



ELECTIONS BC

A non-partisan Office of the Legislature

LEADERSHIP CONTESTANT FINANCING REPORT COMPLETION GUIDE

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General

This instruction booklet is an integral part of the leadership contestant financing report package. It is an important aid in the completion of the leadership contestant financing report and should be used in conjunction with the reporting forms.

You should also have a Guide for Financial Agents Appointed Under the *Election Act*, which outlines the rules in the *Election Act* as they apply to the financial reporting requirements. The Guide for Financial Agents and this guide contain only summaries of the financing requirements and do not take precedence over the *Election Act*.

Copies of the Guide for Financial Agents Appointed Under the *Election Act* are available free of charge from Elections BC or can be downloaded from our website at www.elections.bc.ca. See the last page of this guide for additional contact information for Elections BC.

The *Election Act* is also available for viewing on our website (www.elections.bc.ca) or can be purchased from Crown Publications (www.crownpub.bc.ca).

Introduction

Section 211 of the *Election Act* requires all leadership contestants to submit financing reports within 90 days after a leader is selected.

Audits

Leadership contestant financing reports must be audited if the value of political contributions or contestant expenses to be reported is \$10,000 or more. The auditor's report must be filed with the leadership contestant financing report. Leadership contestant financing reports which require audits but are not submitted with an auditor's report cannot be accepted as filed.

If an audit is required, the leadership contestant must officially appoint an auditor using a form prescribed by Elections BC. The completed appointment form must be filed with Elections BC, and the auditor who performs the audit of the financing reports must be the same auditor as that identified on the appointment form. If the appointment of an auditor ends for any reason and an audited financial report is required, a new auditor must be appointed within 60 days.

Auditors must be qualified to be the auditor of a company. This means that the auditor is a Chartered Accountant (C.A.), Certified General Accountant (C.G.A.) or has been certified by the auditor certification board.

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

Submitting the report

The leadership contestant financing report must be received by Elections BC before 4:30 p.m., Pacific time, 90 days after the selection of a leader. **A postmark is not acceptable as proof of delivery by the deadline.**

There are a number of options for ensuring that your report is received by Elections BC before the deadline:

- Mail the report, ensuring that you mail it early enough to ensure delivery within 90 days after the selection of a leader. The mailing address is on the last page of this guide.
- Courier the report to our office in Victoria, again ensuring that you send it early enough to ensure delivery within 90 days after the selection of a leader.
- Fax the report to our office. If you fax the report, you must also mail the originals but they can be mailed to arrive after the filing deadline. The office fax numbers are on the last page of this guide.
- Deliver the report to our office in Victoria before the deadline.
- Deliver the report to any Service BC office before the deadline.
- Scan the completed and signed report and email it to Elections BC. The email address is on the last page of this guide.

General instructions for all forms

- Submit all relevant forms. If there is doubt whether a form should be submitted, please 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. Each detailed form indicates which fields must be carried forward to the applicable summary form.
- Print neatly in ink or use our online fill-in forms available at www.elections.bc.ca. The reports will be available for viewing in our office and on our website.
- Number the pages of forms that have more than one page. If a form can have more than one page, there are two boxes in the top right-hand corner labelled PAGE ____ OF _____. Start the page number at 1 for the first completed page of the form and put the total number of pages of that form in the second box provided (e.g. PAGE 1 of 2; PAGE 2 of 2).

Name of Filing Entity

- Enter the full name of the leadership contestant on every form.

Dates

- Enter dates as YYYY/MM/DD – e.g. for January 31, 2009, enter 2009/01/31.

Rounding

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

F-LC: Leadership Contestant Financing Report

This is the cover page to be used by leadership contestants. This form must accompany all financing reports filed by leadership contestants, including amended reports filed after the original report.

Please ensure that each of the components of this form is completed.

- ① Enter the last name, first name and middle name or initial(s) of the leadership contestant.
- ② Enter the name of the registered political party that conducted the leadership contest.
- ③ Enter the last name, first name and middle name or initial(s) of the financial agent. This person must be the same financial agent as on file with Elections BC. Enter the financial agent's mailing address in the appropriate boxes. Elections BC needs the address to be able to notify the financial agent of the status of the submitted report. This address is where we will send correspondence. This form is available for public inspection, so you may choose to use an office address instead of a home address.
- ④ This is a listing of all the forms which must be submitted to the Chief Electoral Officer as part of the leadership contestant financing report if they are applicable. Use it as a checklist to identify which forms have been completed. If a form is not being submitted because it is not relevant, indicate "n/a" in the forms checklist box. If an amendment is being submitted, check only those forms that have been revised.
- ⑤ The declaration component must be signed and dated by the financial agent who is registered with Elections BC. Signing a false statement is a serious offence and is subject to significant penalties under section 266 of the *Election Act*.

