

Instructions: Form CFR 001 – Financial Summary

Activity (lines 1 through 11)

- Lines 1 through 6 relate to the actual monetary transactions (contributions, other income/interest, and expenditures) that occurred during the reporting period for which the report is being filed.
- Line 1 should be the same as the ending balance on hand of the last report filed. For a newly established political party, this line will reflect \$0.
- Lines 2, 3, and 5 should be completed by transferring the amounts from the corresponding forms to the Cover Page (Form CFR 001).
- Lines 4 and 6 should be computed as the form instructs.
- Note: Line 6 should never reflect a negative number, as that would indicate the Party or candidate spent more than what was received.
- Lines 7 through 11 are statements of valuation for non-monetary transactions, as disclosed on the corresponding forms. These totals will not affect the Line 6 total.
- If there is no activity corresponding to a line, that line total should reflect \$0.
- Signatures: A candidate or political party campaign finance report must be signed by the treasurer or deputy treasurer and the Chairman of the Party or the Independent Candidate.
- A candidate cannot sign the report unless he or she is the treasurer or deputy treasurer of Chairperson as indicated above.
- Numbering Guide:
 - Financial Summary: Cover Page (CFR 001)
 - Contribution Reports: CFR 002, CFR 003, CFR 006, CFR 008
 - Expenditure Reports: CFR 004, CFR 007, CFR 011
 - Other Pages: CFR 001, CFR 005, CFR 010, CFR 009

CFR 001_Financial Summary

A. Political Party or Candidate

	Name of Political Party/Candidate	
	Candidate for	
	Address	
	Telephone	
	Email	

B. Financial Summary for the reporting period as at: (Date)

1	Amount brought forward from last report	
2	Total Money Contributions (Form CFR 002 & CFR 006)	
3	Total Other Income (Form CFR 003)	
4	Total funds available (sum of lines 1, 2, 3)	
5	Total monetary expenditures (From Forms CFR 004 and CFR 007)	
6	Balance on hand (line 4 minus line 5)	
7	Value of in-kind contributions received (From Form CFR 008)	
8	Value of in-kind contributions made (From Form CFR 011)	
9	Outstanding loans owed by Party of Candidate (From Form CFR 005)	
10	Outstanding debts owed by Party of Candidate (From Form CFR 010)	
11	Outstanding loans owed to Party or Candidate (From Form CFR 009)	

I certify that I have read the information on this form and its supporting forms and that the information contained herewith is true and accurate to the best of my knowledge.

Candidate/Political Party Chair {print name}

Campaign Treasurer {only for political parties and
Presidential candidates} {print name}

Signature & Date

Signature & Date

CFR_002_Statement of Contributions Received

1	Name of Political Party/Candidate	
2	Candidate for	
3	Report period	From: To:

The Statement of Contributions lists all monetary and non-monetary contributions and donations received except interest income, loans, refunds or prior expenditures that are returned to the candidate or political party

Date	Name of Contributor	Address	Occupation	Description of contribution	Value

I certify that I have read the information on this form and its supporting regulations and that the information contained herewith is true and accurate to the best of my knowledge.

Candidate or political party (print name)

Campaign Treasurer (only for political parties & Presidential Candidates) (print name)

Signature & Date

Signature & Date

CFR_003_Statement of other Income

1	Name of Political Party/Candidate	
2	Candidate for	
3	Report period	From: To:

The Statement of Other Income lists all interest income, the total of all loans received in the current reporting period, refunds and all prior expenditures that are returned to the candidate or political party.

Date	Name of Contributor	Address	Occupation	Description of contribution	Value

I certify that I have read the information on this form and its supporting regulations and that the information contained herewith is true and accurate ta the best of my knowledge.

Candidate or political party (print name)

Campaign Treasurer (only for political parties & Presidential Candidates) (print name)

Signature & Date

Signature & Date

CFR_004_Statement of Expenditure

1	Name of Political Party/Candidate	
2	Candidate for	
3	Report period	From: To:

The Statement of Expenditures lists the purpose for which funds were used, the name and address of the entity to which the expenditure was made, and the amount and date of each expenditure. The date listed for each expense should be the date that a check or other payment instrument is issued, handed over or transmitted. List each payee's complete address

Date	Name of Payee	Address / Phone	Check#/Cash	Purpose of Expenditure	Amount
Total Expenditure					

I certify that I have read the information on this form and its supporting regulations and that the information contained herewith is true and accurate to the best of my knowledge.

Candidate or political party (print name)

Campaign Treasurer (only for political parties & Presidential Candidates) (print name)

Signature & Date

Signature & Date

CFR_005_Statement of Loans Received

1	Name of Political Party/Candidate	
2	Candidate for	
3	Report period	From: To:

Date of Loan	From Whom loan was received	Address	Amount Received	Date of Payment	Amount of Payment	Outstanding Loan balance Amount
Total O/S Loan, Payments & Balance						

Total Prior Amount \$ _____
Total Received this Period \$ _____ Form CFR 003
Total Payments Received this period \$ _____ Form CFR 004
Total Outstanding Balance \$ _____ Form CFR 001

I certify that I have read the information on this form and its supporting regulations and that the information contained herewith is true and accurate to the best of my knowledge.

