

Guide for Use of the Revenue Journal Spreadsheet

Each and every form or source of revenue to a campaign needs to be accounted for.

All contributions of money, including all cash contributions regardless of amount, must be deposited to the campaign account(s) identified to the Chief Electoral Officer.

Anonymous contributions greater than \$100 cannot be used or expended and should be returned to the contributor if the contributor's identity can be established or remitted to the Chief Electoral Officer if it cannot.

Contributions of money:

Record the date received, contributor name and the amount received under columns (1), (2) and (3) of the Revenue Journal. Record this amount again under column (4) if the contribution is less than \$100 or under column (5) if it is \$100 or more.

The Election Act specifies that Official Income Tax Receipts "must" be issued for contributions of \$100 or more and that Official Tax Receipts "may" be issued for contributions under \$100 where requested by the contributor.

The Chief Electoral Officer recommends that campaigns issue an Official Income Tax Receipt for 'all' contributions of money, regardless of the amount of the contribution.

The Elections Act requires that the full name and address of the contributor be recorded. See "Election Finance Regulations" guide for additional information on this topic.

Contributions of goods or services:

Record the date received, contributor name and the value of the goods and services received under columns (1), (2) and (3) of the Revenue Journal. Record this value again under column (6).

A contribution of goods and services "does not" entitle the contributor to an Official Income Tax Receipt. However, chief financial officers are advised that they must still record the name and address of the contributor and if the value of the contribution is greater than \$100 the name and addresses of that contributor must be reported to the Chief Electoral Officer along with the report on contributions of money that are greater than \$100.

Contributions of goods and services must have a value assigned by the chief financial officer (usually fair market value) and that value must also be recorded as an expense in the expenditure journal.

Transfers Received

Record the date received, source and amount of the transfer under columns (1), (2) and (3) of the Revenue Journal. Record this amount again under column (7).

Please note: a candidate can only accept transfers of funds from a registered political party in this province.

Transfers from other sources such as political district associations, federal parties or other candidates **are not acceptable**.

If either of these entities has funds that they wish to make available to your campaign they are required to transfer those funds first to a registered political party in this province. The registered provincial party will be able to transfer those funds to your campaign once certain requirements and provisions as established by the Chief Electoral Officer have been met.

Fund Raising Net of Contributions

Record the date received, source and amount of these funds under columns (1), (2) and (3) of the Revenue Journal. Record this amount again under column (8).

Essentially, fund raising income net of contributions is any part of fundraising revenue that would not be considered to be a contribution under the various provision of the Elections Act.

Rules respecting contributions relating to fundraising functions are complex. It is recommended you seek advice from Electoral Office personnel to help determine what portion of such revenue might be considered a contribution.

Opening Inventory

Record the campaign start date and the value of the opening inventory under columns (1) and (3) of the Revenue Journal. Record this value again under column (9).

Opening inventory, which would normally consist of an inventory of campaign signs or materials left over from a previous campaign, must have a value assigned by the chief financial officer (usually fair market value) and that value must also be recorded as an expense in the expenditure journal.

Candidate Expense Subsidy

If a candidate expense subsidy is payable, it will not be paid until the campaign has completed filing all required documents with the Chief Electoral Office and the Chief Electoral Officer has certified that those documents have met the requirements under the Elections Act.

You can use Schedule 7 of your filing package to determine if an expense subsidy may be payable to your campaign and to estimate the amount payable.

Record the estimated amount of the expense subsidy in column (3) of the Revenue Journal and record this amount again under column (10).

Nomination Fee Refund

The \$200 nomination fee deposit required as part of the official nomination process will be refunded if the campaign has completed filing all required documents with the Chief Electoral Office by the filing deadline specified under the Elections Act.

The deadline for filing of the required documents is four months from polling day.

If you expect to meet this deadline you may record the amount of the refund under column (3) of the Revenue Journal and record this amount again under column (11).

Please note, there are penalties established under the Elections Act for failing to meet the filing deadline specified under the Act. You should contact the Electoral Office immediately if it appears you will not be able to meet this deadline.

Other Income

Record the date received, source and amount of such funds under columns (1), (2) and (3) of the Revenue Journal. Record this amount again under column (12). Use the comments area of the Revenue Journal to provide an explanation regarding these funds.