



The Corporation of the Township of Huron-Kinloss

P.O. Box 130
21 Queen Street
Ripley, Ontario
N0G 2R0

PHONE: 519-395-3735
FAX: 519-395-4107
e-mail: huronfwp@hurontel.on.ca
www.huronkinloss.com

February 5, 2010

Dear Candidate,

Re: Notice of Filing Requirements for Campaign Expenses

Please review the information provided here regarding your campaign expense limits for the 2010 election. The expense limit estimate provided here is based on the number of electors from the 2006 election. For the 2010 election spending limits are calculated as follows:

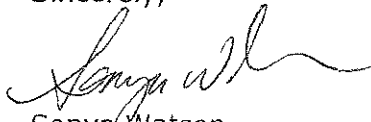
Head of Council: \$7,500 plus \$0.85 per eligible elector (7196) = **\$13,616.60**

Member of Council: \$5,000 plus \$0.85 per eligible elector (7196) = **\$11,116.60**

A final spending limit will be provided to you after the close of nominations and prior to September 24th, 2010 that will be based on the number of electors on the voters' list for the 2010 election.

I have attached here Form 4 the "Financial Statement - Auditor's Report" that is required to be submitted to the Clerk following the 2010 election. I have also included specific information directly from the Ministry of Municipal Affairs and Housing website regarding campaign expense. Further information can be accessed at www.mah.gov.on.ca.

Sincerely,



Sonya Watson
Clerk

Campaign Expenses 2010

Expenses

The Municipal Elections Act, 1996 contains a number of requirements regarding the incurring of expenses. Candidates should become familiar with these provisions.

Campaign expenses are those costs incurred by the candidate or on the candidate's behalf during his or her campaign. The nomination filing fee is an expense and must be reported.

Goods and services donated to the campaign are also expenses and must be reported. A receipt must be provided for fair market value.

Only nominated persons can incur expenses during their campaign period.

Payment of any campaign expense must be made by cheque drawn from the campaign account and a receipt providing the details and proof of payment must be obtained.

All expenses must be reported in the financial disclosure form (Form 4) to be filed by the candidate with the clerk.

Spending Limits

There are limits on the amount a candidate may spend on expenses during the candidate's campaign period. Campaign expense limits are based on a formula that corresponds to the number of electors in the jurisdiction or ward in which the candidate is seeking office. There are different expense limits for heads of municipal council and for members of municipal councils and school boards.

The clerk must provide each candidate with an estimated spending limit upon filing of nomination papers. The estimate will be calculated based on the number of electors in the previous election.

Within ten days after the close of nominations, the clerk must provide each candidate with a final spending limit. The final campaign spending limit will be calculated based on the number of electors on the voters' list for the current election.

If the final limit is lower than the estimate, the higher amount becomes the candidate's official spending limit.

Formula to calculate the candidate's limit:

Head of municipal council: \$7,500 plus \$0.85 per eligible elector

Member of municipal council or school board: \$5,000 plus \$0.85 per eligible elector

If the candidate is seeking office in a ward system, the number of electors in the ward will be used in the formula to calculate his or her spending limit.

Types of Expenses

Unless described below, all expenses count toward the candidates spending limit.

Expense items not subject to spending limit:

- expenses incurred in holding a fundraising function;
- expenses incurred for parties and other expressions of appreciation after the close of voting;
- expenses relating to a court action for a controverted election;
- expenses relating to a recount in respect of an election;
- expenses relating to a compliance audit;
- expenses incurred by a candidate with a disability that are directly related to the disability and would not have been incurred if not for the election; and
- audit and accounting fees.

NOTE: Expenses related to fundraising functions are exempt from the campaign spending limit. However, in order to qualify as a fundraising function, an event must have the raising of money as its primary purpose. Campaign events at which incidental fundraising takes place do not qualify as fundraising functions. Similarly, a brochure promoting awareness of a candidate that contains contact information to make campaign contributions does not qualify as a fundraising function, and the expenses related to the brochure are not exempt from the spending limit.

Deadline for Claiming Expenses

The campaign period ends on December 31, 2010. Candidates should request suppliers to submit bills on or before this date.



Financial Statement – Auditor’s Report Form 4
Municipal Elections Act, 1996 (Section 78)

Instructions

All candidates must complete Boxes A, B, C, D, E and F and Schedule 1. All candidates must complete Schedules 2, 3 and 4 as appropriate. Candidates who receive contributions or incur expenses in excess of \$10,000 must also attach an Auditor’s Report.

All surplus funds (after any refund to the candidate or his or her spouse) shall be paid immediately over to the clerk who was responsible for the conduct of the election.