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

- ⑥ If this is the first version of the leadership contestant financing report, leave this space blank. If this report amends a previously submitted report, enter the number of the amendment (or supplementary report) here. For example, if this was the second leadership contestant financing report to be submitted, it would be the first amendment and 1 would be entered in this space.



FINANCING REPORT LEADERSHIP CONTESTANT

F-LC (11/06)

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PLEASE PRINT IN BLOCK LETTERS

Amendment # 6

CONTESTANT'S LAST NAME ①	FIRST NAME	MIDDLE NAME(S)	
Raves	Rick	R	
REGISTERED POLITICAL PARTY ②	RRR Party		
FINANCIAL AGENT'S LAST NAME ③	FIRST NAME	MIDDLE NAME(S)	
Smith	Sam	S	
FINANCIAL AGENT'S MAILING ADDRESS			
1357 9th Ave			
CITY / TOWN	POSTAL CODE	PHONE NUMBER	FAX NUMBER
Vancouver	V3T 2X5	604-333-3333	604-555-5555
EMAIL ADDRESS	ssmith@email.com		

This financing report includes the following forms:

	④	FORMS CHECKLIST
Statement of Income and Expenses –	Form St-I&E-L	<input checked="" type="checkbox"/>
Summary of Political Contributions by Class –	Form Sm-C	<input checked="" type="checkbox"/>
Political Contributions of Money / Property / Services over \$250 –	Form S-A1	<input checked="" type="checkbox"/>
Permitted Anonymous Contributions Accepted at Functions –	Form S-A2	<input checked="" type="checkbox"/>
Prohibited Contributions –	Form S-Ax	<input checked="" type="checkbox"/>
Personal Expenses Paid by Financial Agent –	Form Sm-PE1	<input checked="" type="checkbox"/>
Personal Expenses Paid by Contestant –	Form Sm-PE2	<input checked="" type="checkbox"/>
Summary of Leadership Contestant Fundraising Functions –	Form Sm-F-L	<input checked="" type="checkbox"/>
Fundraising Function –	Form S-F	<input checked="" type="checkbox"/>
Loans & Guarantees –	Form S-L1	<input checked="" type="checkbox"/>
Loans / Debts Forgiven / Written Off –	Form S-L2	<input checked="" type="checkbox"/>
Transfers Received –	Form S-T-Rcv	<input checked="" type="checkbox"/>
Transfers Given –	Form S-T-Giv	<input checked="" type="checkbox"/>

I, the Financial Agent, declare that:

- (a) I am authorized to act on behalf of the above-named 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 statement is complete and accurate.

SIGNATURE OF FINANCIAL AGENT ⑤

Sam Smith

DATE (YYYY / MM / DD)

2009 / 08 / 21

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

St-I&E-L: Leadership Contestant Statement of Income and Expenses

This form must always be completed and submitted. This form reports all the income and expenses related to the leadership contest.

- 1 Enter the total value of political contributions received from all sources, as reported in box E on form Sm-C.
- 2 Enter the total gross fundraising function income not reported as political contributions, as reported in box E on form Sm-F-L.
- 3 Enter the total value of transfers received, as reported in box A on form S-T-Rcv.
- 4 Enter the interest income earned.
- 5 Enter a brief description and the amount of each other type of income earned. Attach extra pages if necessary to list each type of income.
- 6 Enter the total value of all other types of income earned.
- 7 Enter the total of the above amounts into box A.
- 8 For each type of expense enter the value of the expenses incurred.
- 9 Enter the total personal expenses of the leadership contestant, as reported in box G on form Sm-PE1.
- 10 Enter the total cost of fundraising functions, as reported in box B on form Sm-F-L.
- 11 Enter the total net losses of fundraising functions which incurred net losses, as reported in box F on form Sm-F-L.
- 12 Enter the total value of transfers given, as reported in box A on form S-T-Giv.
- 13 Enter a brief description of each other type of expense incurred. Attach extra pages if necessary to list each type of expense.
- 14 Enter the dollar value of all other types of expenses incurred.
- 15 Enter the total of the above amounts into box B.



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LEADERSHIP CONTESTANT STATEMENT OF INCOME & EXPENSES

St-I&E-L (11/07)

PLEASE PRINT IN BLOCK LETTERS

CONTESTANT'S NAME Rick Raves	POLITICAL PARTY RRR Party
----------------------------------------	-------------------------------------

Income:	Total political contributions (box E, form Sm-C)	7,963	①
	Gross fundraising income not reported as political contributions (box E, form Sm-F-L)	2,962	②
	Total transfers received (box A, form S-T-Rcv)	350	③
	Interest income		④
	Other income (describe)		⑤

