



Election
2002

Candidate Information on Campaign Expenses and Contributions



Office of the Returning Officer





Mayoralty and Councillor Candidates

The material in this booklet has been compiled by the City Clerk's Department for the convenience of candidates seeking election for the Office of Mayor and Councillor for the City of Winnipeg and addresses the regulations on campaign expenses and contributions.

In accordance with The City of Winnipeg Act, Council has adopted By-law No. 5550/90, the Campaign Expenses and Contributions By-law. The information contained herein is general and has been prepared as a reference for candidates and highlights some of the provisions of the by-law.

These highlights have been prepared to explain the by-law and its practical application. NOTHING HEREIN RELIEVES THE CANDIDATE FROM THE RESPONSIBILITY OF COMPLYING WITH THE STATUTORY PROVISIONS AND THE BY-LAW REQUIREMENTS. It is suggested that candidates refer to the consolidated Campaign Expenses and Contributions By-law No. 5550/90 which can be found on Pages 6 to 21 of this booklet. For your convenience, all of the forms required have been included.

For inquiries pertaining to the by-law provisions please contact:

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A copy of The City of Winnipeg Act can be purchased from Statutory Publications, 200 Vaughan Street (Lower Level), Winnipeg, Telephone No. 945-3101, if so desired.

*R. Kachur
Returning Officer*

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CAMPAIGN EXPENSES AND CONTRIBUTIONS OFFICER

The role of the Campaign Expenses and Contributions Officer is to examine the audited financial statements which all registered candidates are required to file, and to obtain any other related information he considers necessary for the purpose of making a report to Council, in accordance with the requirements of the By-law and *The City of Winnipeg Act*.

The Campaign Expenses and Contributions Officer assists candidates to comply with the provisions of the Campaign Expenses and Contributions By-law. All questions on campaign financing must be referred to the Campaign Expenses and Contributions Officer.

The Campaign Expenses and Contributions Officer for the 2002 Civic Election is Mr. Bill Treytiak.

Failure of a registered candidate to comply with the statutory and By-law provisions can result in prosecution.

REGISTRATION OF CANDIDATE

Every person who proposes to be a candidate must register with the Returning Officer by filing in-person the prescribed form titled, "**Notice of Registration**", as outlined in Form 1 contained in the Campaign Expenses and Contributions By-law (**See attached white pages for Form 1**).

The Notice of Registration form requires the following information to be completed: the name and address of the candidate, the candidate's official agent, and auditor, as well as any chartered bank or other financial institution, including account number(s), in which accounts are to be used by the candidate for the election campaign. The Notice of Registration also requires the candidate to declare his/her eligibility to be nominated in the election. The Returning Officer must be notified in writing immediately of any alterations to this information.

Once a candidate has filed a Notice of Registration, he/she becomes a registered candidate. Unless the candidate is registered, neither the candidate or his/her campaign organization is entitled to accept contributions or incur any expenses. Also, the candidate may not spend any of his/her own money on the campaign before registration.

It is important to note that the candidate registration process and the nomination process are separate. A registered candidate will not have his/her name on the ballot until they are nominated. Registration alone does not confirm status as a candidate in the Municipal Election and being registered does not commit a candidate to file nomination papers.

CANDIDATES FOR MAYOR

Candidates for Mayor may register any time commencing **Wednesday, May 1, 2002**, and no later than Nomination Day, Wednesday, September 25, 2002. A person who files a Notice of Registration with the Returning Officer becomes a registered candidate on the day of filing. The Returning Officer keeps a register of every person who has filed a notice.

CANDIDATES FOR COUNCILLOR

Candidates for Councillor may register at any time commencing **Tuesday, June 25, 2002**, and no later than Nomination Day, Wednesday, September 25, 2002. A person who files a Notice of Registration with the Returning Officer becomes a registered candidate on the day of filing. The Returning Officer keeps a register of every person who has filed a notice.

OFFICIAL AGENT

Every candidate must appoint an official agent who will be responsible for receiving contributions and authorizing campaign expenses. If the official agent ceases to hold office for any reason, the registered candidate must immediately appoint another official agent and advise the Returning Officer in writing of the change.

DUTIES OF OFFICIAL AGENT

The official agent is responsible for the following:

- a) Keeping proper records of all receipts and expenses;
- b) Ensuring that contributions are placed in accounts listed in the Notice of Registration filed with the Returning Officer;
- c) Ensuring that proper receipts have been completed;
- d) Ensuring that the audited statement required under Section 14 of the Campaign Expenses and Contributions By-law is prepared;
- e) Ensuring that financial records relating to the election campaign are retained for two years after election day.

CAMPAIGN CONTRIBUTIONS

CONTRIBUTIONS - TO REGISTERED PERSON ONLY

Contributions to registered candidates may be made by individuals, organizations, corporations and trade unions and may be made only during the campaign period. (The campaign period for registered candidates for Mayor is May 1, 2002 to March 31, 2003, while the campaign period for registered candidates for Councillor is June 25, 2002 to March 31, 2003.)

NO FUNDS FROM POLITICAL PARTIES

Contributions cannot be made by a political party registered under *The Canada Elections Act*, or a political party registered under *The Elections Finances Act*, or a constituency association of such registered parties.

NO CONTRIBUTION UNLESS REGISTERED

Unless a person registers as a candidate, he/she is not permitted to accept contributions or incur election expenses.

DEPOSIT AND USE OF FUNDS IN ACCOUNT

The official agent for a registered candidate shall ensure that all moneys accepted by or on behalf of a registered candidate must be deposited in the account(s) identified in **Form 1**, and must be used only for the purpose of the election campaign. All payments relating to the campaign must be made by cheque only out of such an account.

CANDIDATE TO ISSUE RECEIPTS

A registered candidate must provide and issue a receipt for each contribution accepted. Each receipt must be consecutively numbered and must contain all the information required as outlined in **Form 5**.

RECORD OF CONTRIBUTIONS

Every registered candidate must keep a record of the value of all contributions whether in the form of money, goods or services, and in the case of contributions of \$250 or more, the name and address of each contributor.

MONEY - IN EXCESS OF \$100

Monetary contributions to registered candidates in amounts in excess of \$100 must be made by:

- a) Cheque having the name of the contributor legibly printed on it and drawn on an account in the contributor's name;
- b) Money order signed by the contributor; or
- c) Credit card which has the name of the contributor imprinted or embossed on it.

CONTRIBUTION LIMIT

No individual, corporation, organization or trade union shall make a contribution in money, goods or services to any registered candidate **for the Office of Mayor which in total exceeds \$1,500** in value during any campaign period.

No individual, corporation, organization or trade union shall make a contribution in money, goods or services to any registered candidate **for the Office of Councillor which in total exceeds \$750** in value during any campaign period.

