Statement of Income and Expenses ([St-I&E](#)) are required to be submitted to Elections BC in order for the report to be accepted as filed. All other forms only need to be submitted if they are relevant to the year's financial activity. Indicate the forms you are submitting by checking the box next to the form name.

- 1 The reporting period is the calendar year, from January 1 to December 31, except for the first annual financial report filed by a newly registered constituency association. If the constituency association was registered during the year, the opening date should be the "as of" date on the Statement of Assets and Liabilities (St-A&L) submitted as part of the registration application. The closing date is December 31. Enter dates as YYYY/MM/DD – e.g. for December 31, 2023, enter 2023/12/31.
- 2 Only add the amendment number if you are modifying an existing report. If it is your first time submitting this report leave this blank.
- 3 Enter the financial agent's full name and address. This person must be the same financial agent who is registered with Elections BC. This form is publicly available so you may list a mailing address, such as an office or PO Box address, instead of a home address for the financial agent.
- 4 The declaration must be signed and dated by the financial agent who is registered with Elections BC.

Note: If the financial agent is absent or incapable of filing the report, an appointed deputy financial agent may file the report.

If you are submitting the form by email, you have the option to sign and submit a scanned copy, or to use an electronic signature. Signing a false statement is a serious offence and is subject to significant penalties under section 266 of the *Election Act*.

# ANNUAL FINANCIAL REPORT CONSTITUENCY ASSOCIATION

1 For Period \_\_\_\_\_ to \_\_\_\_\_ Amendment # 2  
YYYY / MM / DD

REGISTERED CONSTITUENCY ASSOCIATION		
REGISTERED POLITICAL PARTY / INDEPENDENT MLA		
FINANCIAL AGENT'S LAST NAME <span style="border: 1px solid black; border-radius: 50%; padding: 2px 6px;">3</span>	FIRST NAME	MIDDLE NAME(S)
FINANCIAL AGENT'S MAILING ADDRESS		
CITY / TOWN	POSTAL CODE	PHONE NO.
EMAIL ADDRESS (OPTIONAL)		

This financial report includes the following forms:	<b>FORMS CHECKLIST</b> X																											
<p><b>These forms must be included in all reports.</b></p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: right;">Statement of Assets and Liabilities</td> <td style="width: 10%;"><b>Form St-A&amp;L</b></td> <td style="width: 40%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: right;">Statement of Income and Expenses</td> <td><b>Form St-I&amp;E</b></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Statement of Assets and Liabilities	<b>Form St-A&amp;L</b>	<input type="checkbox"/>	Statement of Income and Expenses	<b>Form St-I&amp;E</b>	<input type="checkbox"/>																					
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<p><b>These forms only need to be filed if there is information to report.</b></p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: right;">Summary of Political Contributions</td> <td style="width: 10%;"><b>Form Sm-C</b></td> <td style="width: 40%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: right;">Political Contributions with a Total Greater than \$250</td> <td><b>Form S-A1</b></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: right;">Permitted Anonymous Contributions Accepted at Functions</td> <td><b>Form S-A2</b></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: right;">Prohibited Contributions</td> <td><b>Form S-Ax</b></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: right;">Summary of Advertising Expenses by Class</td> <td><b>Form Sm-A</b></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: right;">Summary of Fundraising Functions</td> <td><b>Form Sm-F</b></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: right;">Fundraising Function</td> <td><b>Form S-F</b></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: right;">Loans and Guarantees</td> <td><b>Form S-L</b></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: right;">Transfers Received and Given</td> <td><b>Form S-TRF</b></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Summary of Political Contributions	<b>Form Sm-C</b>	<input type="checkbox"/>	Political Contributions with a Total Greater than \$250	<b>Form S-A1</b>	<input type="checkbox"/>	Permitted Anonymous Contributions Accepted at Functions	<b>Form S-A2</b>	<input type="checkbox"/>	Prohibited Contributions	<b>Form S-Ax</b>	<input type="checkbox"/>	Summary of Advertising Expenses by Class	<b>Form Sm-A</b>	<input type="checkbox"/>	Summary of Fundraising Functions	<b>Form Sm-F</b>	<input type="checkbox"/>	Fundraising Function	<b>Form S-F</b>	<input type="checkbox"/>	Loans and Guarantees	<b>Form S-L</b>	<input type="checkbox"/>	Transfers Received and Given	<b>Form S-TRF</b>	<input type="checkbox"/>
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Transfers Received and Given	<b>Form S-TRF</b>	<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 report is complete and accurate.