Total Income (sum of above boxes)	11,275	A	⑦
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Expenses:	Accounting and audit services		⑧
	Bank charges	35	
	Convention, workshop and meeting fees and rentals	715	
	Data processing / information technology		
	Donations and gifts		
	Furniture and equipment		
	Insurance	25	
	Interest expense	904	
	Media advertising	1,372	
	Newsletter and promotional materials (signs, brochures, etc.)		
	Office rent, utilities and maintenance	16	
	Office supplies, stationery	816	
	Personal expenses of contestant (box G, form Sm-PE1)	2,535	⑨
	Postage and courier		
	Professional services	1,800	
	Research and polling	330	
	Salaries and benefits		
	Social functions / thank-you parties		
	Telecommunications		
	Travel		
	Total cost of fundraising functions (box B, form Sm-F-L)	750	⑩
	Total net losses of fundraising functions which incurred net losses (box F, form Sm-F-L)		⑪
	Total transfers given (box A, form S-T-Giv)	1,977	⑫
	Other expenses (describe)		⑬

Total Expenses (sum of above boxes)	11,275	B	⑮
--------------------------------------------	--------	---	---

Sm-C: Summary of Political Contributions by Class

This form summarizes all political contributions accepted in relation to the leadership contest.

Political contributions are separated by the two columns into those that have a value of greater than \$250, and those that have a value of \$250 or less.

- 1 For each class of contributor, enter the value of contributions received from contributors who made total contributions of more than \$250 (e.g. in box 1a enter the total value of contributions made by individuals who made total contributions of more than \$250). This is a summary of contributions reported on form S-A1.
- 2 For each class of contributor, enter the value of contributions received from contributors who made total contributions of \$250 or less (e.g. in box 2b enter the total value of contributions made by corporations which made total contributions of \$250 or less).
- 3 Enter the total of all contributions of more than \$250 in box A.
- 4 Enter the total of all contributions of \$250 or less in box B.
- 5 Add boxes A and B and enter the total in box C.
- 6 Enter the total amount of anonymous contributions received. This amount is taken from box A of the Permitted Anonymous Contributions Accepted at Functions form (S-A2).
- 7 Add boxes C and D and enter the total in box E. This amount is also reported as income on the Leadership Contestant Statement of Income and Expenses form (St-I&E-L).
- 8 Enter the total dollar amount of contributions of money received.
- 9 Enter the total value of all contributions of goods, services and discounts. This includes deemed contributions from forgiven loans and debts and from loans made at interest rates lower than the prime rate (see forms S-L1 and S-L2).
- 10 Enter the total number of contributors who made political contributions that in total had a value of \$250 or less. This represents the total number of contributors whose contributions have been reported in box B.
- 11 Leadership contestants may not issue tax receipts so this box is not used.



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SUMMARY OF POLITICAL CONTRIBUTIONS BY CLASS

Sm-C (06/11)

If form is for Nomination Contestant, please tick

NAME OF FILING ENTITY
Rick Raves

Total value of contributions from each of the following classes of contributor:

	1 Contributions greater than \$250		2 Contributions of \$250 or less	
Individuals	3,506	1a	895	1b
Corporations	400	2a	106	2b
Unincorporated Business / Commercial Organizations	1,150	3a	250	3b
Trade Unions	325	4a	125	4b
Non-profit Organizations		5a	400	5b
Other Identifiable Contributions		6a		6b
Classified subtotals (1a to 6a & 1b to 6b) (box A = box A , S-A1)	5,381	3 A	1,776	4 B
Classified totals (A + B)			7,157	5 C
Total anonymous contributions (from box A , S-A2)			806	6 D
Total value of all political contributions from all sources (C + D)			7,963	7 E

Total contributions of money 6,947 **8** **F**

Total contributions of goods, services and discounts (includes contributions through loans and debts) 1,016 **9** **G**

(boxes **F** + **G** must equal box **E**)

Number of contributors who made contributions of \$250 or less in total value 19 **10** **H**

Total dollar amount of all income tax receipts issued for political contributions received (Leadership Contestants cannot issue tax receipts) ~~\$~~ **11** **I**

S-A1: Political Contributions of Money, Property or Services with a Value Greater than \$250

This form is used to report all contributors who made political contributions in relation to the leadership contest which have a total value of more than \$250. Contributions of goods and services must be recorded at their market value. Use additional pages of this form if necessary.

- ① Enter the full name of contributor; initials are not acceptable. If the contributor is a numbered corporation or a class 3, 4, 5, or 6 contributor, the full names of two directors or principal officers must also be provided. If the contributor is a sole proprietor this should be indicated. If the contributor is a union, specify which local of the union made the contribution.
- ② Tick the box under the applicable class of contributor. The six classes are: 1 – individual; 2 – corporation; 3 – unincorporated business/commercial organization; 4 – trade union; 5 – non-profit organization; 6 – other. These classes are also identified at the bottom left hand corner of the form.
- ③ Enter the value of each separate contribution made by that contributor. If the total amount of contributions from a single contributor is made up of multiple contributions received on different dates, all of the separate contribution amounts must be listed. These separate amounts must correspond to the separate dates in the column titled “date of each individual contribution.” An exception to this requirement to list each separate contribution can be made if the contributions were multiple regular amounts (e.g. \$30 per month) over a time period.
- ④ Enter the date on which each separate contribution was received. If the total amount of contributions from a single contributor is made up of multiple contributions received on different dates, all of the separate contribution dates must be listed. An exception to this requirement to list all contribution dates can be made if the contributions were multiple regular amounts (e.g. \$30 per month) over a time period. In this case, enter the first and last month in which the contributions were made.
- ⑤ Enter the total value of all contributions made by each contributor who made total contributions of more than \$250.
- ⑥ Enter the total of all contributions.