CANDIDATE'S OWN FUNDS

Any moneys used for an election campaign by a registered candidate out of the registered candidate's own funds or those of the spouse of a registered candidate shall be considered to be a contribution. The limit on the total amount of contributions does not apply to these funds, but in any case shall not exceed the total spending limits for candidates for mayor or councillor as outlined in Sections 11(4) and 11(5) of the by-law. Every registered candidate must submit to the Campaign Expenses and Contributions Officer at the same time as the audited statement is filed, a statement setting out campaign expenses paid or to be paid out of the candidate's own funds or of his/her spouse. **(See Form 4, Schedule 1)**

REFUND OF CONTRIBUTIONS

If a registered candidate learns of any contributions received in contravention of the Campaign Expenses and Contributions By-law, the registered candidate or the official agent shall return the contribution or an amount equal to the sum contributed, within 30 days upon obtaining the contributor's copy of the receipt.

ANONYMOUS CONTRIBUTIONS

The official agent of a registered candidate shall ensure that an anonymous contribution received by a registered candidate must not be used or spent, but must be paid over to the Returning Officer, and become part of the general revenue of the City.

FUND RAISING EVENTS

Fund-raising events held by or on behalf of a registered candidate must be held only during the campaign period. The gross income, as well as any revenue made from a fund-raising event, must be recorded and included in the audited financial statement and reported to the Campaign Expenses and Contributions Officer. Any expenses incurred in holding a fund-raising event are excluded from the campaign expense limitation of the candidate, that is, they are not counted as a campaign expense insofar as the amount a candidate can spend on his campaign. No money shall be contributed anonymously into a general collection at a fund-raising event in excess of \$10.

CAMPAIGN EXPENSES

RECORDS MAINTAINED

Every registered candidate must keep a record of all campaign expenses.

LIMITATION - MAYOR AND COUNCILLOR

Total campaign expenses incurred by a registered candidate are determined by a formula described in the by-law. The Campaign Expenses and Contributions Officer will supply a **preliminary estimate** of a candidate's expense limitation at the commencement of the campaign period on May 1, 2002 to candidates for the Office of Mayor and on June 25, 2002 to candidates for the Office of Councillor. The deadline for the Campaign Expenses and Contribution Officer to certify the **exact** amount of campaign expenses that can be incurred is **September 30, 2002** (5 days following Nomination Day). The campaign expense limitation is set by formula based upon the number of electors as identified by the Returning Officer. (See Sections 11(4) and 11(5) of Campaign Expenses and Contributions By-law No. 5550/90)

AUDITED STATEMENT

Each registered candidate must file with the Campaign Expenses and Contributions Officer, an audited financial statement prepared by an auditor appointed by the candidate, that contains the following information:

- a) all income received and expenses incurred;
- b) the name, address and contribution of each contributor of an amount of \$250 or more;
- c) an itemized list of campaign expenses incurred;
- d) the expenses and contributions relating to each fund raising event;
- e) particulars of any loan made by the candidate for the purpose of the election campaign.

The audited statement must be filed not later than **May 31, 2003**, for all registered candidates that did not withdraw, or if a candidate is nominated but withdraws, not later than **December 23, 2002** (60 days following the Election). This document will be available for inspection upon request by any person during regular office hours. Failure to file the audited financial statement within 60 days after May 31, 2003, will disqualify from office any person that is elected. Failure to file the audited financial statement by any other registered candidate (those nominated and defeated or those who withdraw) will result in that individual not being eligible to be nominated in an election as a candidate until after the next Civic Election.

Where the Campaign Expenses and Contributions Officer finds that the audited statement is incorrect or incomplete he shall notify the registered candidate that he or she must file a further audited statement by June 30, 2003, with the Campaign Expenses and Contributions Officer.

OFFICE CONSOLIDATION

This consolidation has been prepared for convenience of the user

BY-LAW NO. 5550/90

A by-law of The City of Winnipeg providing for the regulation of expenses and contributions for candidates for Mayor and Councillor. (Passed by Council on September 19, 1990)

DEFINITION

1 This by-law shall be known as "The Campaign Expenses and Contributions By-law".

2 In this by-law "**campaign expense**" means

- (a) money spent or liabilities incurred; and
- (b) the value of donations in kind accepted;

in respect of goods used or services provided, by or on behalf of, and with the knowledge and consent of, a registered candidate during a campaign period, for the purpose of an election, but does not include

- (c) audit fees; and
- (d) an expense relating to a recount in respect of the election;

"campaign period" means the period

- (a) in a regular election
 - (i) in the case of a candidate for mayor, commencing on May 1 in the year of the election, and ending on March 31 of the year following the election, and
 - (ii) in the case of other candidates, commencing 120 days before election day, and ending on March 31 of the year following the election; and
- (b) in an election to fill a vacancy, commencing on the day on which a warrant to hold the election is issued, and ending 90 days after polling day;

"contribution" means any money paid or any donation in kind provided by a contributor to or for the benefit of a registered candidate, without compensation from the registered candidate;

"contributor" means an individual, organization, corporation or trade union, but does not include

- (a) a political party registered under *The Canada Elections Act*, or a constituency association of such a registered party, or
- (b) a political party registered under *The Elections Finances Act* or a constituency association of a registered political party;

"donation in kind" means goods or services provided to or for the benefit of a registered candidate without compensation from the registered candidate, and includes

- (a) services of an employee provided by an employer;
- (b) goods produced or donated voluntarily by a person or organization that is a commercial supplier of the goods; and
- (c) services provided voluntarily by a person or organization that is a commercial or occupational supplier of the services;

and does not include

- (d) money;
- (e) goods produced or donated voluntarily, other than in clause (b); and
- (f) services provided voluntarily, other than in clause (c);

"organization" means an unincorporated association;

"registered candidate" means a candidate registered under Section 5;

"Returning Officer" is the Returning Officer for the City of Winnipeg;

"trade union" means a trade union as defined in *The Labour Relations Act* or the *Canada Labour Code* that holds bargaining rights for employees in Manitoba to whom those Acts apply and includes any central, regional or district labour council in Manitoba.

VALUE OF DONATION IN KIND

- 3 The value of a donation in kind is
- (a) the market value of the goods or services at the time of the donation; or
 - (b) the cost to the employer of the salary or wages of an employee whose services are provided.

CAMPAIGN EXPENSES AND CONTRIBUTIONS OFFICER

DUTIES OF AND APPOINTMENT

- 4 There shall be a Campaign Expenses and Contributions Officer for the City of Winnipeg who shall be appointed by by-law, upon recommendation of the Returning Officer, who shall
- (1) assist registered candidates to comply with the provisions of this by-law relating to campaign expenses and contributions;
 - (2) examine audited financial statements filed by registered candidates;
 - (3) obtain such other information as the Campaign Expenses and Contributions Officer considers necessary for the purpose:
 - (a) of making a report to Council on any apparent failure of a registered candidate to comply with the provisions of this by-law; or
 - (b) of making a report to Council on any other matters set out in this by-law.