SIGNATURE OF FINANCIAL AGENT <span style="border: 1px solid black; border-radius: 50%; padding: 2px 6px;">4</span>	DATE (YYYY / MM / DD)
--	-----------------------

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

Please submit completed report to: [electoral.finance@elections.bc.ca](mailto:electoral.finance@elections.bc.ca)

### St-A&L: Statement of Assets and Liabilities

The [Statement of Assets and Liabilities \(St-A&L\)](#) form **must always** be completed and submitted. This form is used to list everything that is owned by the organization and everything that the organization owes to others as of December 31 of the reporting year.

- 1 Enter the date of December 31 and the year, i.e., 2023/12/31.

#### **Current Assets:**

- 2 For each type of current asset owned by the organization on December 31, enter the dollar value. Cash on hand is cash held by the organization on December 31, whereas cash on deposit is the balance in the bank account(s). Accounts receivable is any amount of money that is owed to the organization as of December 31.
- 3 Enter a brief description and dollar value of any other type of current asset that is not listed. Attach extra pages if necessary to list each type of current asset.
- 4 Enter the total of all current assets into this box.

### **Fixed Assets:**

- 5 Investments should be reported at their market value at the time the report is prepared.
- 6 Enter the dollar value for each type of fixed asset, other than investments, owned by the organization at December 31. Fixed assets other than investments should be reported at historical cost or the market value at the time they were acquired.
- 7 If your organization chooses to record amortization (depreciation), enter the total amount of accumulated amortization for each class of fixed asset. Please note that amortizing assets is not required. If you do record amortization, subtract accumulated amortization from the total value of each asset class and enter it in the appropriate box.
- 8 Enter a brief description and dollar value of any other type of fixed asset that is not listed. Attach extra pages if necessary to list each type of fixed asset.
- 9 Enter the total of all fixed assets (less accumulated amortization) into this box.
- 10 Enter the total of current assets and total fixed assets into box A.

### **Current Liabilities:**

- 11 For each type of current liability owed by the organization on December 31, enter the dollar value of the amount owed. Accounts payable is any amount of money owed by the organization to another organization or individual as of December 31. Loan details must be reported on the [Permissible Loan or Guarantee \(S-L\)](#) form.
- 12 Enter a brief description and the dollar value of any other type of current liability that is not listed. Attach extra pages if necessary to list each type of current liability.
- 13 Enter the total of current liabilities into this box.

### **Long-term Liabilities:**

- 14 Enter the value of long-term loans payable on December 31. The details of any loans must be reported on the [Permissible Loan or Guarantee \(S-L\)](#) form.
- 15 Enter a brief description and the dollar value of any type of long-term liability that is not listed. Attach extra pages if necessary to list each type of long-term liability.
- 16 Enter the total of all long-term liabilities into this box.
- 17 Enter the total current liabilities and total long-term liabilities into box B.

### **Accumulated Surplus (Deficit):**

- 18 Enter the dollar amount of the accumulated surplus (the amount in box A minus the amount in box B) in box C. If there is a deficit, show this amount in brackets, e.g., \$300 - \$400 = (\$100).

This form provides a check to ensure that the amount reported as accumulated surplus (deficit) has been properly calculated. The formula to verify this is:

- the **prior** year's accumulated surplus (deficit) (box C, prior year's form St-A&L or form 486 if registered during the year)
- **plus:** the current period surplus (deficit) from this year (box C, form St-I&E)
- **equals:** the current year's accumulated surplus (deficit) (box C, form St-A&L)

# STATEMENT OF ASSETS AND LIABILITIES

AS OF DATE (YYYY / MM / DD) **1**

NAME OF FILING ENTITY

**Current Assets** **2**

Cash on hand

Cash on deposit

Accounts receivable

Bonds, stocks, other investments

Inventory

Other (describe) **3**

**Total Current Assets** **4**

**Fixed Assets**

Investments **5**

**6** Furniture and fixtures

(less accumulated amortization) ( **7** )

