



# DISCLOSURE STATEMENT COMPLETION GUIDE

FOR LOCAL ELECTIONS ELECTOR ORGANIZATIONS



# **Disclosure Statement Completion Guide for Local Elections Elector Organizations**



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# Introduction

This completion guide helps elector organizations properly complete and file the elector organization disclosure statement with Elections BC following a local election, in accordance with the requirements of the *Local Elections Campaign Financing Act* (the Act). This guide should be used together with the disclosure statement forms.

For detailed information regarding rules specific to elector organizations and candidates, see the Guide to Local Elections Campaign Financing in B.C.

All guides and forms can be viewed and downloaded on the Elections BC website ([elections.bc.ca/lecfa/elector-organizations](https://elections.bc.ca/lecfa/elector-organizations)). To have these materials mailed to you, contact Local Elections Campaign Financing at Elections BC at 1-855-952-0280 or email [electoral.finance@elections.bc.ca](mailto:electoral.finance@elections.bc.ca).

## Disclaimer

Elections BC's guides are intended as an aid to understanding the Act. How the Act applies to any particular case will depend on the individual circumstances of the case and may change in light of new legislation and judicial developments. If there is any inconsistency between this guide and the Act, the Act will prevail.

You may view the Act on the Elections BC website ([elections.bc.ca/lecfa](https://elections.bc.ca/lecfa)) or on the BC Laws website ([bclaws.ca](https://bclaws.ca)). It can also be purchased from Crown Publications ([crownpub.bc.ca](https://crownpub.bc.ca)).

# Important terms

## **Anonymous contribution**

A contribution made by an individual or organization whose identity is unknown to the elector organization or candidate. An individual cannot request that a contribution be accepted and disclosed as an anonymous contribution if they are known to the recipient.

## **Authorized principal official**

An individual who makes legally binding statements and declarations on behalf of an elector organization. Responsibilities include appointing financial agents, endorsing candidates and retaining records related to campaign financing.

## **Campaign contribution**

The amount of money, or the value of any non-monetary property or services, provided without compensation to an elector organization or candidate for campaign use. Membership fees paid to an elector organization are campaign contributions.

## **Disclosure statement**

A campaign financing report that discloses contributions, expenses and other information related to an elector organization's or candidate's campaign.

## **Election proceedings period**

The period that begins on the 46<sup>th</sup> day before General Voting Day and ends at the close of voting on General Voting Day.

## **Fundraising function**

Includes a social function held by, or on behalf of, a candidate or elector organization for the purpose of obtaining funds.

## **Identifiable contribution**

Any campaign contribution that is not anonymous. All identifiable contributions must have the following information recorded:

- (a) date and value of the contribution,
- (b) full name, mailing address and class of the contributor, and
- (c) full name and mailing address of two directors for class 2, 3, 4, 5 and 6 contributors.

## **Intended election expense**

Goods or services acquired for campaign use but not used.



## **Jurisdiction**

The applicable jurisdiction in which a general local election, by-election or assent voting is held.

## **Market value**

The lowest price charged for an equivalent amount of equivalent property or services in the market area at the relevant time. Market value includes all applicable taxes.

## **Responsible principal official**

An individual appointed by an elector organization who may represent the elector organization as required.

## **Significant contributor**

In relation to campaign contributions, an individual or organization who:

- (a) made a campaign contribution having a value of \$100 or more, or
- (b) made multiple campaign contributions to the same elector organization or candidate such that the total value of the campaign contributions made is \$100 or more.

## **Supplementary report**

A report that updates Elections BC of changed, added or corrected information in a disclosure statement. It includes a description of the circumstances leading to the supplementary report. Supplementary reports are also called amendments.

## **Transfers**

Movements of money, goods or services between a candidate's campaign accounts, an elector organization's campaign accounts or between an elector organization and its endorsed candidates.

## **Undeclared candidate**

An individual who intended to be a candidate but was never declared to be a candidate. An undeclared candidate may have accepted campaign contributions or made transfers to an elector organization, which the elector organization is required to disclose.

# Disclosure statement filing details

## Who must file a disclosure statement

Elector organizations that endorse one or more candidates must file a disclosure statement. Elector organizations endorsing candidates in more than one jurisdiction (e.g., a municipality and a board of education) must file a separate disclosure statement for each jurisdiction in which they endorse a candidate.

An elector organization must file a disclosure statement even if it did not receive any campaign contributions, did not incur any election expenses, withdrew its endorsement of all candidates or was declared by a court to not be qualified to endorse a candidate.

All applicable forms must be completed. A listing of all forms is found on form 4240, the cover page to the disclosure statement. An elector organization that did not receive any campaign contributions or incur any election expenses must still complete forms 4240, 4241, 4242 and 4243.

## When and how to file a disclosure statement

The filing deadline for disclosure statements is 90 days after General Voting Day. Elections BC will contact you if no disclosure statement is received by the filing deadline. Disclosure statements filed between 90 and 120 days after General Voting Day are late and must include a \$500 late filing fee.

It is an offence to not file a disclosure statement by the 120 day late filing deadline unless a court has granted the elector organization relief. There are significant penalties for committing an offence.

Elector organization disclosure statements must be:

- filed by the financial agent for the elector organization
- received by Elections BC or a Service BC Centre by 4:30 p.m. (Pacific time) on the day the report is due; a postmark is not acceptable as proof of delivery by the deadline
- submitted on forms provided by Elections BC ([elections.bc.ca/lecfa/elector-organizations](https://elections.bc.ca/lecfa/elector-organizations))
- submitted by email, fax or mail using the contact information located on the [last page](#) of this guide or by hand to the Elections BC office in Victoria or a Service BC Centre ([servicebc.gov.bc.ca/locations](https://servicebc.gov.bc.ca/locations))

## General instructions for all forms:

- Submit all relevant forms. If there is doubt whether a form should be submitted, contact our office for clarification.
- Complete the forms online or print neatly in block letters with a pen.
- Complete the detailed forms first, then carry forward the totals to the summary forms.
- Enter the elector organization's full name on each page.
- Enter dates as YYYY/MM/DD – e.g., for November 15, 2014, enter 2014/11/15.
- Number the pages, for forms that have more than one page, using the boxes in the top right corner of the forms – e.g., Page 1 of 2, Page 2 of 2, etc.

## What happens after filing a disclosure statement

Elections BC will contact the elector organization's financial agent to ensure that all requirements under the *Local Elections Campaign Financing Act* are met and to discuss any issues that require clarification.

Keep a copy of the disclosure statement for your records. You may need to use the information to file amendments or to respond to questions from Elections BC.

The authorized principal official must retain all disclosure statement records and supporting materials in British Columbia for five years after General Voting Day.

## Privacy notice

Elections BC has the authority to collect, use, disclose and dispose of personal information under the *Local Elections Campaign Financing Act* and the *Freedom of Information and Protection of Privacy Act*. This information is used to administer local elections campaign financing provisions.

For more information about Elections BC's privacy policies, visit [elections.bc.ca/privacy](http://elections.bc.ca/privacy) or contact the Privacy Officer at 1-800-661-8683 or [electionsbc@elections.bc.ca](mailto:electionsbc@elections.bc.ca) or PO Box 9275 Stn Prov Govt Victoria, BC V8W 9J6.