REGISTRATION

NOTICE OF REGISTRATION OF PROSPECTIVE CANDIDATE

- 5 The Returning Officer shall register a person who proposes to be a candidate in an election if
- (a) during the campaign period and before nominations close, the person makes application for registration in the form required (**Form 1**) by the Returning Officer and containing

- (i) the name and address of the candidate, the candidate's official agent, the candidate's auditor and any chartered bank or other financial institution in which accounts are to be used by or on behalf of the candidate for the purpose of the election campaign, and the numbers of such accounts; and
 - (ii) any other information required by the Returning Officer; and
- (b) the Returning Officer is satisfied that the person is eligible to be nominated in the election.

REPORT OF CHANGE OF INFORMATION

- 6 Where the information required under Section 5 is altered, the registered candidate shall immediately notify the Returning Officer in writing of the alteration. **(Form 1)**

OFFICIAL AGENT

DUTIES OF OFFICIAL AGENT

- 7 A person who proposes to be a candidate in an election shall appoint an official agent, who shall be responsible for receiving contributions and authorizing campaign expenses and for ensuring that
- (a) proper records are kept of receipts and expenses;
 - (b) contributions are placed in accounts listed in the notice of registration filed with the Returning Officer;
 - (c) proper receipts are completed;
 - (d) the audited statement required under Section 14 is prepared; and
 - (e) financial records relating to the election campaign are retained for two years after election day.

CAMPAIGN CONTRIBUTIONS

CONTRIBUTIONS - TO REGISTERED PERSONS - WHEN AND BY WHOM

- 8(1) Contributions to registered candidates may be made only by individuals, organizations, corporations and trade unions and may be made only during the campaign period.

NO CONTRIBUTION UNLESS REGISTERED

- 8(2) Unless a person registers as a candidate under Section 5, the person, or any individual, corporation, organization or trade union acting on behalf of the person, shall not accept contributions or incur expenses for the purpose of the election of the person.

DEPOSIT AND USE OF FUNDS IN ACCOUNT

- 8(3) The official agent for a registered candidate shall ensure that all moneys accepted by or on behalf of a registered candidate are deposited in an account or accounts as provided under Section 5 and are used only for the purpose of the election campaign, and all payments relating to or arising out of the campaign are made by cheque only out of such an account.

CANDIDATE TO ISSUE RECEIPTS

- 8(4) A registered candidate shall provide and issue a receipt for each contribution accepted. Each receipt shall be consecutively numbered and shall contain all the information required in the prescribed form. **(Form 5)**

RECORD OF CONTRIBUTION

- 8(5) Every registered candidate shall keep a record of all contributions, whether in the form of money, goods or services and in the case of a single contribution of \$250 or more of contributions from a single source that in the aggregate or total of \$250 or more, the name and address of the contributor.

MONEY - IN EXCESS OF \$100 - HOW CONTRIBUTED

- 8(6) Money contributions to registered candidates in amounts in excess of \$100 shall only be made by
- (a) a cheque having the name of the contributor legibly printed on it and drawn on an account in the contributor's name;

Money - In Excess of \$100 - How Contributed (cont'd)

- (b) a money order signed by the contributor; or
- (c) in the case of money contributions by an individual, the use of a credit card having the name of the individual contributor imprinted or embossed on it.

CONTRIBUTION LIMIT

- 8(7) (a) No individual, corporation, organization or trade union shall make a contribution in money, goods and services to any registered candidate for the office of Mayor which in total exceeds \$1,500 in value during any campaign period.
- (b) No individual, corporation, organization or trade union shall make a contribution in money, goods and services to any registered candidate for the office of Councillor which in total exceeds \$750 in value during any campaign period.

CANDIDATE'S OWN FUNDS

- 8(8) Any moneys used for an election campaign by a candidate out of the candidate's own funds, or those of the candidate's spouse, shall be considered to be a contribution for the purpose of this by-law but the limit on the amount of contributions established in this by-law does not apply in respect of such funds but in any case shall not exceed the limitations provided in Sections 11(4) and 11(5) as the case may be.

CANDIDATE - SPOUSE - STATEMENT - DISBURSEMENTS - OWN FUNDS

- 8(9) Every registered candidate shall submit to the Campaign Expenses and Contributions Officer at the same time as the audited statement is filed under Section 14, a statement in writing setting out campaign expenses paid or to be paid out of the registered candidate's own funds or those of the spouse of the registered candidate, together with all receipts and claims for those expenses. **(Form 4, Schedule 1)**

CONTRIBUTOR - USE OF OWN FUNDS - ONLY

- 8(10) No individual, corporation, organization or trade union shall contribute to any registered candidate's funds not actually belonging to that individual, corporation, organization or trade union.

CONTRIBUTOR - USE OF ESTATE FUNDS - EXCEPTION

8(11) Section 8(10) does not apply to the personal representative of the estate of a person who has died leaving a will where the deceased person has directed in the will that the personal representative make a contribution to a named registered candidate out of the funds of the estate.

CONTRIBUTION - CONTRARY TO SUBSECTION (7) - PROHIBITED

8(12) No registered candidate and no individual, corporation, organization or trade union on behalf of the registered candidate shall solicit or accept any contribution contrary to Section 8(7).

CONTRIBUTIONS BY ORGANIZATION

8(13) An organization other than a trade union that makes a contribution to a registered candidate shall provide the registered candidate with a statement that indicates the individual sources and amounts making up the funds of the organization from which the contribution is made, and the registered candidate shall include with the audited statement filed with the Campaign Expenses and Contributions Officer after the election, the name of any individual in the organization whose contribution exceeds the amount established under Section 8(5).

CONTRIBUTION - GROUP - LIMITATION

8(14) The amounts making up a contribution under Section 8(13) that are attributable to an individual, corporation, organization or trade union are contributions of that individual, corporation or trade union for the purposes of Section 8(7).

REFUND - OF CONTRIBUTION - IMPROPERLY MADE

8(15) If the registered candidate or the official agent of the registered candidate learns that any contribution received by or on behalf of the registered candidate was made or received in contravention of this by-law, the registered candidate or the official agent of the registered candidate shall, within thirty days after so learning and upon obtaining the contributor's copy of the receipt issued under Section 8(4) in respect of that contribution, return the contribution or an amount equal to the sum contributed.

ANONYMOUS CONTRIBUTIONS

8(16) The official agent of a registered candidate shall ensure that an anonymous contribution received by a registered candidate shall not be used or spent, but shall be paid over to the Returning Officer, and become part of the general revenue of the City.

CONTRIBUTION - UNION - PAYROLL DEDUCTION - LIMITATION

8(17) Contribution of not more than 15 cents per month by a member of a bargaining unit represented by a trade union through payroll deductions shall not be considered contributions from an individual for the purpose of this section, but any amount contributed to a registered candidate shall be deemed to be a contribution from the trade union.