Office equipment

(less accumulated amortization) ( )

Land and buildings

(less accumulated amortization) ( )

Other (describe) **8**

(less accumulated amortization) ( )

**Total Fixed Assets** **9**

**Total Assets** **10**  **A**

**Current Liabilities** **11**

Accounts payable

Wages, salaries payable

Loans payable

Other (describe) **12**

**Total Current Liabilities** **13**

**Long-term Liabilities** **14**

Loans payable

Other (describe) **15**

**Total Long-term Liabilities** **16**

**Total Liabilities** **17**  **B**

**Accumulated Surplus (Deficit) (A – B)** **18**  **C**

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

The [Statement of Income and Expenses \(St-I&E\)](#) form **must always** be completed and submitted. This form reports all income and expenses for the year.

### **Income:**

- 1 Enter the total value of all political contributions received during the year, from all sources, as reported in box D on the [Summary of Political Contributions \(Sm-C\)](#) form.
- 2 Enter the total gross fundraising function income not reported as political contributions, as reported in box E on the [Summary of Fundraising Functions \(Sm-F\)](#) form.
- 3 Enter the total transfers received during the year, as reported in box A on the [Transferred Received and Given \(S-TRF\)](#) form.
- 4 In the box to the right of each type of income, enter the value of income received.
- 5 Enter a brief description and the amount of each other type of income earned. Attach extra pages if necessary to list each type of income.
- 6 Enter the total of the above amounts into box A.

### **Expenses:**

- 7 In the box to the right of each type of expense, enter the value of the expenses incurred.
- 8 Enter the total cost of advertising, as reported in box A on the [Summary of Advertising Expenses by Class \(Sm-A\)](#) form.
- 9 Enter the total cost of fundraising functions, as reported in box B on the [Summary of Fundraising Functions \(Sm-F\)](#) form.
- 10 Enter the total transfers given during the year, as reported in box B on the [Transferred Received and Given \(S-TRF\)](#) form.
- 11 Enter a brief description and the amount of each other type of expense incurred. Attach extra pages if necessary to list each type of expense.
- 12 Enter the total of the above amounts into box B.

### **Period Surplus (Deficit):**

- 13 To calculate the period surplus or deficit, 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 (e.g.  $\$300 - \$400 = (\$100)$ ).



# STATEMENT OF INCOME AND EXPENSES

NAME OF FILING ENTITY			
<b>Income:</b>	Total political contributions (box <b>D, Sm-C</b> )	1	
	Gross fundraising income not reported as political contributions (box <b>E, Sm-F</b> )	2	
	Total transfers received (box <b>A, S-TRF</b> )	3	
	Interest and investment income		
	Product sales		
	Advertising income		
	Rental income		
	Reimbursement of election expenses		
	Annual allowance		
	Other income (describe)	5	
<b>Total Income</b>	<b>6</b>	<b>A</b>	
<b>Expenses:</b>	Accounting and audit services		
	Advertising (box <b>A, Sm-A</b> )	8	
	Amortization expense		
	Bad debt expense		
	Bank charges		
	Cost of holding conventions, workshops and meetings		
	Donations and gifts		
	Furniture and equipment		
	Interest expense		
	Office rent, utilities, insurance and maintenance		
	Office supplies and stationery		
	Postage and courier		
	Professional services		
Research and data, including election surveys and polls			
Salaries and benefits			
Social functions (thank-you parties)			
Subscriptions and dues			
Telecommunications and information technology			
Travel			
Total cost of fundraising functions (box <b>B, Sm-F</b> )	9		
Total transfers given (box <b>B, S-TRF</b> )	10		
Other expenses (describe)	11		
<b>Total Expenses</b>	<b>12</b>	<b>B</b>	
<b>Period Surplus (Deficit) (A – B)</b>	<b>13</b>	<b>C</b>	

### Sm-C: Summary of Political Contributions

The [Summary of Political Contributions \(Sm-C\)](#) form summarizes all political contributions accepted during the year.