# **Local elections elector organization disclosure statement forms**

## 4240 – Campaign Financing Disclosure Statement

This cover page must accompany all disclosure statements filed, including amendments (supplementary reports) submitted after the original statement. Please ensure that each relevant field is completed.

- 1 Enter the full name of the elector organization and (if different) its legal name and ballot name.
- 2 Enter the date of General Voting Day (YYYY/MM/DD).
- 3 Enter the jurisdiction to which this disclosure statement relates. A separate disclosure statement must be filed for each jurisdiction in which the elector organization endorsed candidates.
- 4 Enter the full name, mailing address, phone number and (if available) email address of the elector organization's financial agent. Elections BC needs this information in order to notify the financial agent of the status of the submitted disclosure statement. We will send all correspondence to this address. Note that this form is available for public inspection, so you may choose to list an office address and phone number instead of your residential information.
- 5 Enter the date the financial agent was appointed. If other individuals previously acted as financial agent in relation to this election, provide their information on form 4256.
- 6 Enter the full name, mailing address, phone number and (if available) email address of the authorized principal official.
- 7 Enter the full name and mailing address of one of the responsible principal officials who is not the authorized principal official.
- 8 Tick this box if your elector organization was also registered with Elections BC as a third party sponsor. A separate disclosure statement must be filed in relation to third party advertising conducted independently of an elector organization or candidate's campaign.
- 9 **For the 2014 General Local Elections only:** Campaign organizers no longer have a role in local elections. However, if a former campaign organizer under the former legislation still had a bank account on March 27, 2014, and still intended to promote or oppose a candidate or elector organization, they have certain obligations under the *Local Elections Campaign Financing Act*. Tick this box if the elector organization also acted as a campaign organizer. A separate campaign organizer disclosure statement must be filed in relation to these activities.
- 10 This is a listing of all the forms which must be submitted to Elections BC as part of the disclosure statement. Use it as a checklist to identify which forms are applicable and have been completed. If submitting an amendment, tick only those forms that have been revised.
- 11 If this is the first version of the disclosure statement, leave the "Amendment # \_\_\_\_" blank. If this disclosure statement amends a previously submitted one, enter the number of the amendment (or supplementary report) here. For example, if this was the second disclosure statement to be submitted, it would be the first amendment and "1" would be entered in this space.

# 4240 - CAMPAIGN FINANCING DISCLOSURE STATEMENT

## LOCAL ELECTIONS ELECTOR ORGANIZATION



PLEASE PRINT IN BLOCK LETTERS

Amendment # **11**

NAME OF ELECTOR ORGANIZATION <b>1</b> XYZ ELECTOR ORGANIZATION		GENERAL VOTING DAY (YYYY/MM/DD) <b>2</b> 2014/11/15
LEGAL NAME OF ELECTOR ORGANIZATION (IF DIFFERENT FROM ABOVE) XYZ ELECTOR ORGANIZATION OF VANCOUVER		
BALLOT NAME (IF DIFFERENT FROM ABOVE) XYZ		
JURISDICTION <b>3</b> CITY OF VANCOUVER		

**Financial agent:** **4**

FINANCIAL AGENT'S FULL NAME DEBORAH CURTIS		EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD) <b>5</b> 2014/10/02
MAILING ADDRESS 9261 18 AVE W		PHONE NO. 604-555-9876
CITY / TOWN VANCOUVER	POSTAL CODE V5W 4J8	EMAIL (IF AVAILABLE) DEB@CURTIS.CA

**Authorized principal official:** **6**

LAST NAME KLINE	FIRST NAME DANIEL	MIDDLE NAME MARCUS
MAILING ADDRESS 428 OCEAN CRES		PHONE NO. 778-123-1234
CITY / TOWN VANCOUVER	POSTAL CODE V7K 9A2	EMAIL (IF AVAILABLE) DKLINE@EMAIL.CA

**Responsible principal official:** **7**

LAST NAME GREENE	FIRST NAME OSKAR	MIDDLE NAME GORDON
MAILING ADDRESS 8827 MILLVIEW DR		
CITY / TOWN VANCOUVER	POSTAL CODE V7P 2B3	

**8** Elector organization was registered as a third party sponsor

**9** Elector organization acted as a campaign organizer

This disclosure statement includes the following forms: **10**

- |   |  |
|---|--|
| Declarations and Campaign Accounts – Form 4241 <input checked="" type="checkbox"/>          | Fundraising Function Ticket Sales – Form 4249 <input checked="" type="checkbox"/>                          |
| Candidates Endorsed by Elector Organization – Form 4242 <input checked="" type="checkbox"/> | Summary of Election Expenses – Form 4250 <input checked="" type="checkbox"/>                               |
| Statement of Income and Expenses – Form 4243 <input checked="" type="checkbox"/>            | Transfers Given to Candidates – Form 4251 <input checked="" type="checkbox"/>                              |
| Summary of Campaign Contributions by Class – Form 4244 <input checked="" type="checkbox"/>  | Other Permissible Payments – Form 4252 <input checked="" type="checkbox"/>                                 |
| Significant Contributors (\$100 or more) – Form 4245 <input checked="" type="checkbox"/>    | Transfers Between Own Campaign Accounts – Form 4253 <input checked="" type="checkbox"/>                    |
| Prohibited Campaign Contributions – Form 4246 <input checked="" type="checkbox"/>           | Contributions Received by Undeclared Candidates – Form 4254 <input checked="" type="checkbox"/>            |
| Transfers Received from Candidates – Form 4247 <input checked="" type="checkbox"/>          | Prohibited Contributions Received by Undeclared Candidates – Form 4255 <input checked="" type="checkbox"/> |
| Other Permissible Deposits – Form 4248 <input checked="" type="checkbox"/>                  | Previous Financial Agents – Form 4256 <input checked="" type="checkbox"/>                                  |

## 4241 – Declarations and Campaign Accounts

This form must accompany all disclosure statements filed, including amendments (supplementary reports) submitted after the original statement.

By signing this declaration, the authorized principal official and financial agent declare that to the best of their knowledge and belief, the information contained in the disclosure statement is accurate and complete. Signing a false statement is a serious offence and is subject to significant penalties.

- 1 The declaration must be signed and dated by the authorized principal official. Enter the authorized principal official's full name in the box below the signature.
- 2 The declaration must be signed and dated by the financial agent. Enter the financial agent's full name in the box below the signature. If the authorized principal official is also the financial agent, only one signature is required.
- 3 Enter the name and address of each savings institution where the elector organization held a campaign account for this jurisdiction. For multiple accounts at the same institution, only enter the information once.
- 4 If you indicated on form 4240 that your elector organization also acted as a campaign organizer, enter the name of the campaign organizer along with any abbreviations or acronyms used, or (if different) the legal name.