PROHIBITION RE: CONTRIBUTIONS

8(18) A registered candidate shall not accept a contribution from a person who is not a contributor as defined in Section 2.

FUND-RAISING EVENT

9(1) In this section, "fund-raising event" means events or activities held for the purpose of raising funds for the registered candidate by whom or on whose behalf the event is held.

CAMPAIGN PERIOD - TO BE HELD WITHIN

9(2) A fund-raising event held by or on behalf of a registered candidate shall be held only during the campaign period.

GROSS INCOME - TO BE REPORTED TO THE CAMPAIGN EXPENSES AND CONTRIBUTIONS OFFICER

9(3) The gross income from a fund-raising event shall be recorded and included in the audited financial statement and reported to the Campaign Expenses and Contributions Officer by the registered candidate or the official agent for the registered candidate.

FUND-RAISING REVENUE - CONSIDERED CONTRIBUTION

9(4) Any revenue made at a fund-raising event by the sale of tickets or otherwise shall be considered a contribution; and expenses incurred in holding a fund-raising event shall be excluded from the campaign expense limitation.

GOODS - SERVICES - OFFERED FOR SALE - EXCESS OF MARKET VALUE

9(5) Any amount paid for goods or services offered for sale at a fund-raising event in excess of current market value shall be considered a contribution.

COLLECTION - AT MEETING - NOT IN EXCESS OF \$10 PER CAPITA

- 10 If a meeting is held on behalf of or in relation to the affairs of a registered candidate and money is given in response to a general collection or money solicited from the persons in attendance at the meeting, such meeting shall be considered a fund raising event and no amount shall be given anonymously by any person in excess of \$10 and the amounts so given shall be considered not to be contributions, but the gross amount collected shall be recorded and reported to the Campaign Expenses and Contributions Officer by the registered candidate or the official agent for the registered candidate. Amounts given in respect to a general collection of money at such meeting of \$10 or less shall not be considered to be anonymous contributions within the meaning of Section 8(16).

CAMPAIGN EXPENSES

AUTHORITY - TO INCUR - DIRECTION OF CANDIDATE

- 11(1) The campaign expenses of a registered candidate shall be incurred only under the direction of the registered candidate by persons authorized by the registered candidate.

CERTIFICATE - OF AUTHORITY - PRESCRIBED FORM

- 11(2) Every person authorized to incur a campaign expense shall, upon request, show a certificate, in the prescribed form, signed by the registered candidate as proof of the authority. **(Form 2)**

RECORD - MAINTAINED BY CANDIDATE

- 11(3) Every registered candidate shall keep a record of all campaign expenses.

LIMITATION - MAYOR

- 11(4) The total campaign expenses incurred by a registered candidate in an election for the office of Mayor and any individual, corporation, organization or trade union acting on behalf of that registered candidate during the campaign period shall not exceed the aggregate amount of \$0.30 per elector for the year 1994, and the total campaign expenses incurred during the campaign period in succeeding years, shall be in accordance with the following formula.

Limitation - Mayor (cont'd)

$$M = N \times \$0.30 \times \frac{IE}{IB}$$

M = The maximum amount permitted for election expenses for a registered candidate for Mayor for the year in which the election or by-election is being held.

N = The number of electors in the City according to the most recent List of Electors.

IE = The Consumer Price Index for the City of Winnipeg published by Statistics Canada for the month two months prior to the commencement of the campaign period for Mayor and if the Consumer Price Index is not available for that month, the Consumer Price Index for the month immediately prior thereto which is available.

IB = The annual average Consumer Price Index for the City of Winnipeg published by Statistics Canada for the year 1994.

LIMITATION - COUNCILLOR

11(5) The total campaign expenses incurred by a registered candidate in an election for the office of a Councillor and any individual, organization, corporation or trade union on behalf of the registered candidate during the campaign period shall not exceed the amount determined by multiplying \$0.75 by the number of electors in the ward to which a registered candidate is seeking election for the year 1994, according to the most recent List of Electors, and the total campaign expenses incurred during the campaign period in succeeding years, shall be in accordance with the following formula.

$$M = N \times \$0.75 \times \frac{IE}{IB}$$

M = The maximum amount permitted for election expenses for a registered candidate for Councillor for the year in which the election or by-election is being held.

N = The number of electors in the ward in which the registered candidate for Councillor is seeking election according to the most recent List of Electors.

Limitation - Councillor (cont'd)

IE = The Consumer Price Index for the City of Winnipeg published by Statistics Canada for the month two months prior to the commencement of the campaign period for Councillors and if the Consumer Price Index is not available for that month the Consumer Price Index for the month immediately prior thereto which is available.

IB = The annual average Consumer Price Index for the City of Winnipeg published by Statistics Canada for the year 1994.

CERTIFICATION OF CAMPAIGN EXPENSES

11(6) After determining the number of electors in the List of Electors the Campaign Expenses and Contributions Officer shall calculate, for each office, the maximum amount of campaign expenses that may be incurred by a registered candidate under Sections 11(4) and 11(5), as applicable, certify this amount and, no later than five days after nomination day, deliver or send by registered mail a copy of the certificate to each registered candidate for the office.
(Form 3)

MAXIMUM CAMPAIGN EXPENSES - CERTIFICATION - CONCLUSIVE

11(7) Certification of the maximum amount of total campaign expenses that may be incurred by a registered candidate for the office by the Campaign Expenses and Contributions Officer under Section 11(6) shall be conclusive evidence of that fact and shall not be open to challenge.

CLAIM FOR ELECTION EXPENSES

11(8) A person who has a claim for payment in relation to an election shall submit the claim within 30 days after election day to the registered candidate who incurred the expense.

PAYMENT - MORE THAN \$50 - RECEIPT TO BE OBTAINED

11(9) Every payment of a campaign expense shall be made by the registered candidate or the official agent for the registered candidate who incurred or on whose behalf the campaign expense was incurred and, except where the campaign expense is less than \$50, a receipt shall be obtained setting out the particulars and proof of payment.

EXPENSES OVER LIMIT

11(10) No registered candidate and no individual, corporation, organization or trade union acting on behalf of the registered candidate shall incur expenses in excess of the limits proposed under Sections 11(4) or 11(5) as the case may be.

CLAIM - DISPUTED - REFUSED

11(11) If the registered candidate disputes or refuses to pay any claim for payment in relation to a campaign expense, that claim shall be considered to be a disputed claim and shall be declared as such in the audited financial statement. **(Form 4).**

BORROWING

LOAN - TERMS - GUARANTOR - REPORTED TO CLERK

12(1) A registered candidate may borrow from any chartered bank or other recognized lending institution in Manitoba, if the loan and its terms, including the name of any guarantor of a loan, are recorded by the registered candidate and reported to the Campaign Expenses and Contributions Officer in the audited financial statement filed under Section 14.