The amount reported in box A must be carried forward to box A on the Summary of Political Contributions by Class form (Sm-C).



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POLITICAL CONTRIBUTIONS OF MONEY, PROPERTY OR SERVICES WITH A VALUE GREATER THAN \$250

S-A1 (08/01)

If form is for Nomination Contestant, please tick

NAME OF FILING ENTITY Rick Raves	PAGE 1
	OF 1

1 FULL NAME OF CONTRIBUTOR (If a numbered corporation or an unincorporated organization, include full names of two directors)	2 CLASS OF CONTRIBUTOR* (X APPROPRIATE CLASS)						3 INDIVIDUAL CONTRIBUTION AMOUNTS	4 DATE OF EACH INDIVIDUAL CONTRIBUTION (YYYY/MM/DD)	5 TOTAL OF CONTRIBUTOR'S CONTRIBUTIONS
	1	2	3	4	5	6			
Dave Dillon	X						1,006	1,006	
Equipment Company Ltd.		X					400	400	
Jane Jones	X						400	400	
Matt Marks	X						1,500 170	1,670	
Build a House David Tyler Michelle Smith			X				300	300	
A&A Partnership Tanya Tiller Larry Lint			X				850	850	
XYZ Union Joseph Corn Samuel Evans				X			325	325	
Rick Raves	X						430	430	
6 TOTAL OF INDIVIDUAL CONTRIBUTIONS							A	5,381	

* CLASS OF CONTRIBUTOR:
1 - INDIVIDUAL, 2 - CORPORATION, 3 - UNINCORPORATED BUSINESS/COMMERCIAL ORGANIZATION,
4 - TRADE UNION, 5 - NON-PROFIT ORGANIZATION, 6 - OTHER

S-A2: Permitted Anonymous Contributions Accepted at Functions

This form is used to report anonymous contributions accepted in relation to the leadership contest.

Anonymous contributions may only be collected in response to a general solicitation for funds at a function and each contribution must have a value of less than \$50.

To avoid confusion, 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).

- ① Enter the date the function was held.
- ② Enter a brief description of each function.
- ③ Enter the number of people who were at each function.
- ④ Enter the total dollar amount of anonymous contributions collected at each function.
- ⑤ Enter the total dollar amount of anonymous contributions collected at all functions.

The total anonymous contributions collected (box A) must be carried forward to box D on the Summary of Political Contributions by Class form (Sm-C).

S-Ax: Prohibited Contributions

This form is used to report any contributions which were received but were not permitted to be made under the *Election Act*. The Act requires the financial agent to return any prohibited contributions, or an amount equal to the value of the contribution, to the contributor within 30 days of becoming aware of the contravention. If this is not possible, the contribution must be remitted to the Chief Electoral Officer within 30 days.

- ① Enter the date the prohibited contribution was received.
- ② Enter a brief description of the circumstances of the prohibited contribution.
- ③ Enter the value of the prohibited contribution. If the contribution was of goods or services, enter the fair market value.
- ④ Enter the date on which the prohibited contribution was returned to the contributor or remitted to the Chief Electoral Officer (Elections BC).
- ⑤ Enter the total amount of all prohibited contributions.



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PROHIBITED CONTRIBUTIONS

S-Ax (07/03)

NAME OF FILING ENTITY
Rick Raves

PAGE **1**
OF **1**

1 DATE RECEIVED (YYYY/MM/DD)	2 CIRCUMSTANCES	3 AMOUNT	OR	4 DATE REMITTED TO CHIEF ELECTORAL OFFICE (YYYY/MM/DD)
2009 / 04 / 12	\$50 bill received anonymously	50		2009 / 04 / 14
2009 / 04 / 18	Donation of \$150 in cash	150		2009 / 04 / 20
2009 / 05 / 10	Contribution from federal political party	300		2009 / 05 / 12
2009 / 06 / 05	Received cash anonymously through mail	50		2009 / 06 / 07
TOTAL		A	5 550	

Sm-PE1: Personal Expenses Paid by Financial Agent

This form is used to report personal expenses of the leadership contestant that were paid by the financial agent. Personal expenses are defined in section 184(4) of the *Election Act* and include only those types of expenses shown on this form.