For the campaign period from (day candidate filed nomination) [YYYY MM DD] to [YYYY MM DD]

- Primary filing reflecting finances to December 31 (or 45th day after voting day in a by-election)
Supplementary filing including finances after December 31 (or 45th day after voting day in a by-election)

Box A: Name of Candidate and Office

Name of Candidate: Last Name, First Name, Middle Initial
Mailing Address: Suite/Unit No., Street No., Street Name
City/Town, Province, Postal Code
Telephone No. (incl. area code): Business, Home; Fax No.; Email Address
Name of office for which the candidate sought election; Ward Name or No. (if any)
Name of Municipality

Box B: Summary of Campaign Income and Expenses

Table with 2 columns: Description and Amount. Rows include: 1. My spending limit (as issued by clerk) was; 2. Surplus (or deficit) from previous election; 3. Total contributions received (from Schedule 1); 4. My total campaign expenses that were subject to the spending limit were (from Box C); 5. My total campaign expenses that were not subject to the spending limit were (from Box C); 6. Total of all campaign expenses (from Box C); 7. Election campaign surplus/deficit from current election (from Box E); 8. Contributions refunded to candidate or spouse (from Box E); 9. Amount paid to clerk (from Box E).

Box C: Statement of Campaign Period Income and Expenses

From YYYY	MM	DD	To YYYY	MM	DD	For Candidate
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INCOME

Candidate's surplus from immediately preceding election released by the clerk	+	\$
Contributions from candidate	+	\$
Contributions from spouse of candidate	+	\$
All other contributions	+	\$
Revenue from fund-raising functions not deemed a contribution (from Schedule 2, Part III)	+	\$
Interest income	+	\$
Other (provide full details)		
1.	+	\$
2.	+	\$
3.	+	\$

Total Campaign Period Income = \$ C1

EXPENSES (Note: include the value of contributions of goods and services)

Expenses Subject to Spending Limit

Advertising	+	\$
Bank charges	+	\$
Brochures	+	\$
Interest on loan	+	\$
Inventory contributed to candidate's campaign (Schedule 3)	+	\$
Meetings hosted	+	\$
Nomination filing fee	+	\$
Office expenses	+	\$
Phone and/or Internet	+	\$
Salaries and benefits/honoraria/professional fees	+	\$
Signs	+	\$
Other (provide full details)		
1.	+	\$
2.	+	\$
3.	+	\$
Subtotal	=	\$ C2

Expenses Not Subject to Spending Limit

Accounting and audit	+	\$
Costs of fund-raising function (from Schedule 2, Part IV)	+	\$
Expenses related to compliance audit	+	\$
Expenses related to controverted elections	+	\$
Expenses related to recounts	+	\$
Voting day party / appreciation notices	+	\$
Expenses related to candidate's disability (provide details)		
1.	+	\$
2.	+	\$
3.	+	\$
Other (provide full details)		
1.	+	\$
2.	+	\$
3.	+	\$
Subtotal	=	\$ C3

Total Campaign Period Expenses (C2) + (C3) = \$ C4

Excess (Deficiency) of Income over Expenses (C1) - (C4) = \$

Box D: Statement of Assets and Liabilities as at _____, 20

Assets

Cash	- - - - - +	\$	
Accounts receivable	- - - - - +	\$	
Value of inventory retained (from Schedule 4)	- - - - - +	\$	
Other (provide full details)			
1.	+ _____	\$	
2.	+ _____	\$	
3.	+ _____	\$	
Total Assets	- - - - - =		\$

Liabilities and Excess (Deficiency) of Income over Expenses

Accounts payable	- - - - - +	\$	
Borrowings, overdraft	- - - - - +	\$	
Other (provide full details)			
1.	+ _____	\$	
2.	+ _____	\$	
3.	+ _____	\$	
Total Liabilities	- - - - - =		\$

Box E: Statement of Determination of Surplus or Deficit and Disposition of Surplus

Part I – Determination of Surplus or Deficit

Amount of excess (deficiency) of income over expenses (from Box C)	- - - - - +	\$		E1
Deduct: Any deficit carried forward by the candidate from immediately preceding election if the offices are with respect to the same jurisdiction	- - - - - -	\$		E2
Surplus (or deficit) for the campaign period (E1) – (E2)	- - - - - =	\$		
Deduct: Any refund of contributions to the candidate or spouse (only if there is a surplus)	- - - - - -	\$		
Total Determination	- - - - - =	\$		E3

Part II – Disposition of Surplus

If line E3 shows a surplus, the amount must be paid in trust, at the time the financial statements are filed, to the municipal clerk who was responsible for the conduct of the election.

Surplus paid to the municipal clerk of the municipality of _____

Box F: Declaration

I, _____, a candidate in the municipality of _____, hereby declare that to the best of my knowledge and belief that these financial statements and attached supporting schedules are true and correct.