- 1 Enter the number of contributors and the total value of contributions received from eligible individuals who made total contributions of more than \$250 in box A. This is a summary of contributions reported on the [Political Contributions with a Total Value Greater Than \\$250 \(S-A1\)](#) form .
- 2 Enter the total number of contributors and value of contributions received from eligible individuals who made total contributions of \$250 or less in box B.
- 3 Enter the total amount of anonymous contributions received. This amount is taken from box A of the [Permitted Anonymous Contributions Accepted at Functions \(S-A2\)](#) form.
- 4 Add boxes A, B and C together and enter the total in box D. This amount is also reported as income on the [Statement of Income and Expenses \(St-I&E\)](#) form.
- 5 Enter the total dollar amount of contributions of money received during the year in box E.
- 6 Enter the total value of all contributions of goods and services received during the year in box F.
- 7 Enter the total dollar amount of all income tax receipts issued for political contributions received during the year in box G. Remember that income tax receipts can only be issued for contributions of money received by a registered political party or constituency association. Tax receipts cannot be issued for contributions received during a period when the organization was suspended.

# SUMMARY OF POLITICAL CONTRIBUTIONS

NAME OF FILING ENTITY

**Contributions must be accepted only from eligible individuals.**

	Number of contributors	Value of contributions (\$)	
① Contributions greater than \$250			A
② Contributions of \$250 or less			B
Anonymous contributions (box A, S-A2)		③	C
Total value of political contributions from all sources (A + B + C)		④	D

Total contributions of money

⑤	E
---	---

Total contributions of goods and services

⑥	F
---	---

(box E + box F must equal box D)

Total dollar amount of income tax receipts issued  
(Leadership and nomination contestants cannot issue tax receipts)

\$ ⑦	G
------	---

### S-A1: Political Contributions with a Total Value Greater than \$250

The [Political Contributions with a Total Value Greater than \\$250 \(S-A1\)](#) form is used to report all eligible individuals who made political contributions during the year that 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. It is not acceptable to report initials (e.g. J. Smith) or multiple contributor names on the same line (e.g. John and Jane Smith).
- 2 Enter the contributor's residential address.
- 3 Enter the value of each separate contribution made during the year by that contributor.
- 4 Enter the date on which each separate contribution was received.
- 5 Enter the type of contribution:
  - 1 – Fundraising function ticket sold for more than \$250,
  - 2 – Property/services purchased for more than \$250 above market value at a fundraising function,
  - 3 – Property/services with a value greater than \$250 donated for sale at a fundraising function,
  - 4 – (Political parties only) Fees to attend a convention,
  - 5 – (Political parties only) Fees to attend a leadership convention,
  - 9 – All other contributions received.
- 6 Enter date of event for contribution types 1-5.
- 7 Enter the total value of all contributions made by each eligible individual who made total contributions of more than \$250 during the year.
- 8 Enter the total of all contributions. The amount reported in box A must be carried forward to box A on the [Summary of Political Contributions \(Sm-C\)](#) form.

# POLITICAL CONTRIBUTIONS WITH A TOTAL VALUE GREATER THAN \$250

NAME OF FILING ENTITY
-----------------------

 PAGE   
 OF 

<b>1</b> FULL NAME OF CONTRIBUTOR	<b>2</b> CONTRIBUTOR'S RESIDENTIAL ADDRESS				<b>3</b> INDIVIDUAL CONTRIBUTION AMOUNT	<b>4</b> DATE RECEIVED (YYYY/MM/DD)	<b>5</b> TYPE*	<b>6</b> FOR TYPES 1-5, DATE OF EVENT (YYYY/MM/DD)	<b>7</b> TOTAL OF CONTRIBUTOR'S CONTRIBUTIONS
	ADDRESS	CITY	PROV.	POSTAL CODE					
<b>TOTAL OF INDIVIDUAL CONTRIBUTIONS</b>					A	<b>8</b> 0.00			

\* **TYPE OF CONTRIBUTION:** 1 – Fundraising function ticket sold for more than \$250, 2 – Property/services purchased for more than \$250 above market value at a fundraising function, 3 – Property/services with a value greater than \$250 donated for sale at a fundraising function, 4 – Fees to attend a convention (political parties only), 5 – Fees to attend a leadership convention (political parties only), 6 – Contribution by candidate/contestant for personal expense, 9 – All other contributions received

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

The [Permitted Anonymous Contributions Accepted at Functions \(S-A2\)](#) form is used to report anonymous contributions. Anonymous contributions may only be collected in response to a general solicitation for funds at a function held by or in relation to the affairs of the political party or constituency association. Each contribution must have a value of less than \$50. Anonymous contributions do not have to be reported on a [Fundraising Function \(S-F\)](#) form, 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 carried forward to box C on the [Summary of Political Contributions by Class form \(Sm-C\)](#).