- 1 Enter the value of transportation costs within British Columbia. Provide details of any costs listed as 'Other'. Add the amounts of these boxes and enter the total in box A.
- 2 Enter the value of lodging, meals and incidental expenses incurred while travelling. Provide details of any costs listed as incidental expenses. Add the amounts of all these boxes and enter the total in box B.
- 3 Enter the cost of renting a temporary residence necessary for seeking the leadership in box C.
- 4 Enter the amount paid for all other necessary personal expenses related to the contest. Add the amounts of these boxes and enter the total in box D.
- 5 Add the total personal expenses paid by the financial agent (boxes A to D) and enter the total in box E.
- 6 Enter the total personal expenses paid by the leadership contestant (as reported in box E of form Sm-PE2) in box F.
- 7 Add the total personal expenses paid by the financial agent (box E) and the leadership contestant (box F) and enter the total in box G.

PERSONAL EXPENSES PAID BY FINANCIAL AGENT

**(Personal expenses of candidate or contestant
which were paid by the financial agent)**

If form is for Nomination Contestant, please tick

NAME OF FILING ENTITY

Rick Raves

Paid by the Financial Agent

A. Transportation to, from or within electoral district

Air travel 1,200

Bus, taxi

Rental vehicle 380

Private vehicle

Other (describe)

Total 1,580 **A**

B. Cost of lodging, meals and incidental expenses while travelling

Hotel, motel 430

Meals 95

Incidental expenses (describe)

Total 525 **B**

C. Cost of renting a necessary temporary residence

Rent **C**

D. All other necessary personal expenses related to
campaign or contest

Family care

Disability expenses

Total **D**

E. Total personal expenses paid by the financial agent

Total of items **A** to **D** 2,105 **E**

F. Total personal expenses paid out of pocket
by candidate or contestant

From **Sm-PE2**, box **E** 430 **F**

G. Total personal expenses from **Sm-PE1** and **Sm-PE2**

Total of items **E** + **F** 2,535 **G**

Sm-PE2: Personal Expenses Paid by Contestant

This form is used to report personal expenses of a leadership contestant that were paid by the leadership contestant. The leadership contestant must submit this form to the financial agent within 60 days after a leader is selected. Personal expenses are defined in section 184(4) of the *Election Act* and include only those types of expenses shown on this form.

- ① Enter the amount paid by the leadership contestant for transportation costs within British Columbia. Provide details of any costs listed as 'Other'. Add the amounts of these boxes and enter the total in box A.
- ② Enter the amount paid by the leadership contestant for lodging, meals and incidental expenses incurred while travelling. Provide details of any costs listed as incidental expenses. Add the amounts of all these boxes and enter the total in box B.
- ③ If the leadership contestant rented a temporary residence necessary for the contest, enter the amount paid by the leadership contestant in box C.
- ④ Enter the amount paid by the leadership contestant for all other necessary personal expenses related to the contest. Add the amounts of these boxes and enter the total in box D.
- ⑤ Add the total personal expenses paid by the leadership contestant and enter the total in box E. This amount should be carried forward to box F on form Sm-PE1.

PERSONAL EXPENSES PAID BY CANDIDATE / CONTESTANT

(This form must be completed by the candidate or contestant
and submitted to the financial agent within 60 days)

If form is for Nomination Contestant, please tick

NAME OF FILING ENTITY Rick Raves

Paid by the Candidate or Contestant

A. Transportation to, from or within electoral district

Air travel		
Bus, taxi		
Rental vehicle		1
Private vehicle	160	
Other (describe)		
Total	160	A

B. Cost of lodging, meals and incidental expenses while travelling

Hotel, motel	220	2
Meals	50	
Incidental expenses (describe)		
Total	270	B

C. Cost of renting a necessary temporary residence

Rent		C 3
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D. All other necessary personal expenses related to campaign or contest

Family care		
Disability expenses		4
Total		D

E. Total personal expenses paid by candidate or contestant

Total of items A to D	430	E 5
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Sm-F-L: Summary of Leadership Contestant Fundraising Functions

This 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 obtained by totalling all of the individual fundraising function forms (S-F).

- 1 Enter the total number of fundraising functions held. This must equal the number of fundraising function forms (S-F) submitted.
- 2 Enter the total gross fundraising function income from all fundraising functions in box A. This number is obtained by adding all boxes K on all S-F forms.
- 3 Enter the total cost of all fundraising functions in box B. This number is obtained by adding all boxes L on all S-F forms.
- 4 Calculate the net income (loss) from all fundraising functions by subtracting box B from box A and enter this amount in box C. If this amount is below zero, record it in brackets to indicate it is a negative number (e.g. $\$450 - \$550 = (\$100)$).
- 5 Enter the total amount of gross income reported as political contributions in box D. This number is obtained by adding all boxes F on all S-F forms.
- 6 Enter the total amount of gross income not reported as political contributions in box E. This number is obtained by adding all boxes J on all S-F forms.
- 7 Enter the total net losses of leadership contestant fundraising functions which incurred net losses.