LOAN - OTHER THAN BANK - LENDING INSTITUTION - PROHIBITED

12(2) No registered candidate shall receive a loan from any individual, corporation, organization or trade union other than from a chartered bank or other recognized lending institution as set out in Section 12(1).

COLLATERAL SECURITY - LOAN GUARANTEE - PROHIBITED

12(3) Subject to Section 12(4) no individual, corporation, organization or trade union shall sign, co-sign or provide collateral security for any loan, monetary obligation or indebtedness for or on behalf of any registered candidate.

BANK - LENDING INSTITUTION - GUARANTEE - EXCEPTION

12(4) An individual, corporation, organization or trade union that is eligible to make a contribution may guarantee any loan referred to in Section 12(1).

GUARANTEE - PAYMENT - CONSIDERED CONTRIBUTION

12(5) A guarantee or a payment made by a guarantor in respect of a loan referred to in Section 12(1) is considered to be a contribution under Section 8.

CONTRIBUTION EXCEEDING CONTRIBUTION LIMIT

13(1) Where a registered candidate receives a contribution for an amount that exceeds the contribution limit prescribed by Section 8(7), the official agent of the registered candidate shall return to the contributor the portion of the contribution that exceeds the prescribed contribution limit.

PAYMENT OF SURPLUS MONEY TO CITY

13(2) Where the audited statement of a registered candidate filed under Section 14(1) shows a surplus, the official agent of the registered candidate shall immediately pay the surplus to the City which shall hold it in trust on behalf of the registered candidate for use by the registered candidate in the next election.

RELEASE OF SURPLUS MONEY TO CANDIDATE

13(3) The City shall not release any money held in trust under Section 13(2) until the person on whose behalf the money is held is registered under Section 5 for the next election.

DISPOSAL OF SURPLUS MONEY HELD IN TRUST

13(4) Where the person on whose behalf money is held in trust under Section 13(2)

- (a) advises the Returning Officer in writing that he or she will not seek nomination;
- (b) is not nominated; or
- (c) does not register as a candidate under Section 5;

in the next election, the money shall be paid into the general funds of the City.

AUDITED STATEMENT

CANDIDATE TO FILE AUDITED STATEMENT

- 14(1) A registered candidate shall file with the Campaign Expenses and Contributions Officer, an audited financial statement that shall include the following information in regard to the campaign period
- (a) all income received and expenses incurred;
 - (b) the name, address and contribution of each contributor that makes a contribution to the registered candidate for more than the amount specified under Section 8(5);
 - (c) an itemized list of campaign expenses incurred by the registered candidate;
 - (d) the expenses and contributions relating to each fund raising event, in accordance with Section 9;
 - (e) particulars of any loan made by the candidate for the purpose of the election campaign, including the name of the lender, the principal amount, interest rate, and terms of repayment. **(Form 4, Schedule 3)**

TIME FOR FILING AUDITED STATEMENT

- 14(2) A registered candidate shall file an audited statement under Section 14(1)
- (a) if he or she is nominated as a candidate in the election and does not withdraw, not later than May 31 in the year following the election; and
 - (b) if he or she is not nominated as a candidate in the election or is nominated but withdraws, not later than 60 days after election day.

FILING FURTHER AUDITED STATEMENT

- 14(2.1) Where the Campaign Expenses and Contributions Officer finds that the audited statement is incorrect or incomplete, he shall so notify the registered candidate that he or she shall not later than June 30 in the year following the election file a further audited statement with the Campaign Expenses and Contributions Officer containing the information required in Section 14(1).

AUDITOR

CANDIDATE TO APPOINT AUDITOR

- 14(3) The audited financial statement required under Section 14(1) shall be prepared by an auditor who is appointed by the registered candidate and who shall not be involved in the election as a returning officer, deputy returning officer, election clerk, candidate or official agent, or in raising funds for a registered candidate.

QUALIFICATIONS OF AUDITOR

- 14(4) An auditor who prepares an audited statement required under Section 14(1) shall be a professional accountant who is a registered member in good standing of an institute, association or society of accountants established by an Act of the Legislature.

DOCUMENT ACCESS

INSPECTION BY PUBLIC

- 14(5) After the audited financial statement has been examined by the Campaign Expenses and Contributions Officer for compliance under the provisions of this by-law and *The City of Winnipeg Act* it shall then be forwarded to the Returning Officer and the statement shall be open to inspection by any person during regular office hours, and a copy shall be provided on payment of a fee fixed by the Returning Officer.

DEFAULT - CONSEQUENCE

FAILURE TO FILE BY ELECTED CANDIDATE

- 15(1) Where a registered candidate who is elected fails to file the completed audited financial statement referred to in Section 14(1) within the time specified in Section 14(2), the Campaign Expenses and Contributions Officer shall send a written report of the failure to the Returning Officer who shall immediately file same with the Presiding Officer of Council, who shall lay the report before Council at its next meeting and, until the audited financial statement is filed with the Campaign Expenses and Contributions Officer, the registered candidate shall not sit in Council.

FORFEITURE OF OFFICE

- 15(2) Where a registered candidate who is elected fails to file the audited financial statement referred to in Section 15(1) within 60 days after May 31 in the year following the election, the person shall be disqualified from office and the seat declared vacant, and the person is not qualified to be a candidate at the election to fill the vacancy.

FAILURE TO FILE BY OTHER CANDIDATES

- 15(3) A person who, as a registered candidate in an election, is not nominated as a candidate in the election or is nominated and is defeated or withdraws and fails to comply with Section 14(2) (time for filing audited statement) is not eligible to be nominated as a candidate until after the next election described in Section 89 of *The City of Winnipeg Act*.

OFFENCE AND PENALTY

- 16 A person who contravenes or fails to comply with any provision of this by-law is guilty of an offence and liable to a fine not exceeding \$5,000.

TIME LIMITS ON PROSECUTION

- 17 Notwithstanding *The Summary Convictions Act*, a prosecution under this by-law may be initiated at any time within six months from the time the Campaign Expenses and Contributions Officer becomes aware of the alleged offence, but no prosecution may be initiated more than two years after the date of the occurrence of the alleged offence.

THE CITY OF WINNIPEG
FORM 1 TO THE CAMPAIGN EXPENSES AND CONTRIBUTIONS
BY-LAW NO. 5550/90 AS AMENDED
REFERENCE: SECTION 5

FOR OFFICE USE ONLY	
<input type="checkbox"/>	MAYOR
<input type="checkbox"/>	COUNCILLOR

NOTICE OF REGISTRATION

NOTE: This form must be fully completed, signed by the candidate and filed with the Returning Officer in accordance with the following:-

In a regular election

- a) for mayoralty candidates, between May 1 and the last Wednesday of September (Nomination Day).
- b) for councillor candidates, between June 25 and the last Wednesday of September (Nomination Day).

