



**ELECTIONS BC**

A non-partisan Office of the Legislature

# LEADERSHIP CONTESTANT FINANCING REPORT COMPLETION GUIDE



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## Introduction

This guide will help you complete your leadership contestant financing report.

You should also review the [Guide for Financial Agents Appointed under the \*Election Act\*](#), which outlines the financing rules for leadership contestants. The guide for financial agents and this guide contain only summaries of the financing requirements and do not take precedence over the *Election Act*.

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

# Financing report requirements

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## Submitting a leadership contestant financing report

Your leadership contestant financing report must be received by Elections BC before 4:30 p.m., Pacific time, 90 days after the leader is selected. The report cover page ([form F-LC](#)) must be signed by the appointed financial agent in order for the report to be accepted as filed.

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

- **Email:** scanned reports and electronic signature are acceptable and may be sent to [electoral.finance@elections.bc.ca](mailto:electoral.finance@elections.bc.ca).
- **Fax** (our toll-free fax number is 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.
- **Courier:** again, ensure that you submit the report early enough for it to be received by the deadline.
- **Personally deliver the report:** to a [Service BC](#) office or Elections BC.  
**Note:** not all Service BC offices will accept this report. Please check their website before attending the office to ensure this service is available.

Our full contact information is available on our [Contact](#) page.

## General instructions for all forms

Use the following checklist as you complete your leadership contestant financing report:

- Submit all relevant forms. If you have any doubt whether a form should be submitted, [contact our office](#) for clarification.
- Keep a copy of the report for your records. You may need to use the information for filing amendments or responding to questions from Elections BC.
- Complete the detailed forms first, then carry forward the totals to the summary forms.
- Type or print neatly in ink. The reports will be available for viewing in our office and on our [Financial Reports and Political Contributions](#) filing system.
- Number the pages of forms that have more than one page. If a form has 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).
- Enter the name of the leadership contestant on every form. Ballot name, full name, or first and last is acceptable.
- Enter dates as YYYY / MM / DD – e.g. for January 31, 2021, enter 2021/01/31.

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

## Audits

Leadership contestant financing reports must be audited if the value of political contributions or contestant expenses reported is \$10,000 or more.

If an audit is required, the leadership contestant must complete the [Appointment of Auditor for an Individual \(321\)](#) form and submit it to Elections BC. The appointed auditor must perform the audit of the financing report. If the auditor's appointment ends, a new auditor must be appointed.

Auditors must be qualified to be the auditor of a company under sections 205 and 206 of the [Business Corporations Act](#) (British Columbia).

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

**The auditor's report must be filed with the leadership contestant financing report.**

Leadership contestant financing reports that require audits but are submitted without an auditor's report will not be accepted.

## Step-by-step instructions

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### Leadership Contestant Financing Report (F-LC)

The [F-LC – Leadership Contestant Financing Report form](#) is the cover page and must accompany all financing reports filed by leadership contestants, including amended reports filed after the original report.

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

Other than this form (F-LC), only relevant forms are required to be submitted to Elections BC. Indicate the forms you are submitting in Part B.

If the leadership contestant had any expenses, income, loans or transfers, you must report these transactions. If the contestant had no transactions, no other forms are required for this report.

This form is publicly available, so you may list an office address instead of a home address for the financial agent.

The declaration must be signed and dated by the financial agent who is registered with Elections BC. If the financial agent has changed since registration, ensure an updated [499 - Appointment of Financial Agent](#) for a Contestant form has been submitted and accepted by Elections BC. See number ② in Part C on the example form.

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 in the electronic PDF. Signing a false statement is a serious offence and is subject to significant penalties under section 266 of the *Election Act*.

If the financial agent is absent or incapable of filing the report, an appointed deputy financial agent or the financial agent of the political party may do so.

Only add the amendment number if you are modifying an existing report. If it is your first time submitting this report, leave this blank. See number ① on the example form.

This report must be filed within 90 days after a leader is selected for a registered political party.