The total cost of fundraising functions (box B), fundraising income not reported as political contributions (box E) and total net losses of fundraising functions which incurred net losses (box F) from this form must be reported on the Statement of Income and Expenses form (St-I&E-L). The fundraising income reported as political contributions (box D) must be included in the contributions reported on the Summary of Political Contributions by Class form (Sm-C) and, if applicable, the Political Contributions of Money, Property or Services with a Value Greater than \$250 form (S-A1) and Permitted Anonymous Contributions Accepted at Functions form (S-A2).

SUMMARY OF LEADERSHIP CONTESTANT FUNDRAISING FUNCTIONS

(Total amounts from all forms S-F)

CONTESTANT'S NAME

Rick Raves

Number of fundraising functions held ①

Total gross fundraising function income (sum of boxes **K** on all **S-F** forms) **A** ②

Total cost of fundraising functions (sum of boxes **L** on all **S-F** forms) **B** ③

Total net income (or loss) from fundraising functions (**A – B**) **C** ④

Total amount of gross income reported as contributions
(sum of boxes **F** on all **S-F** forms) **D** ⑤

Total amount of gross income NOT reported as contributions
(sum of boxes **J** on all **S-F** forms) **E** ⑥

(boxes **D + E** must equal box **A**)

Total net losses of fundraising functions which incurred net losses **F** ⑦

S-F: Fundraising Function

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*. If any clarification is needed, please contact our office for assistance.

Some types of fundraising function income are political contributions and some types are not. The form has been separated into two sections to provide a clearer presentation of when funds collected at a fundraising function qualify as political contributions.

A separate form is required for each fundraising function. Each form must show:

- ① the date of the event; and
- ② a brief description of the event.

Top portion – Gross income reported as political contributions

If a fee is charged to attend a fundraising function, the ticket price is a political contribution if:

- an organization purchases tickets (at any price);
 - an individual purchases more than \$250 worth of tickets; or
 - an individual purchases a ticket for more than \$50.
- ③ Enter the number of tickets sold to each type of purchaser.
 - ④ Enter the amount of money charged per ticket for each category of purchaser. If tickets were sold at different prices, enter the highest price paid for a ticket.
 - ⑤ Enter the total charges collected from each category of purchaser. If all the tickets for each type of purchaser were sold for the same price, this number equals the number of tickets sold times the charge per ticket. If the ticket prices varied, enter the actual amount of money collected for the tickets.
 - ⑥ Tick the box if the tickets were sold at different prices.

Fundraising functions such as garage sales, bake sales and auctions may also result in political contributions. An item or service with a value of more than \$250, donated for sale at a fundraising function is a political contribution. Likewise, if a person buys an item or service at a fundraising function and pays more than fair market value (FMV), the amount in excess of the FMV is a political contribution.

- ⑦ Enter the description of any anonymous contributions or other political contributions accepted at the function. As noted above, this includes goods and services that were donated and have a fair market value greater than \$250, and items or services sold for more than their fair market value.

- 8 Enter the dollar value of any anonymous contributions or other political contributions accepted at the function. Anonymous contributions must also be reported on form S-A2.
- 9 Add boxes A, B, C, D and E and enter the total in box F.

Bottom portion – Gross income not reported as political contributions

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

- 10 Enter the number of tickets that were sold for \$50 or less to individuals.
- 11 Enter the amount of money charged per ticket. If tickets were sold at different prices, enter the highest price paid for a ticket.
- 12 Enter the total charges collected. If all the tickets were sold for the same price, this number equals the number of tickets sold times the charge per ticket. If the ticket prices varied, enter the actual amount of money collected for the tickets.
- 13 Tick this box if the tickets were sold at different prices.

Goods or services with a value of \$250 or less donated for sale at fundraising functions are not political contributions. Likewise, if a person does not pay more than fair market value (FMV) for any item or service, the income is not a political contribution.

- 14 Enter the description of any type of income (other than ticket sales) which is not a political contribution.
- 15 Enter the value of income (other than ticket sales) which is not a political contribution.
- 16 Add boxes G, H and I and enter the total in box J.
- 17 Add boxes F and J and enter the total in box K.
- 18 Enter the total cost of the function in box L.
- 19 Calculate the net income (loss) from the fundraising function by subtracting box L from box K. Enter this amount in box M. If the net income is less than zero, show the amount in brackets to indicate a loss.