In an election to fill a vacancy

- a) for both mayoralty and councillor candidates, between the day on which a warrant to hold the election is issued, and nomination day.

1. TYPE OF REGISTRATION

<input type="checkbox"/> NEW/INITIAL REGISTRATION	<u>OR</u>	<input type="checkbox"/> CHANGING/AMENDING REPORTED INFORMATION - Changes must be submitted immediately. - The form must be fully completed.
---	-----------	--

2. NAME OF CANDIDATE

Name of candidate (same will appear on the Nomination Form)		
Permanent mailing address		
		Postal Code
Phone (Business)	Phone (Home)	Fax Number

3. NAME OF OFFICE

Name of the office of which the candidate is seeking election	Ward Name (if councillor candidate)
---	-------------------------------------

4. OFFICIAL AGENT (SECTION 7)

Name	Mailing address	
	Postal Code	
Phone (business)	Phone (Home)	Fax Number

5. AUDITOR (SECTION 14(3)) (Must be a **professional accountant** who is a registered member in good standing of an institute, association or society of accountants established by an Act of the Legislature)

Firm or individual accountant	
Contact person	Mailing address
	Postal Code
Phone (business)	Fax number

6. DEPOSIT OF CONTRIBUTIONS (add additional names of the designated signing officers on separate sheet)

Name and address of financial institution	Account number(s)
Signing officer	Mailing address
	Postal Code
Signing officer	Mailing address
	Postal Code
Signing officer	Mailing address
	Postal Code
Signing officer	Mailing address
	Postal Code
Signing officer	Mailing address
	Postal Code

7. PLACE WHERE CANDIDATE'S RECORDS ARE MAINTAINED (e.g. office, home, etc.)

Name of place	Mailing address
Contact Person	Postal Code

8. DECLARATION OF CANDIDATE

I, a candidate nominated for election as a
(NAME OF CANDIDATE)

member of Council for the City of Winnipeg at this election, do solemnly declare:

- (a) That the information contained in this Notice of Registration is to the best of my knowledge and information true and correct.
- (b) That I am a Canadian citizen and of the full age of eighteen years.
- (c) That I am not subject to any disqualification for the office for which I am a candidate under The Local Authorities Election Act, The City of Winnipeg Act, or any other Act of the Manitoba Legislature.
- (d) That I am an elector of the local authority aforesaid, being the City of Winnipeg.
- (e) That I am a resident of the Province and my place of residence is

And I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act.

Declared before me at the City of Winnipeg
in the Province of Manitoba

this day of 20

.....
(SIGNATURE OF CANDIDATE)

.....
COMMISSIONER FOR OATHS
(or as the case may be)

.....
(SIGNATURE OF RETURNING OFFICER)

.....
DATE

NOTE: It is the responsibility of the person applying for registration to file a complete and accurate Notice of Registration. Failure to provide the necessary and accurate information required in this application will cause the registration application to be declared invalid.

**THE CITY OF WINNIPEG
FORM 2 TO THE CAMPAIGN EXPENSES AND CONTRIBUTIONS
BY-LAW NO. 5550/90 AS AMENDED
REFERENCE: SUBSECTION 11(2)**

CERTIFICATE OF AUTHORITY TO INCUR CAMPAIGN EXPENSES

For the campaign period: From _____ To _____

Surname of Registered Candidate		Given names	
Candidate for office of		Ward Name	
Address of residence			

PERSON AUTHORIZED TO INCUR CAMPAIGN EXPENSES

Name
Address of residence

_____ Date

_____ Signature of Candidate

**THE CITY OF WINNIPEG
FORM 3 to the CAMPAIGN EXPENSES AND CONTRIBUTIONS
By-LAW NO. 5550/90 AS AMENDED
REFERENCE: SUBSECTION 11(6)**

CERTIFICATE OF MAXIMUM CAMPAIGN EXPENSES

For the campaign period: From _____ To _____

Municipality	
Office	Ward Name

I certify that the maximum amount of campaign expenses for the above mentioned office is \$

Date

Signature of Campaign Expenses
and Contributions Officer

Copy to be sent by registered mail or delivered to candidates for such office.

**THE CITY OF WINNIPEG
FORM 4 TO THE CAMPAIGN EXPENSES AND CONTRIBUTIONS
BY-LAW NO. 5550/90 AS AMENDED
REFERENCE: SECTION 14**

FINANCIAL STATEMENT AND AUDITOR'S REPORT

For the campaign period: From _____ To _____

NAME OF CANDIDATE AND OFFICE

FULL NAME OF REGISTERED CANDIDATE		
PERMANENT MAILING ADDRESS - STREET NUMBER & NAME, P.O. BOX, APT. #		
CITY		POSTAL CODE
BUSINESS PHONE NUMBER (_____) - (_____) - (_____)	FAX NUMBER (_____) - (_____) - (_____)	HOME PHONE (_____) - (_____) - (_____)
NAME OF OFFICE FOR WHICH THE CANDIDATE SOUGHT ELECTION		WARD NAME

SUMMARY OF CAMPAIGN INCOME AND EXPENSES

Campaign Expense Limitation (as per form 3)	\$ _____
Campaign Expenses Subject to Limitation (as per Statement of Income and Expenses)	\$ _____
Total Campaign Income	\$ _____ A
Total period Expenses	\$ _____ B
Campaign Period Surplus (Deficit) (A-B)	\$ _____

DECLARATION OF CANDIDATE

I, _____, hereby declare that
Name of Candidate

to the best of my knowledge and belief this financial statement and supporting schedules as set out herein are true and correct and I make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.
Declared before me

at the

of

in the of

this day of 20

.....
(Signature of Candidate)

.....
(Signature of Campaign Expenses and Contributions Officer)

DECLARATION OF OFFICIAL AGENT

I, _____ have prepared this Campaign Period Return
Name of Official Agent

and supporting schedules as set out herein for _____ and hereby
Name of Candidate

declare that to the best of my knowledge and belief this Financial Statement and supporting schedules as set out herein are true and correct and I make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me

at the

of

in the of

this day of 20

.....