CONTESTANT'S LAST NAME			FIRST NAME			MIDDLE NAME(S)		
REGISTERED POLITICAL PARTY								
CONTEST START DATE (YYYY/MM/DD)					CONTEST END DATE (YYYY/MM/DD)			
FINANCIAL AGENT'S LAST NAME*			FIRST NAME			MIDDLE NAME(S)		
FINANCIAL AGENT'S MAILING ADDRESS						CITY / TOWN		
POSTAL CODE			PHONE NO.		EMAIL ADDRESS (OPTIONAL)			
*Leadership contestants may act as their own financial agent or appoint another individual to act as their financial agent using form 499 - Appointment of Financial Agent for a Contestant.								

**Part A - Select applicable reporting requirement in relation to leadership contest activities. Financial transactions include contestant expenses, political contributions, loans, fundraising functions or transfers.**

- Tick box if contestant was acclaimed or appointed **and** has no financial transactions to report in relation to the leadership contest.
- Tick box if contestant was acclaimed or appointed **and** has financial transactions to report in relation to the leadership contest. Include all relevant forms listed in **Part B**.
- Tick box if contestant was **not** acclaimed or appointed **and** has no financial transactions to report in relation to the leadership contest. No additional forms need to be submitted.
- Tick box if contestant was **not** acclaimed or appointed **and** has financial transactions to report in relation to the leadership contest. Include all relevant forms listed in **Part B**.

**Part B - Submit forms only if applicable.**

Summary of Leadership Contestant Income	Form Sm-I-L	<input type="checkbox"/>	Summary of Advertising Expenses by Class	Form Sm-A	<input type="checkbox"/>
Summary of Leadership Contestant Expenses	Form Sm-E-L	<input type="checkbox"/>	Personal Expenses of the Contestant	Form Sm-PE	<input type="checkbox"/>
Summary of Political Contributions	Form Sm-C	<input type="checkbox"/>	Summary of Fundraising Functions	Form Sm-F	<input type="checkbox"/>
Political Contributions with a Total Value Greater than \$250	Form S-A1	<input type="checkbox"/>	Fundraising Function	Form S-F	<input type="checkbox"/>
Permitted Anonymous Contributions Accepted at Functions	Form S-A2	<input type="checkbox"/>	Loans and Guarantees	Form S-L	<input type="checkbox"/>
Prohibited Contributions	Form S-Ax	<input type="checkbox"/>	Transfers Received and Given	Form S-TRF	<input type="checkbox"/>

**Part C**

I, the undersigned, declare that:

- (a) I am authorized to act on behalf of the above-named leadership contestant;
- (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 / LEADERSHIP CONTESTANT <b>2</b> (IF ACTING AS OWN FINANCIAL AGENT)	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)

## Summary of Leadership Contestant Income (Sm-I-L)

The [Sm-I-L – Summary of Leadership Contestant Income form](#) reports all the income related to the leadership contest.

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

Complete the corresponding forms (Sm-C, S-TRF and Sm-F as applicable) before completing Sm-I-L.

On the example form provided:

- ❶ is where the total from box D of the Sm-C will carry over
- ❷ is where the total from box A of the S-TRF will carry over
- ❸ is where the total from box E of the Sm-F will carry over

# SUMMARY OF LEADERSHIP CONTESTANT INCOME

NAME OF FILING ENTITY		
<b>Income:</b>	Total political contributions (box <b>D</b> , <b>Sm-C</b> )	<input style="width: 100%;" type="text"/> <b>1</b>
	Total transfers received (box <b>A</b> , <b>S-TRF</b> )	<input style="width: 100%;" type="text"/> <b>2</b>
	Interest income	<input style="width: 100%;" type="text"/>
	Gross fundraising income not reported as political contributions (box <b>E</b> , <b>Sm-F</b> )	<input style="width: 100%;" type="text"/> <b>3</b>
Other income (describe)		<input style="width: 100%;" type="text"/>
<b>Total Income</b>		<input style="width: 100%;" type="text" value="0.00"/> <b>A</b>

## Summary of Leadership Contestant Expenses (Sm-E-L)

The [Sm-E-L – Summary of Leadership Contestant Expenses form](#) reports all the expenses related to the leadership contest.