## PERMITTED ANONYMOUS CONTRIBUTIONS ACCEPTED AT FUNCTIONS

NAME OF FILING ENTITY
-----------------------

PAGE	
OF	

① DATE OF FUNCTION (YYYY/MM/DD)	② DESCRIPTION OF FUNCTION	③ NUMBER OF PEOPLE ATTENDING	④ TOTAL AMOUNT OF ANONYMOUS CONTRIBUTIONS
<b>TOTAL</b>			<b>A</b> ⑤

## S-A1-A: Combined Contributions to Political Party, Constituency Associations and Candidates with a Total Value Greater than \$250

**This form is for political parties only.** Constituency associations do not complete this form.

The [Combined Contributions to Political Party, Constituency Associations and Candidates with a Total Value Greater than \\$250 \(S-A1-A\)](#) form reports the political contributions made by eligible individuals who, during the year, made contributions to the political party, a registered constituency association for the party, and/or a candidate for the party, that, in total have a value of more than \$250.

Use additional pages of this form if necessary.

To facilitate this reporting, constituency associations must provide the details of all political contributions received during the reporting year to their political party by February 15 of the following year. Candidates' financial agents must provide the political contribution information to the political party within 60 days after Final Voting Day.

- 1 Enter the full name of the contributor. It is not acceptable to report initials (e.g. J. Smith) or multiple contributor names on the same line (e.g. John and Jane Smith).
- 2 Enter the contributor's residential address.
- 3 Enter the value of each separate contribution received during the year from that contributor.
- 4 Enter the date on which each separate contribution was received.
- 5 Enter the type of contribution:
  - 1 – Fundraising function ticket sold for more than \$250,
  - 2 – Property/services purchased for more than \$250 above market value at a fundraising function,
  - 3 – Property/services with a value greater than \$250 donated for sale at a fundraising function,
  - 4 – (Political parties only) fees to attend a convention,
  - 5 – (Political parties only) fees to attend a leadership convention,
  - 6 – Contribution by candidate/contestant for personal expense,
  - 9 – All other contributions received.
- 6 Enter date of event for contribution types 1-5.
- 7 Enter the total value of all contributions made by each contributor who made total contributions of more than \$250 during the year.
- 8 Enter the total of all contributions.



# COMBINED CONTRIBUTIONS TO POLITICAL PARTY CONSTITUENCY ASSOCIATIONS AND CANDIDATES WITH A TOTAL VALUE GREATER THAN \$250

 NAME OF FILING ENTITY PAGE   
OF 

<b>1</b> FULL NAME OF CONTRIBUTOR	<b>2</b> CONTRIBUTOR'S RESIDENTIAL ADDRESS				<b>3</b> INDIVIDUAL CONTRIBUTION AMOUNT	<b>4</b> DATE RECEIVED (YYYY/MM/DD)	<b>5</b> TYPE *	<b>6</b> FOR TYPES 1-5, DATE OF EVENT (YYYY/MM/DD)	<b>7</b> TOTAL OF CONTRIBUTOR'S CONTRIBUTIONS
	ADDRESS	CITY	PROV.	POSTAL CODE					

\***TYPE OF CONTRIBUTION:** 1 – Fundraising function ticket sold for more than \$250, 2 – Property/services purchased for more than \$250 above market value at a fundraising function, 3 – Property/services with a value greater than \$250 donated for sale at a fundraising function, 4 – (Political parties only) fees to attend a convention, 5 – (Political parties only) fees to attend a leadership convention, 6 – Contribution by candidate/contestant for personal expense, 9 – All other contributions received

<b>TOTAL OF INDIVIDUAL CONTRIBUTIONS</b>	A	<b>8</b> 0.00
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### S-Ax: Prohibited Contributions

The [Prohibited Contributions \(S-Ax\)](#) 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 Elections BC 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 If the prohibited contribution is greater than \$250, report the name and address of the contributor. This information is not required to be reported if the total amount of contributions received from the contributor is \$250 or less.
- 4 Enter the value of the prohibited contribution. If the contribution was of goods or services, enter the market value.
- 5 Enter the date on which the prohibited contribution was returned to the contributor or remitted to Elections BC.
- 6 Enter the total amount of all prohibited contributions.