The “totals” from all Fundraising Function forms (S-F) must be reported on the Summary of Leadership Contestant Fundraising Functions form (Sm-F-L) as follows:

- enter the total of boxes F from each S-F form into box D on form Sm-F-L
- enter the total of boxes J from each S-F form into box E on form Sm-F-L
- enter the total of boxes K from each S-F form into box A on form Sm-F-L
- enter the total of boxes L from each S-F form into box B on form Sm-F-L



FUNDRAISING FUNCTION

(Submit a separate form for each function held)

If form is for Nomination Contestant, please tick

NAME OF FILING ENTITY Rick Raves	
DATE OF EVENT (YYYY/MM/DD) 2009 / 04 / 17	DESCRIPTION OF FUNDRAISING EVENT (IF A JOINT EVENT, IDENTIFY OTHER ENTITY) Dinner and dance

Gross income reported as political contributions

	Number of Tickets Sold	Charge per Ticket	Total Charges Collected		Tick if Charge per Ticket Varies
Purchases by organizations	10 ³	60 ⁴	480 ⁵	A	<input checked="" type="checkbox"/>
Purchases by individuals of more than \$250 worth of tickets	10	40	400	B	<input type="checkbox"/>
Purchases by individuals of tickets that are more than \$50 each	10	60	600	C	<input type="checkbox"/>

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

Anonymous contributions	575 ⁸		D
			E

Total gross income reported as political contributions (A + B + C + D + E) 2,055 ⁹ F

Gross income not reported as political contributions

	Number of Tickets Sold	Charge per Ticket	Total Charges Collected		Tick if Charge per Ticket Varies
Purchases by individuals of tickets of \$50 or less	40 ¹⁰	40 ¹¹	1,600 ¹²	G	<input type="checkbox"/>

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

Bar sales	730 ¹⁵		H
			I

Total gross income not reported as political contributions (G + H + I) 2,330 ¹⁶ J

Total gross income (F + J) 4,385 ¹⁷ K

Total cost of function 700 ¹⁸ L

Net income (loss) (box K-L) 3,685 ¹⁹ M



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FUNDRAISING FUNCTION

(Submit a separate form for each function held)

S-F (03/01)

If form is for Nomination Contestant, please tick

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NAME OF FILING ENTITY Rick Raves	
DATE OF EVENT (YYYY/MM/DD) 2009 / 05 / 17	DESCRIPTION OF FUNDRAISING EVENT (IF A JOINT EVENT, IDENTIFY OTHER ENTITY) Auction

Gross income reported as political contributions

	Number of Tickets Sold	Charge per Ticket	Total Charges Collected		Tick if Charge per Ticket Varies
Purchases by organizations	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	A	<input type="checkbox"/>
Purchases by individuals of more than \$250 worth of tickets	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	B	<input type="checkbox"/>
Purchases by individuals of tickets that are more than \$50 each	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	C	<input type="checkbox"/>

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

Auction sales	2,100	D
		E

Total gross income reported as political contributions (A + B + C + D + E)

Gross income not reported as political contributions

	Number of Tickets Sold	Charge per Ticket	Total Charges Collected		Tick if Charge per Ticket Varies
Purchases by individuals of tickets of \$50 or less	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	G	<input type="checkbox"/>

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

Auction sales	632	H
		I

Total gross income not reported as political contributions (G + H + I)

Total gross income (F + J)

Total cost of function

Net income (loss) (box K-L)

S-L1: Loans and Guarantees

This form is used to report all loans and guarantees received by the leadership contestant in relation to the leadership contest, even if those loans were completely paid off or forgiven.

Enter only those fields which are applicable. For example, if you are reporting a guarantee, not a loan, there may be no interest to report and so you would leave those fields blank.

- 1 Enter the date the loan or guarantee was received.
- 2 Enter the full name of the lender or guarantor – initials are not acceptable. If the lender or guarantor is a numbered corporation or a class 3, 4, 5 or 6 entity, the full names of two directors or principal officers must be provided.
- 3 Tick the box under the applicable class of the lender or guarantor. The six classes are: 1 – individual; 2 – corporation; 3 – unincorporated business/commercial organization; 4 – trade union; 5 – non-profit organization; 6 – other. These classes are also identified at the bottom left hand corner of the form.
- 4 Indicate any conditions of the loan or guarantee, such as prepayment or cancellation agreements.
- 5 Enter the date the loan is due to be repaid.
- 6 Enter the total original amount of the loan or guarantee; that is, the amount that was initially lent or guaranteed.
- 7 Enter the total amount of the loan outstanding as of the date of this report.
- 8 Enter the actual rate of interest being charged by the lender.
- 9 Enter the prime interest rate of the principal banker of the Province of B.C., at the time the rate of interest for the loan was set.
- 10 Enter the amount of interest payable at the prime rate. This field is calculated as follows:

original amount of loan (field 6)
times prime rate (field 9) (to determine annual cost of loan)
divided by 12 months (to determine monthly cost of loan)
times the number of months the loan was outstanding

e.g. $\$2,500 \times 3\% = \75.00
 $\$75.00 \div 12 = \6.25
 $\$6.25 \times 3 \text{ months} = \18.75 . Round to \$19

- 11 Enter the amount of interest actually being charged for the loan. This field is calculated as follows:

original amount of loan (field 6)
times the interest rate (field 8) (to determine the annual cost of the loan)
divided by 12 months (to determine monthly cost of loan)
times the number of months the loan was outstanding

e.g. $\$2,500 \times 1.5\% = \37.50
 $\$37.50 \div 12 \text{ months} = \3.13
 $\$3.13 \times 3 \text{ months} = \9.39 . Round to \$9.