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

Complete the corresponding forms (Sm-A, Sm-PE, Sm-F and S-TRF, as applicable) before completing Sm-E-L. On the example form provided:

- ① is where the total from box A of the Sm-A will carry over
- ② is where the total from box E of the Sm-PE will carry over
- ③ is where the total from box B of the Sm-F will carry over
- ④ is where the total from box I of the Sm-F will carry over
- ⑤ is where the total from box B of the S-TRF will carry over

# SUMMARY OF LEADERSHIP CONTESTANT EXPENSES

NAME OF FILING ENTITY

**Expenses:**

Accounting and audit services		
Advertising (box <b>A</b> , <b>Sm-A</b> )		1
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		
Personal expenses of contestant (box <b>E</b> , <b>Sm-PE</b> )		2
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		
Total cost of fundraising functions (box <b>B</b> , <b>Sm-F</b> )		3
Total net losses of fundraising functions which incurred net losses (box <b>I</b> , <b>Sm-F</b> )		4
Total transfers given (box <b>B</b> , <b>S-TRF</b> )		5
Travel		
Other contestant expenses (describe)		

**Total Contestant Expenses**      0.00      A

## Summary of Political Contributions (Sm-C)

The [Sm-C – Summary of Political Contributions form](#) summarizes all political contributions accepted in relation to the leadership contest. A political contribution is any money, property or service provided without compensation by way of donation, advance, discount or otherwise. See our [Glossary of Provincial Definitions](#) for more information.

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

The total amount of anonymous contributions received (see number ① on the example form), must equal the amount in box A on form S-A2.

Note, this form is used by other political participants that can issue tax receipts. Leadership contestants **cannot** issue tax receipts, so box G should be blank (see number ② on the example form for the location of box G).

# SUMMARY OF POLITICAL CONTRIBUTIONS

NAME OF FILING ENTITY

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

	Number of contributors	Value of contributions (\$)	
Contributions greater than \$250			<b>A</b>
Contributions of \$250 or less			<b>B</b>
Anonymous contributions (box <b>A</b> , <b>S-A2</b> )			<b>C</b> <sup>1</sup>
Total value of political contributions from all sources (A + B + C)		0.00	<b>D</b>

Total contributions of money		<b>E</b>
Total contributions of goods and services		<b>F</b>
(box <b>E</b> + box <b>F</b> must equal box <b>D</b> )		

Total dollar amount of income tax receipts issued (Leadership and nomination contestants cannot issue tax receipts)	\$	<b>G</b> <sup>2</sup>
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## Political Contributions of Money, Property or Services with a Value Greater than \$250 (S-A1)

The S-A1 – Political Contributions of Money, Property or Services with a Value Greater than \$250 form is used to report all contributors who made political contributions to the leadership contestant which have a total value greater than \$250. Contributions of goods and services must be recorded at their market value. Use additional pages of this form if necessary.

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

There are seven types of political contributions which are noted in column number ① on the example form:

- **Type 1:** fundraising function ticket sold for more than \$250
- **Type 2:** property/services purchased for more than \$250 above market value at a fundraising function
- **Type 3:** property/services with a value greater than \$250 donated for sale at a fundraising function
- **Type 4:** fees to attend a convention (political parties only)
- **Type 5:** fees to attend a leadership convention (political parties only)
- **Type 6:** personal expenses paid by the candidate/contestant
- **Type 7:** N/A
- **Type 8:** N/A
- **Type 9:** all other contributions received

If a leadership contestant incurs an expense paid for with their personal funds and is not reimbursed from the leadership contest account, then the contestant has made a political contribution. If these expenses were for personal expenses (see form Sm-PE), they are political contributions reported under type 6 but are not subject to the contribution limit.

Provide the total value of an individual contributor's contributions of money, goods and/or services.

Confirm that the total value of contributions in box A is correct (see number ③ on the example form for the location of box A). The total in box A will carry forward to box A on form Sm-C.



## Permitted Anonymous Contributions Accepted at Functions (S-A2)

The [S-A2 – Permitted Anonymous Contributions Accepted at Functions form](#) is used to report anonymous contributions accepted in relation to the leadership contest.