# PROHIBITED CONTRIBUTIONS

NAME OF FILING ENTITY

PAGE   
OF

1 DATE RECEIVED (YYYY/MM/DD)	2 CIRCUMSTANCES	3 If applicable, provide contributor's name and address if their total contributions are greater than \$250.		4 AMOUNT	5 DATE RETURNED (YYYY/MM/DD) OR DATE REMITTED TO ELECTIONS BC (YYYY/MM/DD)	
		FULL NAME	RESIDENTIAL ADDRESS			
<b>TOTAL</b>				A	6 0.00	

## Sm-A: Summary of Advertising Expenses by Class

The [Summary of Advertising Expenses by Class \(Sm-A\)](#) form is used to report any advertising expenses incurred during the year. For each class of advertising, report the total expenses in that category.

- 1 In the box to the right of each type of advertising expense, enter the value of expenses incurred.
- 2 Enter a brief description and the amount of each **other** type of advertising expense incurred. Attach extra pages if necessary to list each type of advertising expense.
- 3 Enter the total amount of all advertising expenses in box A.

# SUMMARY OF ADVERTISING EXPENSES BY CLASS

NAME OF FILING ENTITY

**Value of advertising by class:  
(including value of preparing and conducting)**

1

Commercial canvassing in person, by telephone or by mobile device

Newspapers and periodicals

Promotional materials, including newsletters, brochures, buttons and novelty items

Radio

Search engine marketing and optimization

Signs (lawn signs, billboards, etc.)

Social media (social ads, targeted ads, content boosting, etc.)

Television

Website displays

Other forms of advertising (describe)

2

**Total**

3

A

### Sm-F: Summary of Fundraising Functions

The [Summary of Fundraising Functions \(Sm-F\)](#) form summarizes information from all fundraising functions held during the year. These amounts are obtained by totaling all of the individual [Fundraising Function \(S-F\)](#) forms.

- 1 Enter the total number of fundraising functions held during the year. This must equal the number of Fundraising Function (S-F) forms 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 L on all [Fundraising Function \(S-F\)](#) forms.
- 3 Enter the total cost of all fundraising functions in box B. This number is obtained by adding all the boxes M on all [Fundraising Function \(S-F\)](#) forms.
- 4 Calculate the net income (or loss) from all fundraising functions by subtracting box B from box A and enter this amount in box C. If this amount is below zero, record it in brackets to indicate it is a negative number (e.g., \$450 - \$550 = (\$100)).
- 5 Enter the total amount of gross income reported as political contributions in box D. This number is obtained by adding all the boxes F on all [Fundraising Function \(S-F\)](#) 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 K on all [Fundraising Function \(S-F\)](#) forms.

The last two sections of this form are not applicable for annual financial reports, and do not need to be completed.

Both the total cost (box B) and fundraising income NOT reported as political contributions (box E) from this form must be reported on the [Statement of Income and Expenses \(St-I&E\)](#) form.

The fundraising income reported as political contributions (box D) must be included in the contributions reported on the [Summary of Political Contributions \(Sm-C\)](#) form and if applicable, on the [Political Contributions with a Total Value Greater than \\$250 \(S-A1\)](#) form or [Permitted Anonymous Contributions Accepted at Functions \(S-A2\)](#) form.