# 4241 - DECLARATIONS AND CAMPAIGN ACCOUNTS

## LOCAL ELECTIONS ELECTOR ORGANIZATION



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NAME OF ELECTOR ORGANIZATION

XYZ ELECTOR ORGANIZATION

**Declaration:**

I, the undersigned, declare that to the best of my knowledge and belief, this disclosure statement completely and accurately discloses the information required under the *Local Elections Campaign Financing Act* (LECFA).

SIGNATURE OF AUTHORIZED PRINCIPAL OFFICIAL **1***Daniel Kline*

DATE: (YYYY/MM/DD)

2015/02/08

PRINTED NAME OF AUTHORIZED PRINCIPAL OFFICIAL

DANIEL KLINE

SIGNATURE OF FINANCIAL AGENT **2***Deborah Curtis*

DATE: (YYYY/MM/DD)

2015/02/08

PRINTED NAME OF FINANCIAL AGENT

DEBORAH CURTIS

**Campaign accounts: 3**

NAME OF SAVINGS INSTITUTION

WEST COAST SAVINGS

ADDRESS

123 CHEQUING ST, VANCOUVER

NAME OF SAVINGS INSTITUTION

BIG CITY CREDIT UNION

ADDRESS

3333 SAVINGS BLVD, VANCOUVER

NAME OF SAVINGS INSTITUTION

ADDRESS

NAME OF SAVINGS INSTITUTION

ADDRESS

**If elector organization also acted as a campaign organizer: 4**

NAME OF CAMPAIGN ORGANIZER

ABBREVIATION, ACRONYM, OR LEGAL NAME IF DIFFERENT

## 4242 – Candidates Endorsed by Elector Organization

All elector organizations must complete and file this form. This form lists all candidates the elector organization endorsed in the jurisdiction to which this disclosure statement relates.

- 1** Enter the full name of each candidate endorsed and (if different) the name the candidate used on the ballot. Include all candidates endorsed when you filed endorsement documents, even if the endorsement was later withdrawn.
- 2** Identify the office sought by each endorsed candidate (e.g., mayor, councillor, board of education trustee, electoral area director, etc.).
- 3** If applicable, identify the electoral area, local trust area or trustee electoral area in which each endorsed candidate sought election.

**4242 - CANDIDATES ENDORSED BY ELECTOR ORGANIZATION**

**LOCAL ELECTIONS ELECTOR ORGANIZATION**



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NAME OF ELECTOR ORGANIZATION  
 XYZ ELECTOR ORGANIZATION

PAGE   
 OF

CANDIDATE'S FULL NAME (INCLUDE BALLOT NAME IF DIFFERENT) <b>1</b>	OFFICE SOUGHT <b>2</b>	ELECTORAL AREA/ LOCAL TRUST AREA/ TRUSTEE ELECTORAL AREA (IF APPLICABLE) <b>3</b>
DAVID PETER MILLER (PETE MILLER)	MAYOR	
TIAN MINGZHU	COUNCILLOR	
REBECCA FITZGERALD (BECKY FITZGERALD)	COUNCILLOR	
MYRTLE WELLS	COUNCILLOR	
COLIN ANDREW FOX	COUNCILLOR	
ANTONIO RUIZ (TONY RUIZ)	COUNCILLOR	
NOBU TANAKA	PARK BOARD COMMISSIONER	
LELAND MCKINNEY	PARK BOARD COMMISSIONER	
SHEILA BECKER	PARK BOARD COMMISSIONER	
WINSTON SCHWARTZ	PARK BOARD COMMISSIONER	

## 4243 – Statement of Income and Expenses

This form must be completed and submitted by all elector organizations. It is used to summarize the more detailed information related to income and expenses contained in the rest of the disclosure statement. Complete this form last as the fields depend on information from later forms. If total income and total expenditures are zero, indicate this in the appropriate fields.

- 1 Enter the total value of campaign contributions received from all sources, as reported in box C of form 4244.
- 2 Enter the total value of transfers received from candidates, as reported in box A of form 4247.
- 3 Enter the total value of other permissible deposits into the campaign accounts, as reported in box A of form 4248.
- 4 Enter the total value of transfers received from the elector organization's own campaign accounts in other jurisdictions, as reported in box A of form 4253.
- 5 Add the above four values and enter the total income of the campaign into box A.
- 6 Enter the total value of election expenses, as reported in box A of form 4250.
- 7 Enter the total value of transfers given to candidates, as reported in box A of form 4251.
- 8 Enter the total value of other permissible payments from the campaign accounts, as reported in box A of form 4252.
- 9 Enter the total value of transfers given to the elector organization's own campaign accounts in other jurisdictions, as reported in box B of form 4253.
- 10 Add the above four values and enter the total expenditures of the campaign into box B.
- 11 If applicable, enter the balance remaining in the campaign accounts after the payment of all campaign expenses and transfers to endorsed candidates.
- 12 Provide the dates and amounts of disbursement of the above surplus funds.

# 4243 - STATEMENT OF INCOME AND EXPENSES

## LOCAL ELECTIONS ELECTOR ORGANIZATION



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NAME OF ELECTOR ORGANIZATION XYZ ELECTOR ORGANIZATION
--

Total value of campaign contributions from all sources (from box <b>C</b> on form <b>4244</b> )	12,517.05	<b>1</b>
Transfers received from candidates (from box <b>A</b> on form <b>4247</b> )	5,400.44	<b>2</b>
Total other permissible deposits (from box <b>A</b> on form <b>4248</b> )	1,409.28	<b>3</b>
Transfers from elector organization's own accounts in other jurisdictions (from box <b>A</b> on form <b>4253</b> )	2,700	<b>4</b>
<b>Total Income</b> (sum of above boxes)	22,026.77	<b>A 5</b>
Election expenses (from box <b>A</b> on form <b>4250</b> )	17,126.28	<b>6</b>
Transfers given to candidates (from box <b>A</b> on form <b>4251</b> )	2,245.29	<b>7</b>
Total other permissible payments (from box <b>A</b> on form <b>4252</b> )	1,337.96	<b>8</b>
Transfers to elector organization's own accounts in other jurisdictions (from box <b>B</b> on form <b>4253</b> )	860	<b>9</b>
<b>Total Expenditures</b> (sum of above boxes)	21,569.53	<b>B 10</b>

**Disbursement of surplus funds**

Balance remaining in campaign accounts (surplus funds) 457.24 **11**

Details of disbursement of surplus funds: **12**

DATE	AMOUNT
2014/11/29	150
2014/12/17	307.24

## 4244 – Summary of Campaign Contributions by Class

This form summarizes all campaign contributions the elector organization received in relation to its campaign in a particular jurisdiction.

- 1** Enter the total value of identifiable contributions received from each class of contributor (e.g., for individuals, enter the total value of all contributions received from individuals, including contributions of less than \$100). Contributions of goods and services must be recorded at their current market value.
- 2** Enter the total value of identifiable contributions received into box A.
- 3** Enter the total value of permissible anonymous contributions received into box B. An anonymous contribution greater than \$50 is a prohibited contribution, which is disclosed on form 4246.
- 4** Enter the total value of all campaign contributions received into box C. This total must equal the sum of boxes A and B.
- 5** Enter the amount of total significant contributions received. This amount must equal the sum of all boxes A on forms 4245 – Significant Contributors (\$100 or More).
- 6** Enter the total value of identifiable contributions received from donors who gave less than \$100 total. Do not include the value of anonymous contributions received.
- 7** Enter the total number of identifiable contributors who gave less than \$100. Do not include the number of anonymous contributions received.
- 8** Enter the total number of anonymous contributors who made anonymous contributions.