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

Anonymous contributions may only be collected in response to a general solicitation for funds at a function held in relation to the leadership contest. Each contribution must have a value of less than \$50.

Leadership contestants are only allowed to accept up to \$3,000 in anonymous contributions.

Anonymous contributions do not have to be reported on a fundraising function form (S-F), if the function was not a fundraising function (e.g. a meeting).

Confirm the total dollar amount of anonymous contributions collected at all functions is correct in box A (see number ❶ on the example form for the location of box A). The total in box A is carried forward to box C on the Summary of Political Contributions form (Sm-C).



## Prohibited Contributions (S-Ax)

The [S-Ax – Prohibited Contributions form](#) is used to report any contributions that were received but were not permitted to be made under the *Election Act*.

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

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.

The contributor's name and residential address must only be completed if the contributor's total political contributions (including the prohibited contribution) is greater than \$250. For some circumstances (e.g. anonymous contribution over the limit or address not obtained), these fields may remain blank or partially filled.

If the contribution was of goods or services, enter the market value.

Confirm the total amount of all prohibited contributions in box A is correct (see number ① on the example form for the location of box A).



## Summary of Advertising Expenses by Class (Sm-A)

The [Sm-A – Summary of Advertising Expenses by Class form](#) is used to report advertising expenses related to the leadership contest, by class.

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

If relevant, enter a brief description of any additional advertising expenses not covered in the descriptions in the “Other forms of advertising” box (see number ① on the example form).

Attach extra pages if necessary to list the total of each type of advertising expense.

## SUMMARY OF ADVERTISING EXPENSES BY CLASS

NAME OF FILING ENTITY

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

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) ①	

**Total**

0.00	A
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## Personal Expenses of the Candidate/Contestant (Sm-PE)

The [Sm-PE – Personal Expenses of the Candidate/Contestant form](#) is used to report personal expenses of the leadership contestant.

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

Personal contestant expenses are defined in section 184(4) of the *Election Act*. Only include reasonable personal contestant expenses used by the contestant as indicated on this form.

Leadership contestants should leave box F and box G, in the bottom section, blank. This last section is for candidates and nomination contestants only.

# PERSONAL EXPENSES OF THE CANDIDATE / CONTESTANT

NAME OF FILING ENTITY
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	Paid personally by the candidate or contestant		Paid or reimbursed through the campaign account	
<b>Transportation to, from or within electoral district</b>				
Air travel				
Bus, taxi				
Rental vehicle				
Private vehicle				
Other (Describe)				
Total	0.00	<b>A1</b>	0.00	<b>A2</b>
<b>Cost of lodging, meals and incidental expenses while travelling</b>				
Airbnb, hotel, motel				
Meals				
Incidental expenses (Describe)				
Total	0.00	<b>B1</b>	0.00	<b>B2</b>
<b>All other necessary personal expenses related to campaign/contest</b>				
Family care				
Disability expenses				
Cost of renting a temporary residence				
Total	0.00	<b>C1</b>	0.00	<b>C2</b>
Total (A + B + C)	0.00	<b>D1</b>	0.00	<b>D2</b>
Total personal expenses (D1 + D2):			0.00	<b>E</b>

**For candidates and nomination contestants only**

Total personal expenses used during the election campaign period:   **F**

Total personal expenses not used during the election campaign period:   **G**

## Summary of Fundraising Functions (Sm-F)

The [Sm-F – Summary of Fundraising Functions form](#) summarizes the gross income, total cost and net income (or loss) from all fundraising functions held in relation to the leadership contest. These amounts are calculated by adding all of the individual fundraising function forms (S-F).

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

Calculate the net income (or loss) from all fundraising functions by subtracting box B from box A. Enter the difference in box C (see numbers ① - ③ on the example form for the locations of boxes A, B and C). If the value in box C is less than zero, record it in brackets to indicate a loss (e.g. \$450 - \$550 = (\$100)).