# SUMMARY OF FUNDRAISING FUNCTIONS

(Total amounts from all forms S-F)

NAME OF FILING ENTITY		
Number of fundraising functions held	1	
Total gross fundraising function income (sum of boxes <b>L</b> on all <b>S-F</b> forms)	2	<b>A</b>
Total cost of fundraising functions (sum of boxes <b>M</b> on all <b>S-F</b> forms)	3	<b>B</b>
Total net income (or loss) from fundraising functions ( <b>A – B</b> )	4	<b>C</b>
Total amount of gross income reported as political contributions (sum of boxes <b>F</b> on all <b>S-F</b> forms)	5	<b>D</b>
Total amount of gross income NOT reported as political contributions (sum of boxes <b>K</b> on all <b>S-F</b> forms)	6	<b>E</b>
(boxes <b>D + E</b> must equal box <b>A</b> )		
<b>For election financing reports only</b>		
Total cost of fundraising functions held during the campaign period		<b>F</b>
Total cost of fundraising functions held outside the campaign period		<b>G</b>
Total net losses of fundraising functions which incurred net losses during the campaign period		<b>H</b>
<b>For leadership contestant financing reports only</b>		
Total net losses of fundraising functions which incurred net losses		<b>I</b>

## S-F: Fundraising Function

The [Fundraising Function \(S-F\)](#) form is used to report any fundraising function held for the purpose of raising funds for the political party or constituency association.

Reporting fundraising functions is complicated and financial agents should carefully read the appropriate sections in the [Guide for Financial Agents Appointed Under the Election Act](#). 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 clearer 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.
- 3 If the event is specified fundraising function held to raise money for a major political party, a copy of the specified fundraising function form that was previously filed with Elections BC must be submitted with the annual financial report.

### Gross income reported as political contributions:

If a fee is charged to attend a fundraising function, the ticket price is a political contribution if the individual charge per ticket is more than \$50 or an individual purchases more than one ticket to attend an event.

- 4 Enter the number of tickets purchased by eligible individuals where the charge per ticket is more than \$50.
- 5 Enter the amount of money charged per ticket. If tickets were sold at different prices, enter the highest price paid for a ticket.
- 6 Enter the total charges collected in box A. 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.
- 7 Tick this box if the tickets were sold at different prices.
- 8 Enter the number of tickets sold to eligible individuals who purchased more than one ticket.

Fundraising functions such as dinners and auctions may also result in political contributions. Goods or services, with a value of more than \$250 donated for sale at a fundraising function are political contributions. Likewise, if a person buys an item or service at a fundraising function and pays more than market value, the amount in excess of the market value is a political contribution.



- 9 Enter the detailed description of any other gross fundraising income (other than ticket sales) reported as contributions. This includes anonymous contributions and goods and services that were donated and have a market value greater than \$250, and items or services sold for more than their market value.
- 10 Enter the dollar value of other political contributions accepted at the function, including any anonymous contributions. Anonymous contributions must also be reported on the [Permitted Anonymous Contributions Accepted at Functions \(S-A2\)](#) form.
- 11 Add boxes A, B, C, D and E. Enter the total in box F.

### **Gross income not reported as political contributions:**

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

- 12 Enter the number of tickets that were sold for \$50 or less to individuals.
- 13 Enter the amount of money charged per ticket. If tickets were sold at different prices, enter the highest price paid for a ticket.
- 14 Enter the total charges collected in box G. 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.
- 15 Tick this box if the tickets were sold at different prices.
- 16 Enter the description of any type of income (other than ticket sales) which is not a political contribution. Other fundraising income not reported as political contributions can include the sale of goods or services, if a person does not pay more than market value.
- 17 Enter the value of income (other than ticket sales) which is not a political contribution.
- 18 Add boxes G, H, I, and J and enter the total in box K.
- 19 Add boxes F and K and enter the total in box L.
- 20 Enter the total cost of the function in box M.
- 21 Calculate the net income (loss) from the fundraising function by subtracting box M from box L. Enter this amount in box N. If the net income is less than zero, show the amount in brackets to indicate a loss.

The totals from all [Fundraising Function \(S-F\)](#) forms must be carried to the [Summary of Fundraising Functions \(Sm-F\)](#) form.