**4244 - SUMMARY OF CAMPAIGN CONTRIBUTIONS BY CLASS**

**LOCAL ELECTIONS ELECTOR ORGANIZATION**



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NAME OF ELECTOR ORGANIZATION  
XYZ ELECTOR ORGANIZATION

		<b>All Contributions</b> <b>1</b>	
Individuals		5,305	
Corporations		6,300	
Unincorporated Business/Commercial Organizations		0	
Trade Unions		137.25	
Non-profit Organizations		260	
Other Identifiable Contributors		0	
<b>Total</b>	<b>\$</b>	<b>12,002.25</b>	<b>A</b> <b>2</b>
Anonymous contributions	<b>\$</b>	<b>514.8</b>	<b>B</b> <b>3</b>
<b>Total contributions (A + B)</b>	<b>\$</b>	<b>12,517.05</b>	<b>C</b> <b>4</b>
<b>Total significant contributions (must equal box A on all forms 4245)</b>	<b>\$</b>	<b>10,042.25</b>	<b>5</b>
<b>Total contributions of less than \$100</b>	<b>\$</b>	<b>1,960</b>	<b>6</b>
<b>Number of contributors who gave less than \$100</b>	<b>#</b>	<b>31</b>	<b>7</b>
<b>Number of anonymous contributors</b>	<b>#</b>	<b>27</b>	<b>8</b>

## 4245 – Significant Contributors (\$100 or More)

This form is used to disclose all contributors who made one or more campaign contributions to the elector organization which total \$100 or more. Contributions of goods and services must be recorded at their current market value. Use additional forms, if necessary.

Note that the disclosure requirements under the *Local Elections Campaign Financing Act* vary for contributors depending on their class. For contributors other than individuals, the mailing address of the contributor and the names of two directors or principal officers must be disclosed.

### Classes of contributor:

- 1 – Individual
- 2 – Corporation
- 3 – Unincorporated business/commercial organization
- 4 – Trade union
- 5 – Non-profit organization
- 6 – Other identifiable contributor

- 1 Enter the date each separate contribution was received. If a single contributor made multiple contributions on different dates, list each of the separate contribution dates. Please group multiple contributions from the same contributor together.
- 2 Enter the full name of the contributor. If the contributor is a class 2, 3, 4, 5 or 6 contributor, provide the full names of two directors. If the contributor is a sole proprietor, indicate this after the name of the director. If the contributor is a union, provide the full name and (if applicable) the local number. Initials are not acceptable.
- 3 Enter the mailing address of the contributor for class 2, 3, 4, 5 or 6 contributors. If the contributor is an individual, leave this field blank or mark it "N/A."
- 4 Enter the class of the contributor. For a complete list, see the classes listed at the bottom left corner of the form or above on this page.
- 5 Enter the value of each separate contribution. If a single contributor made multiple contributions on different dates, the value of each separate contribution must be listed.
- 6 Enter the total value of all significant contributions into box A. Ensure this total is carried forward to form 4244 – Summary of Campaign Contributions by Class.



**4245 - SIGNIFICANT CONTRIBUTORS (\$100 OR MORE)**  
**LOCAL ELECTIONS ELECTOR ORGANIZATION**



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NAME OF ELECTOR ORGANIZATION  
 XYZ ELECTOR ORGANIZATION

PAGE 1  
 OF 1

1 DATE OF CONTRIBUTION (YYYY/MM/DD)	2 FULL NAME OF CONTRIBUTOR (For class 2, 3, 4, 5 & 6, include full names of two directors)	3 ADDRESS OF CONTRIBUTOR (For class 2, 3, 4, 5 & 6 only)	4 CLASS*	5 VALUE OF CONTRIBUTION
2014/09/01	REGINALD DRAKE		1	40
2014/10/01	REGINALD DRAKE		1	40
2014/11/01	REGINALD DRAKE		1	40
2014/10/28	DOREEN MARSHALL		1	320
2014/10/29	DEVIN CHUS		1	2,965
2014/07/03	SOME COMPANY ADAM ADAMS; BEN BENSON	1234 COMPANY RD VANCOUVER, BC V1V 1V1	2	100
2014/10/28	ANOTHER COMPANY CHARLIE CHARLES; DAVID DAVIDS	555 CONTRIBUTION ST VANCOUVER, BC V2V 2V2	2	1,200
2014/11/11	YET ANOTHER COMPANY ERNIE ERNEST; SOLE PROPRIETOR	987 FAKE ST VANCOUVER, BC V3V 3V3	2	5,000
2014/10/18	TRADE UNION LOCAL 88 GREG GREGSON; HARRIET HARRY	6321 UNION DR VANCOUVER, BC V4V 4V4	4	137.25
2014/09/06	SUNSHINE CLUB ISABEL IZZARD; JENNY JENNER	16-800 SUNSHINE LANE VANCOUVER, BC V5V 5V5	5	200

IF NEEDED, ATTACH ADDITIONAL FORMS

\* CLASS OF CONTRIBUTOR:

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

**TOTAL CONTRIBUTIONS**

**6**  
 A 10,042.25

## 4246 – Prohibited Campaign Contributions

This form is used to report any contributions which were received but are prohibited under the *Local Elections Campaign Financing Act*. This includes anonymous contributions over \$50, any non-anonymous contributions missing required contributor information and indirect contributions. Complete one form for each prohibited contribution received.

The Act requires the elector organization 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, or an amount equal to its value, must be remitted to Elections BC as soon as practicable for payment into the Consolidated Revenue Fund.

- 1 Indicate whether the prohibited contribution was received from an individual, an organization or anonymously by ticking the appropriate box.
- 2 Enter the date the prohibited contribution was received (YYYY/MM/DD).
- 3 Enter the value of the prohibited contribution. If the contribution was of goods or services, enter the current market value.
- 4 Enter the date the prohibited contribution was returned to the contributor or the date it was remitted to Elections BC (YYYY/MM/DD).
- 5 Enter a brief description of how the prohibited contribution was received. This description should explain why the contribution is prohibited.
- 6 If the prohibited contribution was received from an individual, enter the individual's full name in this field.
- 7 If the prohibited contribution was received from an organization, enter the name of the organization, the class of the contributor, the organization's mailing address and the names of two directors or principal officers. If the contributor is a sole proprietor, indicate this in the second "name of director" field.