Enter the total gross fundraising function income reported as political contributions in box D (see number ④ on the example form for the location of box D). The value in box D is calculated by adding boxes F on all S-F forms (see number ② on the S-F example form for the location of box F). Political contribution details are carried forward to form Sm-C, and, if applicable, form S-A1 or S-A2.

Enter the total gross fundraising function income not reported as political contributions in box E. The value of box E is calculated by adding boxes K on all S-F forms and is carried forward to form Sm-I-L. See numbers ④ and ⑤ on the example form.

The “For election financing reports only” section of the form is not applicable for leadership contestant financing reports. Leadership contestants must leave boxes F, G, and H blank.

Review all the S-F forms that incurred net losses. Total the losses and enter the amount in box I (see number ⑥ on the example form for the location of box I). The amount in box I is carried forward to form Sm-E-L.

# SUMMARY OF FUNDRAISING FUNCTIONS

(Total amounts from all forms S-F)

NAME OF FILING ENTITY	
Number of fundraising functions held	<input style="width: 100px; height: 25px;" type="text"/>
Total gross fundraising function income (sum of boxes <b>L</b> on all <b>S-F</b> forms)	<input style="width: 100px; height: 25px;" type="text"/> <b>A</b> <sup>1</sup>
Total cost of fundraising functions (sum of boxes <b>M</b> on all <b>S-F</b> forms)	<input style="width: 100px; height: 25px;" type="text"/> <b>B</b> <sup>2</sup>
Total net income (or loss) from fundraising functions ( <b>A – B</b> )	<input style="width: 100px; height: 25px;" type="text" value="0.00"/> <b>C</b> <sup>3</sup>
Total amount of gross income reported as political contributions (sum of boxes <b>F</b> on all <b>S-F</b> forms)	<input style="width: 100px; height: 25px;" type="text"/> <b>D</b> <sup>4</sup>
Total amount of gross income NOT reported as political contributions (sum of boxes <b>K</b> on all <b>S-F</b> forms)	<input style="width: 100px; height: 25px;" type="text"/> <b>E</b> <sup>5</sup>
	<small>(boxes <b>D + E</b> must equal box <b>A</b>)</small>
<b>For election financing reports only</b>	
Total cost of fundraising functions held during the campaign period	<input style="width: 100px; height: 25px;" type="text"/> <b>F</b>
Total cost of fundraising functions held outside the campaign period	<input style="width: 100px; height: 25px;" type="text"/> <b>G</b>
Total net losses of fundraising functions which incurred net losses during the campaign period	<input style="width: 100px; height: 25px;" type="text"/> <b>H</b>
<b>For leadership contestant financing reports only</b>	
Total net losses of fundraising functions which incurred net losses	<input style="width: 100px; height: 25px;" type="text"/> <b>I</b> <sup>6</sup>

# Fundraising Function (S-F)

A separate [S-F – Fundraising Function form](#) is required for each fundraising function.

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

A fundraising function is any function held for the purpose of raising funds for the leadership contestant.

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](#). For assistance, contact our Electoral Finance team at [electoral.finance@elections.bc.ca](mailto:electoral.finance@elections.bc.ca).

If a fundraising function is co-sponsored between a registered political party, registered constituency association, candidate, nomination contestant or leadership contestant, each of the entities must report the function and include a note that they are only reporting their share of the income and cost. Alternatively, if one of the entities collects all the revenue and incurs all the expenses, only that entity should report the fundraising function, and record a transfer given to the other entities for their share of the net profits.

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.

Each form must include:

- the date of the event,
- a brief description of the event, and
- if the event is a specified fundraising function.

**If the event is a specified fundraising function, the Spec-FF form previously filed with Elections BC must be included with this report.**

Copies of these forms are available on our [website](#).

### **Top section – gross income reported as political contributions.**

If an eligible individual purchases a ticket to attend a fundraising function for more than \$50 or they purchase more than one ticket for any amount, the price paid is a political contribution.

If tickets were sold at different prices, enter the highest price paid for a ticket. Tick the box(es) (see number ① on the example form), if the tickets were sold at different prices.