# FUNDRAISING FUNCTION

(Submit a separate form for each function held)

PAGE   
OF

NAME OF FILING ENTITY	
DATE OF EVENT (YYYY/MM/DD) <b>1</b>	DESCRIPTION OF FUNDRAISING EVENT (IF A JOINT EVENT, IDENTIFY OTHER ENTITY) <b>2</b>

**3**  If event is a specified fundraising function, tick box and attach Spec-FF form.

**Gross income reported as political contributions**

	Number of Tickets Sold	Charge per Ticket	Total Charges Collected	Tick if Charge per Ticket Varies
Purchases by eligible individuals of a single ticket for more than \$50	<b>4</b>	<b>5</b>	<b>6</b>	A
Purchases by eligible individuals of more than one ticket	<b>8</b>			<b>7</b>

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

<b>9</b>		<b>10</b>	C
			D
			E

Total gross income reported as political contributions (A + B + C + D + E) **11**  **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 eligible individuals of a single ticket for \$50 or less	<b>12</b>	<b>13</b>	<b>14</b>	G

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

<b>16</b>		<b>17</b>	H
			I
			J

Total gross income not reported as political contributions (G + H + I + J) **18**  **K**

Total gross income (F + K) **19**  **L**

Total cost of function **20**  **M**

Net income (loss) (L - M) **21**  **N**

### S-L: Permissible Loan or Guarantee

The [Permissible Loan or Guarantee \(S-L\)](#) form is used to report all loans and guarantees that have an outstanding balance at December 31 or were received by the organization during the year, even if those loans were completely paid off or forgiven before December 31. A separate form must be completed and submitted for each loan or guarantee the organization has to report.

Enter only those fields which are applicable.

- 1 Enter the full name of the lender.
- 2 Enter the date the loan was received.
- 3 Enter the date the loan is due to be repaid.
- 4 Enter the total original amount of the loan or guarantee.
- 5 Enter the prime interest rate set by the principal banker of the Province of B.C. at the time the rate of interest for the loan was set.
- 6 Enter the total amount of the loan outstanding as of December 31.
- 7 Enter the actual rate of interest being charged by the lender of the loan.
- 8 Enter, if applicable, the date of the default, if there has been a default on a permissible loan.
- 9 Enter the date of the call, if there has been a call on a guarantee for a permissible loan.
- 10 Enter the date of the non-compliance, if there has been non-compliance with the terms and conditions of a guarantee for a permissible loan.

(Submit a separate form for each loan or guarantee)

PAGE   
OF

NAME OF FILING ENTITY

Please indicate: LOAN  GUARANTEE

NAME OF SAVINGS INSTITUTION PROVIDING LOAN OR GUARANTEE

1

DATE RECEIVED (YYYY/MM/DD)

2

DATE DUE (YYYY/MM/DD)

3

ORIGINAL AMOUNT

\$ 4

PRIME INTEREST RATE

5

%

AMOUNT OUTSTANDING

\$ 6

INTEREST RATE

7

%

Complete dates only if applicable:

Default on loan

DATE (YYYY/MM/DD)

8

Call on guarantee for loan

DATE (YYYY/MM/DD)

9

Non-compliance date with terms and conditions

DATE (YYYY/MM/DD)

10

### S-TRF: Transfers Received and Given

The [Transfers Received and Given \(S-TRF\)](#) form is used to report transfers between a registered political party, its registered constituency associations, and its candidates, leadership contestants and nomination contestants. These transfers are internal flows of money, goods and services and are not political contributions.

- 1 Enter the date the money, goods or services were received or given.
- 2 Enter the name of the entity making or receiving the transfer. This should be the full name of the registered political party, registered constituency association, candidate, leadership contestant or nomination contestant who gave the transfer to the organization, or who received the transfer from the organization. For transfers of goods or services, provide details to describe the type of the goods or services.
- 3 Enter the total value of the transfer received. If the transfer was of goods or services, their market value should be recorded.
- 4 Enter the total value of the transfer given. If the transfer was of goods or services, their market value should be recorded.
- 5 Enter the total amount of transfers received. This total (box A) must be reported as income on the [Statement of Income and Expenses \(St-I&E\)](#) form.
- 6 Enter the total amount of transfers given. This total (box B) must be reported as an expense on the [Statement of Income and Expenses \(St-I&E\)](#) form.

# TRANSFERS RECEIVED AND GIVEN

NAME OF FILING ENTITY

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OF

DATE OF TRANSFER (YYYY/MM/DD)	NAME OF ENTITY TRANSFER WAS RECEIVED FROM OR GIVEN TO	VALUE OF TRANSFER RECEIVED	VALUE OF TRANSFER GIVEN
1	2	3	4
<b>TOTAL</b>		<b>A</b>	<b>B</b>
		5	6

## Questions?

**For more information**

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

**or contact**

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