Note: If you made installment payments on the loan, these formulas will not work. Instead, in field 11, enter the amount of interest actually paid, as reported to you by your lender.

- 12 If the rate of interest being charged is lower than the prime rate, the difference is a benefit which is a political contribution. Enter the amount of the deemed benefit or political contribution in column C. Calculate this amount by subtracting the amount of interest being charged (column B) from the amount of interest payable at prime rate (column A). The total benefit (column C) must be reported in the political contributions reported on the Summary of Political Contributions by Class form (Sm-C) and if applicable, on form S-A1 or in the transfers on the Transfers Received form (S-T-Rcv). The benefit must also be included in the interest expense reported on the Statement of Income and Expenses form (St-I&E-L).
- 13 Enter the total original amount of loans and guarantees in box D.
- 14 Enter the total amount of loans outstanding in box E.
- 15 Enter the total amount of political contributions due to interest rates lower than the prime rate in box F. The total in box F must also be reported as a political contribution(s) or transfer(s), as applicable.

S-L2: Loans and Debts Forgiven or Written Off

This form is used to help record political contributions that result from a loan or debt that has been forgiven or written off. Complete this form if the leadership contestant had any loans or debts which were forgiven by the creditor. This includes debts payable to suppliers which are forgiven or written off by the supplier.

- 1 Enter the date the loan or debt was forgiven or written off.
- 2 Enter the full name of the lender or creditor – initials are not acceptable. If the lender or creditor is a numbered corporation or a class 3, 4, 5 or 6 contributor, the full names of two directors or principal officers must also be provided.
- 3 Tick the box under the applicable class of the lender or creditor. The six classes are: 1 – individual; 2 – corporation; 3 – unincorporated business/commercial organization; 4 – trade union; 5 – non-profit organization; 6 – other. These classes are also identified at the bottom left hand corner of the form.
- 4 Indicate any conditions of the loan or debt, such as prepayment or cancellation agreements.
- 5 Enter the total original amount of the loan or debt.
- 6 Enter the total amount that was forgiven or written off by the lender or creditor. Any time a loan or debt is forgiven or written off, the amount forgiven or written off must be reported as a political contribution, or as a transfer if the loan was from a registered political party. Also, if a debt remains unpaid for six months after becoming due and no legal proceedings to recover the debt have been commenced by the creditor, the full amount of the debt becomes a political contribution or a transfer.
- 7 Enter the total original amount of all loans or debts of which any part was forgiven or written off in box A.
- 8 Enter the total forgiven or written off amount of all loans and debts in box B. The total in box B must also be reported as political contributions or transfers, as applicable.

S-T-Rcv: Transfers Received

This form is used to report the transfers received by the leadership contestant from their registered political party.

Transfers are non-reciprocal exchanges of money, goods and services between a registered political party, its registered constituency associations, its candidates and leadership contestants. These transfers are internal flows of money, goods and services and are not political contributions.

- 1 Enter the date the money, goods or services were received.
- 2 Enter the name of the entity which gave the transfer. This should be the full name of the registered political party who gave the money, goods or services. For transfers of goods or services, provide details to describe the type of the goods or services.
- 3 Enter the total value of the transfer. If the transfer was of goods or services, their fair market value should be recorded.
- 4 Enter the total amount of transfers received. This total (box A) must be reported as income on the Leadership Contestant Statement of Income and Expenses form (St-I&E-L).

TRANSFERS RECEIVED



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NAME OF FILING ENTITY
Rick Raves

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1 DATE OF TRANSFER (YYYY/MM/DD)	2 NAME OF ENTITY TRANSFERRING MONEY, GOODS OR SERVICES	3 VALUE OF TRANSFER
2009 / 04 / 13	RRR Party - brochures	350
	TOTAL	350

S-T-Giv: Transfers Given

This form is used to report the transfers given by the leadership contestant to their registered political party.

Transfers are non-reciprocal exchanges of money, goods and services between a registered political party, its registered constituency associations, its candidates and leadership contestants. These transfers are internal flows of money, goods and services and are not political contributions.

- ① Enter the date the money, goods or services were given.
- ② Enter the name of the entity receiving the transfer. This should be the full name of the registered political party who received the money, goods or services. For transfers of goods or services, provide details to describe the type of the goods or services.
- ③ Enter the total value of the transfer. If the transfer was of goods or services, their fair market value should be recorded.
- ④ Enter the total amount of transfers given. This total (box A) must be reported as an expense on the Leadership Contestant Statement of Income and Expenses form (St-I&E-L).

Questions?

For more information

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