# 4246 - PROHIBITED CAMPAIGN CONTRIBUTIONS

## LOCAL ELECTIONS ELECTOR ORGANIZATION



PLEASE PRINT IN BLOCK LETTERS

NAME OF ELECTOR ORGANIZATION XYZ ELECTOR ORGANIZATION	PAGE <input style="width: 20px;" type="text" value="1"/> OF <input style="width: 20px;" type="text" value="1"/>
<b>INSTRUCTIONS: Complete one sheet for each prohibited campaign contribution received.                  Attach additional forms if necessary.</b>	

RECEIVED FROM <b>1</b>	DATE RECEIVED (YYYY/MM/DD) <b>2</b>	\$ VALUE <b>3</b>	DATE RETURNED (YYYY/MM/DD) <b>4</b>	OR DATE REMITTED TO ELECTIONS BC (YYYY/MM/DD)
<input checked="" type="checkbox"/> INDIVIDUAL <input type="checkbox"/> ORGANIZATION <input type="checkbox"/> ANONYMOUS	2014/11/02	80	2014/11/18	
DESCRIPTION OF HOW THE PROHIBITED CONTRIBUTION WAS RECEIVED <b>5</b> INDIRECT CONTRIBUTION				
<b>Complete this field if the prohibited campaign contribution was received from an individual:</b>				
NAME OF INDIVIDUAL <b>6</b> JORDAN CARL GIBBS				
<b>Complete these fields if the prohibited campaign contribution was received from an organization: <b>7</b></b>				
NAME OF ORGANIZATION				CLASS*
MAILING ADDRESS				
NAME OF DIRECTOR		NAME OF DIRECTOR		

**\* CLASSES OF CONTRIBUTORS:**  
 1 – INDIVIDUAL, 2 – CORPORATION, 3 – UNINCORPORATED BUSINESS/COMMERCIAL ORGANIZATION,  
 4 – TRADE UNION, 5 – NON-PROFIT ORGANIZATION, 6 – OTHER

## 4247 – Transfers Received from Candidates

This form is used to disclose all transfers the elector organization received from candidates in the jurisdiction to which this disclosure statement relates.

Transfers are movements of money, goods and services between a registered elector organization and its candidates. Transfers of money must come from a candidate's campaign account. If the candidate provided money to the elector organization from their personal funds, it is a campaign contribution, not a transfer, and must be disclosed on form 4244.

You must include transfers received from candidates you endorsed and from candidates who sought endorsement but whom you did not endorse, from whom you withdrew the endorsement, or who were never declared candidates. This includes any amounts reported on form 4254 – Contributions Received by Undeclared Candidates.

- 1 Enter the date the transfer was received. Note that a transfer cannot be received before the date it is reported as given on form 4230 in the candidate's disclosure statement.
- 2 Enter the full name of the candidate who gave the transfer.
- 3 If the transfer was non-monetary, provide a brief description of the goods or services received.
- 4 Enter the value of the transfer. If the transfer was of goods or services, enter the market value as of the date of the transfer.
- 5 Enter the total value of transfers received. This amount must be carried forward to form 4243 – Statement of Income and Expenses.



## 4248 – Other Permissible Deposits to Campaign Account

This form is used to disclose all money deposited into the campaign account that is not a campaign contribution or a transfer. These permissible deposits are classified into the following types:

- I – Interest income from campaign accounts
- D – Dividends of shares paid by credit unions
- F – Fundraising income not reported as a campaign contribution (e.g., ticket sales of \$50 or less to individuals and proceeds of sales from silent auctions or other fundraising activities)
- O – Other (describe)

For each permissible deposit into the campaign account:

- 1 Enter the date the deposit was made.
- 2 Enter the type of deposit using the letter codes listed at the bottom left corner of the form or above on this page.
- 3 Enter a brief description of the deposit.
- 4 Enter the amount of the deposit.
- 5 Enter the total value of all permissible deposits into box A. This amount must be carried forward to form 4243 – Statement of Income and Expenses.



## 4249 – Fundraising Function Ticket Sales

Complete this form if the elector organization sold tickets for any fundraising functions. A separate form is required for each function.

- 1 Enter the date of the event.
- 2 Enter a brief description of the event.

Tickets sold for a fundraising function may or may not be campaign contributions. The form has been separated into two sections to provide a clearer presentation of this distinction.

### Top section – Income reported as campaign contributions

The ticket price is a campaign contribution if:

- an organization purchases tickets (at any price);
- an individual purchases more than \$250 worth of tickets; or
- an individual purchases a single ticket for more than \$50.

Amounts reported in this section of the form must also be included in the total amount of campaign contributions disclosed on form 4244 – Summary of Campaign Contributions by Class. If applicable, the required information of purchasers must also be disclosed on form 4245 – Significant Contributors (\$100 or More).

- 3 Enter the number of tickets sold to each type of purchaser.
- 4 Enter the amount of money charged per ticket for each type of purchaser. If tickets were sold at different prices, enter the highest price paid for a ticket.
- 5 Enter the total amount of money collected from each type 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 this box if the tickets were sold at different prices.
- 7 Enter the total value of ticket sales that are campaign contributions.



**Bottom section – Other income not reported as campaign contributions**

If a ticket to a fundraising function is purchased by an individual for \$50 or less, and they buy \$250 or less worth of tickets, that income is not a campaign contribution.

- 8 Enter the number of tickets that were sold to individuals for \$50 or less.
- 9 Enter the amount of money charged per ticket. If tickets were sold at different prices, enter the highest price paid for a ticket.
- 10 Enter the total amount of money 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. This amount must also be reported on form 4248 – Other Permissible Deposits to Campaign Account as a type F deposit.
- 11 Tick this box if the tickets were sold at different prices.

The completed example of form 4249 – Fundraising Function Ticket Sales can be found on [page 29](#).

Instructions on how to complete form 4249 – Fundraising Function Ticket Sales can be found on [pages 26 and 27](#).

# 4249 - FUNDRAISING FUNCTION TICKET SALES

## LOCAL ELECTIONS ELECTOR ORGANIZATION



PLEASE PRINT IN BLOCK LETTERS

SUBMIT A SEPARATE FORM FOR EACH FUNCTION HELD

NAME OF ELECTOR ORGANIZATION XYZ ELECTOR ORGANIZATION	PAGE <input style="width:20px;" type="text" value="1"/>
	OF <input style="width:20px;" type="text" value="1"/>
DATE OF EVENT (YYYY/MM/DD) <b>1</b> 2014/10/28	DESCRIPTION OF FUNDRAISING EVENT <b>2</b> SWEDISH SMORGASBORD AND SILENT AUCTION

**Income reported as campaign contributions**

	<b>3</b> Number of Tickets Sold	<b>4</b> Charge per Ticket	<b>5</b> Total Charges Collected	<b>6</b> Tick if Charge per Ticket Varies
Purchases by organizations	<input style="width:40px;" type="text" value="12"/>	<input style="width:40px;" type="text" value="100"/>	<input style="width:40px;" type="text" value="1,200"/>	<input style="width:20px;" type="text"/>
Purchases by individuals of more than \$250 worth of tickets	<input style="width:40px;" type="text" value="8"/>	<input style="width:40px;" type="text" value="40"/>	<input style="width:40px;" type="text" value="320"/>	<input style="width:20px;" type="text"/>
Purchases by individuals of tickets that are more than \$50 each	<input style="width:40px;" type="text" value="15"/>	<input style="width:40px;" type="text" value="60"/>	<input style="width:40px;" type="text" value="900"/>	<input style="width:20px;" type="text"/>
Total income reported as campaign contributions			<input style="width:40px;" type="text" value="2,420"/> <b>7</b>	

Remember to report all campaign contributions on form 4244 - Summary of Campaign Contributions by Class, and if applicable, on form 4245 - Significant Contributors (\$100 or more).