(Signature of Official Agent)

.....
(Signature of Campaign Expenses and Contributions Officer)

STATEMENT OF ASSETS AND LIABILITIES AS AT _____, 20_____

ASSETS

Cash \$ _____

Accounts Receivable \$ _____

Inventory & Prepaid Expenses (From Schedule 6) \$ _____

Other (Please specify):

_____ \$ _____

TOTAL ASSETS \$ _____

LIABILITIES

Accounts Payable \$ _____

Borrowings, Overdraft, etc. (Attach Schedule 3) \$ _____

Other (Please specify):

_____ \$ _____

Campaign Surplus (Deficit) \$ _____

TOTAL LIABILITIES \$ _____

STATEMENT OF INCOME AND EXPENSES

FROM _____, 20____ TO _____, 20____

INCOME

Candidate's Surplus from immediately preceding Election Released by the Returning Officer	\$ _____
Contributions (attached Schedule 1)	\$ _____
Fund-Raising Event (attached Schedule 2)	\$ _____
Interest Income	\$ _____
Opening Inventory (attached Schedule 6)	\$ _____
Other (please specify): _____ _____	\$ _____

TOTAL INCOME \$ _____

EXPENSES

(ATTACH SCHEDULE 4; IF ANY DISPUTED CLAIMS, ATTACH SCHEDULE 5)

CAMPAIGN EXPENSES SUBJECT TO LIMITATION

Opening Inventory (attach Schedule 6)	\$ _____
Advertising	\$ _____
Bank Charges	\$ _____
Brochures	\$ _____
Candidate's Personal Expenses	\$ _____
Furniture	\$ _____
Insurance and Utilities	\$ _____
Meetings, Social Functions, Rallies	\$ _____
Office Rent	\$ _____
Office Supplies	\$ _____
Postage	\$ _____
Salaries and Benefits	\$ _____
Signs	\$ _____
Stationery	\$ _____
Telephone	\$ _____
Travel	\$ _____
Other (please specify) _____ _____	\$ _____
Closing Inventory (attached Schedule 7)	(\$ _____)

SUB-TOTAL CAMPAIGN EXPENSES SUBJECT TO LIMITATION \$ _____

FORM 4 (PAGE 4 OF 17 PAGES)
STATEMENT OF INCOME AND EXPENSES (continued)

Total Income (reported from previous page) \$ _____
Sub-total Campaign Expenses Subject to Limitation \$ _____

CAMPAIGN EXPENSES EXCLUDED FROM LIMITATION

Opening Inventory (attached Schedule 6) \$ _____
Accounting and Audit \$ _____
Court action commenced under Part III,
Local Authorities Elections Act \$ _____
Expense in holding a Fund-Raising Function \$ _____
Interest on Loans \$ _____
Recount \$ _____
Closing Inventory (attached Schedule 7) (\$ _____)

SUB-TOTAL CAMPAIGN EXPENSES EXCLUDED FROM LIMITATION \$ _____

TOTAL PERIOD EXPENSES \$ _____

CAMPAIGN PERIOD SURPLUS (DEFICIT) \$ _____

SCHEDULE 1

**CONTRIBUTIONS FOR USE BY MAYORALTY
CANDIDATES ONLY (Section 8(7)(a))**

PART 1

• From a single source totalling \$250 or more (complete Part III)		\$ _____	
Excess over \$1500 - Returned to the Contributor		(_____)	
- To be paid to the Returning Officer	A	(_____)	
Total of contributions in the Form of Goods and Services from a single source of \$250 or more (complete Part II below)		\$ _____	
Total of single source contributions of less than \$250		\$ _____	
Excess over \$1500 - Returned to the Contributor		(_____)	
- To be paid to the Returning Officer	B	(_____)	
• From candidate and/or candidate's spouse		_____	
TOTAL CONTRIBUTIONS			\$ _____
• From anonymous sources	C	\$ _____	
AMOUNT OF CONTRIBUTIONS TO BE PAID TO THE RETURNING OFFICER	A + B + C =		\$ _____

SCHEDULE 1

**CONTRIBUTIONS FOR USE BY COUNCILLOR
CANDIDATES ONLY (Section 8(7)(b))**

PART 1

• From a single source totalling \$250 or more (complete Part III)		\$ _____	
Excess over \$750 - Returned to the Contributor		(_____)	
- To be paid to the Returning Officer	A	(_____)	
Total of contributions in the Form of Goods and Services from a single source of \$250 or more (complete Part II below)		\$ _____	
Total of single source contributions of less than \$250		\$ _____	
Excess over \$750 - Returned to the Contributor		(_____)	
- To be paid to the Returning Officer	B	(_____)	
• From candidate and/or candidate's spouse		\$ _____	
TOTAL CONTRIBUTIONS			\$ _____
• From anonymous sources	C	\$ _____	
AMOUNT OF CONTRIBUTIONS TO BE PAID TO THE RETURNING OFFICER	A + B + C =		\$ _____

PART II

Total of Contributions in the Form of Goods and Services

D \$ _____

Itemized list:

Nature of Goods and Services	Supplier	Value
_____	_____ _____ _____	_____
_____	_____ _____ _____	_____
_____	_____ _____ _____	_____
_____	_____ _____ _____	_____
_____	_____ _____ _____	_____
_____	_____ _____ _____	_____
_____	_____ _____ _____	_____
_____	_____ _____ _____	_____
_____	_____ _____ _____	_____
_____	_____ _____ _____	_____

Sub-total from supplementary list if used \$ _____

Total (sum to equal D above) \$ _____

PART III

List of Contributors from Single Source totalling \$250 or more

Name	Address	Value
_____	_____ _____ _____	_____
_____	_____ _____ _____	_____
_____	_____ _____ _____	_____
_____	_____ _____ _____	_____
_____	_____ _____ _____	_____
_____	_____ _____ _____	_____
_____	_____ _____ _____	_____
_____	_____ _____ _____	_____
_____	_____ _____ _____	_____
TOTAL		\$ _____

SCHEDULE 2

FUND RAISING EVENTS INCOME STATEMENT (ATTACH A DIFFERENT SCHEDULE FOR EACH EVENT HELD)

FUND RAISING FUNCTION

Date _____ / _____ / _____

Held at _____
-

Type of Function _____

*Admission Charge (per person) \$ _____ A

Number of Tickets sold \$ _____ B

REVENUE FROM FUNCTION

A x B = \$ _____

Other Revenue (please specify):

\$ _____

TOTAL GROSS REVENUE: \$ _____

* If admission charge per person is not consistent, please provide complete breakdown of all ticket sales.

SCHEDULE 4

LIST OF EXPENSES PAID AND OUTSTANDING

	Paid	Outstanding
Accounting and Audit	\$ _____	\$ _____
Advertising	_____	_____
Bank Charges	_____	_____
Brochures	_____	_____
Candidate's Personal Expenses	_____	_____
Furniture	_____	_____
Insurance and Utilities	_____	_____
Interest	_____	_____
Meetings, Social Functions, Rallies	_____	_____
Office Rent	_____	_____
Office Supplies	_____	_____
Postage	_____	_____
Recount	_____	_____
Salaries and Benefits	_____	_____
Signs	_____	_____
Stationery	_____	_____
Telephone	_____	_____
Travel	_____	_____
Other (please specify):		