Fundraising activities such as garage sales or auctions may also result in political contributions. Goods or services with a market value greater than \$250 donated for sale at a fundraising function are political contributions. Likewise, if a person purchases 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 (regardless of how much they pay over market value). Enter the total value of these political contributions in boxes C, D, and E. Anonymous contributions must also be reported on form S-A2.

**Bottom section – gross income not reported as political contributions numbers ③ - ⑦ on the example form.**

If a single ticket to a fundraising function is purchased by an eligible individual for \$50 or less, that income is not a political contribution.

If tickets were sold at different prices, enter the highest price paid for a ticket. Tick the box (see number ③ on the example form), if the tickets were sold at different prices.

Goods or services with a market value of \$250 or less donated then sold at fundraising functions are not political contributions. Likewise, if a person does not pay more than market value for any item or service, the income is not a political contribution. In both cases, the income must still be reported.

Calculate the net income (or loss) from the fundraising function by subtracting box M from box L. Enter the difference in box N. If the value is less than zero, record it in brackets to indicate a loss. See numbers ⑤ - ⑦ on the example form.

# FUNDRAISING FUNCTION

(Submit a separate form for each function held)

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

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 <sup>1</sup>
Purchases by eligible individuals of a single ticket for more than \$50				A
Purchases by eligible individuals of more than one ticket				B

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

		C
		D
		E

Total gross income reported as political contributions (A + B + C + D + E) 0.00 F <sup>2</sup>

**Gross income not reported as political contributions**

	Number of Tickets Sold	Charge per Ticket	Total Charges Collected	Tick if Charge per Ticket Varies <sup>3</sup>
Purchases by eligible individuals of a single ticket for \$50 or less				G

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

		H
		I
		J

Total gross income not reported as political contributions (G + H + I + J) 0.00 K <sup>4</sup>

Total gross income (F + K) 0.00 L <sup>5</sup>

Total cost of function  M <sup>6</sup>

Net income (loss) (L - M) 0.00 N <sup>7</sup>

## Permissible Loan or Guarantee (S-L)

The [S-L – Permissible Loan or Guarantee form](#) is used to report loans and guarantees received by the contestant in relation to the leadership contest.

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

You must report all the loans and guarantees that were received by the leadership contestant, even if those loans were completely paid off.

Submit a separate form for each loan or guarantee.

The prime interest rate set by the principal banker of the Province of B.C. at the time the rate of interest of the loan was set is available on the [BC Government website](#).

For more information about permissible loans or guarantees, see the [Guide for Financial Agents Appointed Under the Election Act](#).

(Submit a separate form for each loan or guarantee)

PAGE   
OF

NAME OF FILING ENTITY	
<b>Please indicate:</b> LOAN <input type="checkbox"/> GUARANTEE <input type="checkbox"/>	
NAME OF SAVINGS INSTITUTION PROVIDING LOAN OR GUARANTEE	
DATE RECEIVED (YYYY/MM/DD)	DATE DUE (YYYY/MM/DD)
ORIGINAL AMOUNT \$	PRIME INTEREST RATE %
AMOUNT OUTSTANDING \$	INTEREST RATE %
<b>Complete dates only if applicable:</b>	
Default on loan	DATE (YYYY/MM/DD)
Call on guarantee for loan	DATE (YYYY/MM/DD)
Non-compliance date with terms and conditions	DATE (YYYY/MM/DD)

## Transfers Received and Given (S-TRF)

The [S-TRF – Transfers Received and Given form](#) is used to report the transfers received and given by the leadership contestant.

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

Transfers are non-reciprocal exchanges of money, goods and services between a registered political party, its registered constituency associations, its candidates, nomination contestants and leadership contestants. These transfers are internal flows of money, goods and services, and are not political contributions. Leadership contestants may only receive transfers from, and give transfers to, their political party.

For transfers of goods or services, provide details to describe the type of the goods or services.

If the transfer was of goods or services, report the market value.

The total value of transfer received in box A is carried forward and reported as income on form Sm-I-L (see number ① on the example form for the location of box A).

The total value of transfers given in box B is carried forward and reported as an expense on form Sm-E-L (see number ② on the example form for the location of box B).



## Questions?

**For more information**

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

**or contact**

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