**Other income not reported as campaign contributions**

	<b>8</b> Number of Tickets Sold	<b>9</b> Charge per Ticket	<b>10</b> Total Charges Collected	<b>11</b> Tick if Charge per Ticket Varies
Purchases by individuals of tickets of \$50 or less	<input style="width:40px;" type="text" value="31"/>	<input style="width:40px;" type="text" value="35"/>	<input style="width:40px;" type="text" value="800"/>	<input style="width:20px;" type="text" value="X"/>

## 4250 – Summary of Election Expenses

This form is used to disclose all election expenses incurred by the elector organization. This form is divided into two columns based on the time period in which the expense was used:

- Column A is for election expenses used during the campaign period, which runs from January 1, 2014, to the close of voting on November 15, 2014 (General Voting Day).
- Column B is for election expenses used during the election proceedings period, which runs from September 30, 2014, to the close of voting on November 15, 2014 (General Voting Day).

Since the two periods overlap, all expenses reported in column B must also be included in the totals in column A.

“Exclusions that must be reported” are election expenses, but they are not election proceedings period expenses even if they were used in the election proceedings period. Report these expenses in Column A only.

Intended election expenses are not election expenses and should be reported on form 4252 – Other Permissible Payments from Campaign Account.

For any election expenses used that do not fit into the listed classes, provide a brief description in the “Other expenses” field.

- 1** Enter the values of each class of election expense used during the campaign period.
- 2** Enter the total of all election expenses used in box A. This amount must be carried forward to form 4243 – Statement of Income and Expenses.
- 3** Enter the values of each class of election expense used during the election proceedings period.
- 4** Enter the total of all election expenses used during the election proceedings period in box B.

# 4250 - SUMMARY OF ELECTION EXPENSES

## LOCAL ELECTIONS ELECTOR ORGANIZATION



PLEASE PRINT IN BLOCK LETTERS

NAME OF ELECTOR ORGANIZATION  
XYZ ELECTOR ORGANIZATION

	Column A Election Expenses <b>1</b>	Column B Election Proceedings Period Expenses <b>3</b>
<b>ADVERTISING</b>		
Brochures, pamphlets and flyers	607.76	418.42
Internet	78.63	44.91
Newspaper, magazine, journal	314.83	314.83
Radio	420.5	420.5
Signs and billboards	2,400	1,750
Television	3,000	3,000
Other advertising	221.73	221.73
<b>CAMPAIGN ADMINISTRATION</b>		
Salaries and wages	2,700	1,350
Rent, insurance and utilities	3,600	1,200
Courier and postage	268.62	172.19
Furniture and equipment	370	370
Office supplies	119.59	36.37
Professional services		
Other campaign administration expenses	341.64	227.08
Conventions and meetings	750	750
Other campaign related functions	162.19	118.73
Research and polling	400	200
Interest		
<b>EXCLUSIONS THAT MUST BE REPORTED</b>		
Communications sent exclusively to members	65	
Interest on loans for election expenses		
Legal and accounting services	890.21	
Day-to-day administration of ongoing office	337.42	
Financial agent services		
Other expenses (describe) FOOD FOR VOLUNTEERS	78.16	78.16
<b>Total Expenses</b>	<b>A 2</b> 17,126.28	<b>B 4</b> 10,672.92

**Column A** - Report the value of all election expenses for goods and services used in the campaign period.  
The campaign period is from January 1, 2014 to November 15, 2014.

**Column B** - Report the value of all election expenses for goods and services used in the election proceedings period.  
The election proceedings period is from September 30, 2014 to November 15, 2014.

## **4251 – Transfers Given to Candidates**

This form is used to disclose all transfers the elector organization gave to candidates it endorsed in the jurisdiction to which this disclosure statement relates.

Transfers are movements of money, goods and services between a registered elector organization and its candidates. Transfers are not campaign contributions. Transfers of money must come from an elector organization's campaign account.

You must include any transfers given to candidates you endorsed at any point, even if the endorsement was later withdrawn.

- 1** Enter the date the transfer was given. Note that a transfer must be given on or before the date it is reported as received on form 4226 in the candidate's disclosure statement.
- 2** Enter the full name of the candidate to whom you gave the transfer.
- 3** If the transfer was non-monetary, provide a brief description of the goods or services given.
- 4** Enter the value of the transfer. If the transfer was of goods or services, enter the market value as of the date of the transfer.
- 5** Enter the total value of transfers listed on this page. This amount must be carried forward to form 4243 – Statement of Income and Expenses.

# 4251- TRANSFERS GIVEN TO CANDIDATES

## LOCAL ELECTIONS ELECTOR ORGANIZATION



PLEASE PRINT IN BLOCK LETTERS

NAME OF ELECTOR ORGANIZATION  
 XYZ ELECTOR ORGANIZATION

PAGE   
 OF

DATE OF TRANSFER (YYYY/MM/DD) <b>1</b>	FULL NAME OF CANDIDATE <b>2</b>	DESCRIPTION (IF NON-MONETARY) <b>3</b>	VALUE OF TRANSFER <b>4</b>
2014/10/01	MYRTLE WELLS		300.00
2014/10/07	DAVID PETER MILLER		500.00
2014/10/09	DAVID PETER MILLER	CAMPAIGN SIGNS	1,062.73
2014/11/06	DAVID PETER MILLER		120.00
2014/10/12	NOBU TANAKA	OFFICE SUPPLIES	37.56
2014/10/12	SHEILA BECKER		125.00
2014/10/23	COLIN ANDREW FOX		100.00
<b>TOTAL A</b>			<b>5</b> 2,245.29

## 4252 – Other Permissible Payments from Campaign Account

This form is used to disclose all money paid from the campaign account that is not an election expense or a transfer. These permissible payments are classified into the following types:

- B – Bank fees
- E – Intended election expenses that were not used (e.g., brochures purchased but not used)
- F – Payments made for fundraising purposes (e.g., goods or services, such as catering or other fundraising function costs, purchased for the purpose of obtaining funds)
- O – Other (e.g., nomination deposits of endorsed candidates if paid out of the elector organization's campaign account)

For each permissible payment from the campaign account:

- 1 Enter the date the payment was made.
- 2 Enter the type of payment using the letter codes listed at the bottom left corner of the form or above on this page.
- 3 Enter a brief description of the payment.
- 4 Enter the amount of the payment.
- 5 Enter the total value of all permissible payments into box A. This amount must be carried forward to form 4243 – Statement of Income and Expenses.