TOTAL	\$ _____	\$ _____

SCHEDULE 5

**STATEMENT OF DISPUTED CLAIMS
(ATTACH LIST IF MORE SPACE REQUIRED)**

	Amount included in expenses	Disputed amount
Name & Address of Claimant _____	_____	_____
Nature of Expense _____	_____	_____
Reason for Dispute _____	_____	_____
Name & Address of Claimant _____	_____	_____
Nature of Expense _____	_____	_____
Reason for Dispute _____	_____	_____
TOTAL FROM SUPPLEMENTARY LIST ATTACHED	_____	_____
TOTAL DISPUTED CLAIMS	\$ _____	\$ _____

SCHEDULE 6

OPENING INVENTORY OF CAMPAIGN MATERIALS AND PREPAID EXPENSES

CAMPAIGN MATERIALS

Description	Date Acquired	Supplier	Unit Value	Quantity	Total Value
_____	___/___/___	_____	\$ _____	\$ _____	\$ _____
_____	___/___/___	_____	\$ _____	\$ _____	\$ _____
_____	___/___/___	_____	\$ _____	\$ _____	\$ _____
_____	___/___/___	_____	\$ _____	\$ _____	\$ _____
_____	___/___/___	_____	\$ _____	\$ _____	\$ _____
_____	___/___/___	_____	\$ _____	\$ _____	\$ _____
_____	___/___/___	_____	\$ _____	\$ _____	\$ _____
_____	___/___/___	_____	\$ _____	\$ _____	\$ _____
_____	___/___/___	_____	\$ _____	\$ _____	\$ _____
_____	___/___/___	_____	\$ _____	\$ _____	\$ _____
_____	___/___/___	_____	\$ _____	\$ _____	\$ _____
_____	___/___/___	_____	\$ _____	\$ _____	\$ _____
A TOTAL VALUE					\$ _____

PREPAID EXPENSES

Description	Date Acquired	Supplier	Total Value
Office Rent _____	___/___/___	_____	\$ _____
Telephone _____	___/___/___	_____	\$ _____
Advertising _____	___/___/___	_____	\$ _____
Utilities _____	___/___/___	_____	\$ _____
Insurance _____	___/___/___	_____	\$ _____
Other _____	___/___/___	_____	\$ _____
_____	___/___/___	_____	\$ _____
_____	___/___/___	_____	\$ _____
_____	___/___/___	_____	\$ _____
_____	___/___/___	_____	\$ _____
_____	___/___/___	_____	\$ _____
_____	___/___/___	_____	\$ _____
B TOTAL VALUE			\$ _____

VALUE OF OPENING INVENTORY	A + B =	\$ _____ C
Allocated to Campaign Expenses subject to Limitation	_____	
Allocated to Campaign Expenses excluded from Limitation	_____	
	Sum to equal C above	\$ _____

SCHEDULE 7

CLOSING INVENTORY OF CAMPAIGN MATERIALS AND PREPAID EXPENSES

CAMPAIGN MATERIALS

Description	Date Acquired	Supplier	Unit Value	Quantity	Total Value
_____	___/___/___	_____	\$ _____	\$ _____	\$ _____
_____	___/___/___	_____	\$ _____	\$ _____	\$ _____
_____	___/___/___	_____	\$ _____	\$ _____	\$ _____
_____	___/___/___	_____	\$ _____	\$ _____	\$ _____
_____	___/___/___	_____	\$ _____	\$ _____	\$ _____
_____	___/___/___	_____	\$ _____	\$ _____	\$ _____
_____	___/___/___	_____	\$ _____	\$ _____	\$ _____
_____	___/___/___	_____	\$ _____	\$ _____	\$ _____
_____	___/___/___	_____	\$ _____	\$ _____	\$ _____
_____	___/___/___	_____	\$ _____	\$ _____	\$ _____
A TOTAL VALUE					\$ _____

PREPAID EXPENSES

Description	Date Acquired	Supplier	Total Value
Office Rent _____	___/___/___	_____	\$ _____
Telephone _____	___/___/___	_____	\$ _____
Advertising _____	___/___/___	_____	\$ _____
Utilities _____	___/___/___	_____	\$ _____
Insurance _____	___/___/___	_____	\$ _____
Other _____	___/___/___	_____	\$ _____
_____	___/___/___	_____	\$ _____
_____	___/___/___	_____	\$ _____
_____	___/___/___	_____	\$ _____
_____	___/___/___	_____	\$ _____
_____	___/___/___	_____	\$ _____
B TOTAL VALUE			\$ _____

VALUE OF CLOSING INVENTORY	A + B =	\$ _____	C
Allocated to Campaign Expenses subject to Limitation		\$ _____	
Allocated to Campaign Expenses excluded from Limitation		\$ _____	
	Sum to equal C above	\$ _____	

**AUDITOR'S REPORT
REFERENCE: SECTION 14**

Name of Candidate _____

Official Agent _____

Office for which candidate sought election _____

Ward Name _____

I/we have examined the statements of assets and liabilities and income and expenses of _____, candidate, for the campaign period ending _____ 20 _____ relating to the election held _____ 20 _____. These financial statements are the responsibility of the registered candidate and official agent. My/our responsibility is to express an opinion on these financial statements based on my/our audit.

My/our examination was made in accordance with generally accepted auditing standards. Those standards require that I/we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes such test and other procedures as I/we consider necessary in the circumstances except as explained in the following paragraph.

Due to the nature of the types of transactions inherent in an election campaign, it is impracticable through auditing procedures to determine that the accounting records include all donations of goods and services, receipts and disbursements for the campaign period. Accordingly, my/our verification of these transactions was limited to ensuring that the financial statements reflect the amounts recorded in the accounting records of the candidate, in accordance with established accounting procedures and I/we was/were not able to determine whether any adjustments might be necessary to receipts and disbursements.

In my/our opinion, except for the effect of adjustments, if any, which I/we might have determined to be necessary had I/we been able to satisfy myself/ourselves as to the completeness of the records as described in the preceding paragraph, these statements present fairly the information contained in the accounting records on which the statements are based in accordance with prescribed accounting treatment.

Date: _____ (Signed): _____

Chartered Accountant

THE CITY OF WINNIPEG
FORM 5 OF THE CAMPAIGN EXPENSES AND CONTRIBUTIONS
BY-LAW NO. 5550/90 AS AMENDED
REFERENCE: SECTION 8(4)

RECEIPT FOR CAMPAIGN CONTRIBUTIONS

RECEIPT NO. _____

CANDIDATE FOR MUNICIPAL ELECTIONS
NOT VALID FOR INCOME TAX PURPOSES

Date accepted*

Year	Month	Day

Date Issued

Year	Month	Day

Amount Received

--

Received from:

- Individual
 Organization
 Corporation
 Trade-Union
 Cash/Cheque/Money Order/Credit Card
 Goods/Services/Advertising
- *Date Deposited to Campaign Account *Date Received

Full name and mailing address of individual, organization, corporation, or trade union

Name of Office of which Candidate is Registered
Signature of Official Agent
Print - Name of candidate

(Prepare in duplicate)

COPIES: Original to be given to contributor
Copy to be retained by Official Agent