Declared before (clerk or commissioner)
in the _____
on (yyyy/mm/dd) _____

Signature of Clerk or Commissioner

Signature of Candidate

Date Filed in the Clerk's Office (yyyy/mm/dd)

Table 2: Monetary contributions from unions or corporations

Name (Legal and Carrying on Business As)	Address	President or Business Manager	Cheque Signatory	Amount
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
<input type="checkbox"/> Additional information is listed on separate supplementary attachment				Total \$

Table 3: Contributions in goods or services (Note: must also be reported as expenses in Box C)

Name	Address	Goods or Services	Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
<input type="checkbox"/> Additional information is listed on separate supplementary attachment			Total \$

Total Part II Contributions \$

Schedule 2 – Fund-Raising Function

Additional schedule for each event or activity held is/are listed on separate supplementary attachment(s)

Date YYYY	MM	DD	Description of event or activity
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Admission charge (per person)* (may not exceed individual contribution limit) - - - - - \$ **2A**
 *If admission charge per person is not consistent, attach complete breakdown of all ticket sales.

Number of tickets sold - - - - - **2B**

Part I – Ticket Revenue

Lines: (2A) x (2B) (include in Schedule 1) - - - - - = \$

Part II – Other Revenue Deemed A Contribution

Provide full details (e.g., revenue from goods sold in excess of fair market value)

1.	- - - +	\$	<input style="width: 100px;" type="text"/>
2.	- - - +	\$	<input style="width: 100px;" type="text"/>
3.	- - - +	\$	<input style="width: 100px;" type="text"/>
4.	- - - +	\$	<input style="width: 100px;" type="text"/>
5.	- - - +	\$	<input style="width: 100px;" type="text"/>
6.	- - - +	\$	<input style="width: 100px;" type="text"/>
7.	- - - +	\$	<input style="width: 100px;" type="text"/>
8.	- - - +	\$	<input style="width: 100px;" type="text"/>
Total Part II Revenue (include in Schedule 1)	- - - - - =	\$	<input style="width: 100px;" type="text"/>

Part III – Other Revenue Not Deemed A Contribution

Provide full details (e.g., contributions of \$10 or less; revenue from refreshment sold at cost)

1.	- - - +	\$	<input style="width: 100px;" type="text"/>
2.	- - - +	\$	<input style="width: 100px;" type="text"/>
3.	- - - +	\$	<input style="width: 100px;" type="text"/>
4.	- - - +	\$	<input style="width: 100px;" type="text"/>
5.	- - - +	\$	<input style="width: 100px;" type="text"/>
6.	- - - +	\$	<input style="width: 100px;" type="text"/>
7.	- - - +	\$	<input style="width: 100px;" type="text"/>
8.	- - - +	\$	<input style="width: 100px;" type="text"/>
Total Part III Revenue (include in Box C)	- - - - - =	\$	<input style="width: 100px;" type="text"/>

Part IV – Expenses Related to Fund-Raising Function

Venue - - - - -	- - - +	\$	<input style="width: 100px;" type="text"/>
Event advertising - - - - -	- - - +	\$	<input style="width: 100px;" type="text"/>
Food and drink - - - - -	- - - +	\$	<input style="width: 100px;" type="text"/>
Entertainment - - - - -	- - - +	\$	<input style="width: 100px;" type="text"/>
Other (provide full details)			
1.	- - - +	\$	<input style="width: 100px;" type="text"/>
2.	- - - +	\$	<input style="width: 100px;" type="text"/>
3.	- - - +	\$	<input style="width: 100px;" type="text"/>
4.	- - - +	\$	<input style="width: 100px;" type="text"/>
5.	- - - +	\$	<input style="width: 100px;" type="text"/>
6.	- - - +	\$	<input style="width: 100px;" type="text"/>
7.	- - - +	\$	<input style="width: 100px;" type="text"/>
8.	- - - +	\$	<input style="width: 100px;" type="text"/>
Total Part IV Expenses (include in Box C)	- - - - - =	\$	<input style="width: 100px;" type="text"/>

**Schedule 3 – Inventory of Campaign Goods and Materials (from Previous Campaign)
Used in Candidate's Campaign**

Description	Date Acquired (yyyy/mm/dd)	Supplier	Unit Value	Quantity	Total Value
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
Total Value of Inventory from Previous Campaign Used in Candidate's Campaign					\$

Schedule 4 – Inventory of Campaign Goods and Materials at The End of Campaign

Description	Date Acquired (yyyy/mm/dd)	Supplier	Unit Value	Quantity	Total Value
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
Total Value of Inventory of Campaign Goods and Materials					\$

Auditor's Report*Municipal Elections Act, 1996 (Section 78)*

A candidate who has received contributions or incurred expenses in excess of \$10,000 must attach an auditor's report. The report must be done in accordance with generally accepted auditing standards and must:

- set out the scope of the examination
- provide an opinion as to the completeness and accuracy of the financial statement and whether it is free of material misstatement

Professional Designation of Auditor

Municipality		Date (yyyy/mm/dd)	
Contact Person Last Name		First Name	Licence No.
Address Suite/Unit No.	Street No.	Street Name	
City/Town		Province	Postal Code
Telephone No. (incl. area code) ext.	Fax No.	Email Address	