**4252 - OTHER PERMISSIBLE PAYMENTS  
FROM CAMPAIGN ACCOUNT  
LOCAL ELECTIONS ELECTOR ORGANIZATION**



PLEASE PRINT IN BLOCK LETTERS

NAME OF ELECTOR ORGANIZATION: XYZ ELECTOR ORGANIZATION PAGE 1  
OF 1

1 DATE (YYYY/MM/DD)	2 TYPE*	3 DESCRIPTION	4 AMOUNT
2014/10/02	O	PAYMENT OF CANDIDATE NOMINATION DEPOSITS (10 x \$50)	500.00
2014/10/25	F	PURCHASE OF GOODS FOR SALE AT SILENT AUCTION	600.00
2014/11/16	E	BROCHURES NOT USED	237.96
<b>TOTAL</b>			<b>5</b> 1,337.96

\*TYPE:  
 B - Bank fees  
 E - Intended election expense that was not used  
 F - Payments made for fundraising purposes  
 O - Other (describe)

## 4253 – Transfers Between Own Campaign Accounts

This form is used to disclose the value of monetary transfers made between an elector organization's own campaign accounts. You must disclose transfers made between multiple accounts in the jurisdiction to which this report relates, and transfers made to and from any campaign accounts your organization had in other jurisdictions.

For transfers between the elector organization's own campaign accounts in the same jurisdiction:

- 1 Describe the purpose of the transfer.
- 2 Enter the amount of the transfer.

For transfers **from** the elector organization's own campaign accounts in other jurisdictions:

- 3 Enter the date the transfer was made.
- 4 Describe the purpose of the transfer including the name of the other jurisdiction.
- 5 Enter the amount of the transfer.
- 6 Enter the total amount of all transfers from the elector organization's own campaign accounts in other jurisdictions into box A. This amount must be carried forward to form 4243 – Statement of Income and Expenses.

For transfers **to** the elector organization's own campaign accounts in other jurisdictions:

- 7 Enter the date the transfer was made.
- 8 Describe the purpose of the transfer including the name of the other jurisdiction.
- 9 Enter the amount of the transfer.
- 10 Enter the total amount of all transfers made to the elector organization's own campaign accounts in other jurisdictions into box B. This amount must be carried forward to form 4243 – Statement of Income and Expenses.

**4253 - TRANSFERS BETWEEN OWN  
CAMPAIGN ACCOUNTS**  
**LOCAL ELECTIONS ELECTOR ORGANIZATION**  
PLEASE PRINT IN BLOCK LETTERS



NAME OF ELECTOR ORGANIZATION  
XYZ ELECTOR ORGANIZATION

PAGE   
OF

**Transfers between elector organization's own campaign accounts in same jurisdiction**

PURPOSE <b>1</b>	AMOUNT <b>2</b>
TO PAY FOR TV ADVERTISING	700.00
NOVEMBER 2014 OFFICE RENT PAYMENT	1,000.00

**Transfers from elector organization's own campaign accounts in other jurisdictions**

DATE OF TRANSFER (YYYY/MM/DD) <b>3</b>	PURPOSE (INCLUDE NAME OF OTHER JURISDICTION) <b>4</b>	AMOUNT <b>5</b>
2014/10/04	TO PAY FOR TV ADVERTISING (SCHOOL DISTRICT 39)	2,300.00
2014/10/09	TO PAY FOR BROCHURES (SCHOOL DISTRICT 39)	400.00
TOTAL <b>A</b>		2,700.00 <b>6</b>

**Transfers to elector organization's own campaign accounts in other jurisdictions**

DATE OF TRANSFER (YYYY/MM/DD) <b>7</b>	PURPOSE (INCLUDE NAME OF OTHER JURISDICTION) <b>8</b>	AMOUNT <b>9</b>
2014/10/27	TO PAY FOR SIGNS (SCHOOL DISTRICT 39)	600.00
2014/10/30	TO HOLD CAMPAIGN EVENT (SCHOOL DISTRICT 39)	260.00
TOTAL <b>B</b>		860.00 <b>10</b>

The amounts in boxes **A** and **B** must be carried forward to form **4243**.

## 4254 – Contributions Received by Undeclared Candidates

This form is used to disclose contributions received by a potential candidate who sought endorsement by an elector organization and transferred funds to the elector organization but was never declared by the local Chief Election Officer to be a candidate. If the elector organization did not return the funds, the individual must provide the required information respecting campaign contributions they received and the elector organization must disclose that information on this form.

- 1 Enter the name of the undeclared candidate. Complete a separate form for each undeclared candidate who made transfers to the elector organization that were not returned.

The top half of the form is used to disclose the required information about significant contributors who made contributions to the undeclared candidate, following the same format as on form 4245.

- 2 Enter the date the undeclared candidate received each contribution. If a single contributor made multiple contributions on different dates, list each of the separate contribution dates.
- 3 Enter the full name of the contributor. If the contributor is a class 2, 3, 4, 5 or 6 contributor, provide the full names of two directors or principal officers. If the contributor is a sole proprietor, indicate this after the name of the director. If the contributor is a union, provide the full name and (if applicable) the local number. Initials are not acceptable.
- 4 Enter the mailing address of the contributor for class 2, 3, 4, 5 or 6 contributors. If the contributor is an individual, leave this field blank.
- 5 Enter the class of the contributor.
- 6 Enter the value of each separate contribution. If a single contributor made multiple contributions on different dates, the value of each separate contribution must be listed.

The bottom half of the form is used to disclose information about all contributions received by the undeclared candidate, largely following the same format as on form 4244.

- 7 Enter the total value of contributions received from each class of contributor, including anonymous contributions.
- 8 Enter the total value of all contributions received by the undeclared candidate. This amount must be reported on form 4247 – Transfers Received from Candidates.
- 9 Enter the total value of identifiable contributions received from donors who gave less than \$100 total. Do not include the value of anonymous contributions received.
- 10 Enter the total number of identifiable contributors who gave less than \$100 to the undeclared candidate. Do not include the number of anonymous contributions received.
- 11 Enter the total number of anonymous contributors who made anonymous contributions to the undeclared candidate.

# 4254 - CONTRIBUTIONS RECEIVED BY UNDECLARED CANDIDATES LOCAL ELECTIONS ELECTOR ORGANIZATION



PLEASE PRINT IN BLOCK LETTERS

NAME OF ELECTOR ORGANIZATION  
XYZ ELECTOR ORGANIZATION

PAGE   
OF

**Complete one form for each undeclared candidate who made transfers to the elector organization that were not returned.**

NAME OF UNDECLARED CANDIDATE **1**  
JUSTIN GIBSON

<b>2</b> DATE OF CONTRIBUTION (YYYY/MM/DD)	<b>3</b> FULL NAME OF CONTRIBUTOR (For class 2, 3, 4, 5 & 6, include full names of two directors)	<b>4</b> ADDRESS OF CONTRIBUTOR (For class 2, 3, 4, 5 & 6 only)	<b>5</b> CLASS*	<b>6</b> VALUE OF CONTRIBUTION
2014/08/06	TRACEY LYNN BALLARD		1	100
2014/08/09	RENEE MENDOZA		1	120
2014/08/18	SIMPLY CHEESE GIFT BASKETS SAL GLOVER ; AMY JONES	922 DAIRY DR VANCOUVER, BC V8V 8V8	2	400

IF NEEDED, ATTACH ADDITIONAL FORMS

\* CLASS OF CONTRIBUTOR:

- 1 – INDIVIDUAL, 2 – CORPORATION, 3 – UNINCORPORATED BUSINESS/COMMERCIAL ORGANIZATION
- 4 – TRADE UNION, 5 – NON-PROFIT ORGANIZATION, 6 – OTHER IDENTIFIABLE CONTRIBUTOR

		<b>All Contributions</b> <b>7</b>
	Individuals	<input type="text" value="360"/>
	Corporations	<input type="text" value="515"/>
	Unincorporated Business/Commercial Organizations	<input type="text" value="0"/>
	Trade Unions	<input type="text" value="0"/>
	Non-profit Organizations	<input type="text" value="0"/>
	Other Identifiable Contributors	<input type="text" value="0"/>
	Anonymous Contributions	<input type="text" value="83.5"/>
	Total contributions	<input type="text" value="\$ 958.5"/> <b>8</b>
	Total contributions of less than \$100	<input type="text" value="\$ 255"/> <b>9</b>
	Number of contributors who gave less than \$100	<input type="text" value="# 4"/> <b>10</b>
	Number of anonymous contributors	<input type="text" value="# 6"/> <b>11</b>

## 4255 – Prohibited Contributions Received by Undeclared Candidates

This form is used to report prohibited contributions received by an undeclared candidate who sought endorsement by an elector organization and transferred the contribution to the elector organization. This includes anonymous contributions over \$50, any non-anonymous contributions missing required contributor information and indirect contributions. Complete one form for each prohibited contribution received.

The *Local Elections Campaign Financing Act* requires the elector organization 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, or an amount equal to the value of the contribution, must be remitted to Elections BC as soon as practicable for payment into the Consolidated Revenue Fund.

- 1 Enter the name of the undeclared candidate who received the prohibited contribution.
- 2 Indicate whether the prohibited contribution was received from an individual, an organization or anonymously by ticking the appropriate box.
- 3 Enter the date the prohibited contribution was received (YYYY/MM/DD).
- 4 Enter the value of the prohibited contribution. If the contribution was of goods or services, enter the current market value.
- 5 Enter the date the prohibited contribution was returned to the contributor or the date it was remitted to Elections BC (YYYY/MM/DD).
- 6 Enter a brief description of how the prohibited contribution was received. This description should explain why the contribution is prohibited.
- 7 If the prohibited contribution was received from an individual, enter the individual's full name in this field.
- 8 If the prohibited contribution was received from an organization, enter the name of the organization, the class of the contributor, the organization's mailing address and the names of two directors or principal officers. If the contributor is a sole proprietor, indicate this in the second "name of director" field.

## 4255 - PROHIBITED CONTRIBUTIONS RECEIVED BY UNDECLARED CANDIDATES LOCAL ELECTIONS ELECTOR ORGANIZATION



PLEASE PRINT IN BLOCK LETTERS

NAME OF ELECTOR ORGANIZATION

XYZ ELECTOR ORGANIZATION

PAGE 1

OF 1

**Use this form to report a prohibited contribution received by an undeclared candidate who made transfers to the elector organization that were not returned to the candidate.**

**Complete one sheet for each prohibited campaign contribution. Attach additional forms if necessary.**

NAME OF UNDECLARED CANDIDATE **1**

JUSTIN GIBSON

RECEIVED FROM **2**

INDIVIDUAL  ORGANIZATION

ANONYMOUS

DATE RECEIVED **3**  
(YYYY/MM/DD)

2014/08/11

\$ VALUE **4**

100

DATE RETURNED **5** OR  
(YYYY/MM/DD)

DATE REMITTED TO  
ELECTIONS BC  
(YYYY/MM/DD)

2014/11/27

DESCRIPTION OF HOW THE PROHIBITED CONTRIBUTION WAS RECEIVED **6**

CASH LEFT IN MAILBOX

**Complete this field if the prohibited campaign contribution was received from an individual:**

NAME OF CONTRIBUTOR **7**

**Complete these fields if the prohibited campaign contribution was received from an organization: **8****

NAME OF ORGANIZATION

CLASS\*

MAILING ADDRESS

NAME OF DIRECTOR

NAME OF DIRECTOR

**\* CLASSES OF CONTRIBUTORS:**

1 – INDIVIDUAL, 2 – CORPORATION, 3 – UNINCORPORATED BUSINESS/COMMERCIAL ORGANIZATION,  
4 – TRADE UNION, 5 – NON-PROFIT ORGANIZATION, 6 – OTHER

## 4256 – Previous Financial Agents

This form is used to disclose any other individuals who had previously acted as financial agent for the elector organization in relation to this election.

You do not need to complete this form if only one person acted as financial agent.

- 1 Provide the effective date of appointment for each previous financial agent.
- 2 Enter the full name, mailing address, phone number and (if available) email address for each previous financial agent.



**4256 - PREVIOUS FINANCIAL AGENTS  
LOCAL ELECTIONS ELECTOR ORGANIZATION**



PLEASE PRINT IN BLOCK LETTERS

NAME OF ELECTOR ORGANIZATION XYZ ELECTOR ORGANIZATION			
EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD) <b>1</b> 2014/08/27			
FINANCIAL AGENT'S LAST NAME <b>2</b> DIAZ	FIRST NAME SANDRA	MIDDLE NAME SOFIA	
FINANCIAL AGENT MAILING ADDRESS 21-1778 DOWNTOWN ST		PHONE NO. 604-121-2121	
CITY/TOWN VANCOUVER	POSTAL CODE V4H   3P3	EMAIL (IF AVAILABLE) ssdiaz@email.ca	
EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD) 2014/06/01			
FINANCIAL AGENT'S LAST NAME BENNETT	FIRST NAME HERBERT	MIDDLE NAME ALEXANDER	
FINANCIAL AGENT MAILING ADDRESS 1701 ENTERPRISE WAY		PHONE NO. 604-555-8309	
CITY/TOWN RICHMOND	POSTAL CODE V7N   1R2	EMAIL (IF AVAILABLE) herbert@email.ca	
EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)			
FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME	
FINANCIAL AGENT MAILING ADDRESS		PHONE NO.	
CITY/TOWN	POSTAL CODE	EMAIL (IF AVAILABLE)	
EFFECTIVE DATE OF APPOINTMENT (YYYY/MM/DD)			
FINANCIAL AGENT'S LAST NAME	FIRST NAME	MIDDLE NAME	
FINANCIAL AGENT MAILING ADDRESS		PHONE NO.	
CITY/TOWN	POSTAL CODE	EMAIL (IF AVAILABLE)	

# Contact

**Phone toll-free:** 1-855-952-0280 / **TTY:** 1-888-456-5448

**Mailing address:**

PO Box 9275 Stn Prov Govt  
Victoria, BC V8W 9J6

**Phone:** 250-387-5305

**Fax:** 250-387-3578

**Toll-free fax:** 1-866-466-0665

**Email:** [electoral.finance@elections.bc.ca](mailto:electoral.finance@elections.bc.ca)

**Website:** [elections.bc.ca/lecfa](http://elections.bc.ca/lecfa)

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