 Candidate or political party (print name)

 Campaign Treasurer (only for political parties & Presidential Candidates) (print name)

 Signature & Date

 Signature & Date

The Statement of Loans Received is used when money is loaned to a political party or candidate that is to be repaid. A loan is put into the party or candidate's separate bank account. If money is owed on an item or service, it is a debt, not a loan and should be reported on the Statement of Outstanding Debt (Form CFR 010). Funds loaned by a party to a candidate that are still outstanding at the end of a reporting period must be reported on this form in order for the candidate to be repaid at a later date. Amounts listed as a contribution cannot be listed later as loans.

The total amount of all new loans received within the reporting period must be transferred to the Statement of Other Income (Form CFR 003).

The total of all payments made during the reporting period is transferred to the Statement of Expenditures (Form CFR 004).

A transfer is done by placing the words "Loan transfer from Form CFR 003" in one of the lines marked Full Name or "Total loan payments made from Form CFR 005" in one of the lines marked To Whom Paid, as appropriate to the situation

CFR_006_Statement of Contributions Received at a Social or Fund-Raising Events

1	Name of Political Party/Candidate		
2	Candidate for		
3	Report period	From:	To:

Date	Name of Contributor	Address	Occupation	Amount	Cash / Check

Total Contribution at this Event \$ _____

Total Expenditure at this Event \$ _____

Page Total \$ _____

I certify that I have read the information on this form and its supporting regulations and that the information contained herewith is true and accurate to the best of my knowledge.

Candidate or political party (print name)

Campaign Treasurer (only for political parties & Presidential Candidates) (print name)

Signature & Date

Signature & Date

Required for contributions from candidates and party supporters. If contributor is self-employed, the occupation and the name of the individual's business, if any, rather than employer should be listed.

The treasurer is responsible for tracking everything received and expended regardless of whether it must appear within the report.

“Passing the hat” or similar practices should not be used unless detailed records are kept.

Treasurers are responsible for ensuring that anyone collecting contributions is properly trained to obtain names, addresses, amounts and dates relevant to all contributions

The Statement of Contributions for a Social or FundRaising Event form is used when a specific event is held on a specific date.

Fund-raising events may not be combined. Each fundraising event must be reported on its own Statement of Contributions Received at a Social or Fund-Raising Event form and Statement of Expenditures for Social or Fund-Raising Event form

The total contributions received during the event should be transferred to the Statement of Contributions Received (Form CFR 006) along with the date of the event. The second box should list the total of the money spent on that event during the reporting period

CFR_007_Statement of Expenditure for a Social or Fund-Raising Event

1	Name of Political Party/Candidate	
2	Candidate for	
3	Report period	From: _____ To: _____

Date	To Whom Expense is Paid	Address	Purpose	Amount	Cash / Check

I certify that I have read the information on this form and its supporting regulations and that the information contained herewith is true and accurate to the best of my knowledge.

Candidate or political party (print name)

Campaign Treasurer (only for political parties & Presidential Candidates) (print name)

Signature & Date

Signature & Date

The Statement of Expenditures for Social or Fund-Raising Events is used when a specific event is held on a specific date. All money spent at the event is listed on this form.

Include all expenses that were incurred in relation to the event even if the money is spent before or after the actual date of the fund-raiser. It is not uncommon for activity from one event to appear in

more than one report because the dates overlap a reporting deadline.

The total spent at the fund-raiser should be transferred to the second summary box on a Statement of Contributions for a Social or Fund-Raising Event

The total of the fund-raising event expenses should also be transferred to the general Statement of Expenditures

The total of the expenses for each fund-raising event should be transferred to the general Statement of Expenditures

CFR_008_In Kind Contributions Received

1	Name of Political Party/Candidate		
2	Candidate for		
3	Report period	From:	To:

Date	Full Name of Contributor	Address	Description of Item or Service	Employer / Occupation	Fair Market Value

I certify that I have read the information on this form and its supporting regulations and that the information contained herewith is true and accurate to the best of my knowledge.

_____ *Candidate or political party (print name)*

_____ *Campaign Treasurer (only for political parties & Presidential Candidates) (print name)*

_____ *Signature & Date*

_____ *Signature & Date*

If contributor is self-employed, the occupation and name of the individual’s business, if any, rather than employer should be listed.

The In-Kind Contributions Received form is used to report when the candidate or political party receives items or services. For example, if someone donates T-Shirts, Vehicles, and other campaign

materials for use by the candidate or political party, the form would show on what date they were received, the name and address of who gave them, the services or items received and the fair market value.

In-kinds should not be included in monetary totals reflected on lines 1 through 6 of Form CFR 001

The total of all in-kind contributions received should appear on line 7 of Form CFR 001

CFR_009_ Statement of Loans Made

1	Name of Political Party/Candidate		
2	Candidate for		
3	Report period	From: _____	To: _____

Date of Loan	To Whom Loan was Made	Address	Loan Amount	Payment Received	Date Payment Received	Outstanding Balance

I certify that I have read the information on this form and its supporting regulations and that the information contained herewith is true and accurate to the best of my knowledge.

Candidate or political party (print name)

Campaign Treasurer (only for political parties & Presidential Candidates) (print name)

Signature & Date

Signature & Date

The Statement of Loans Made form is used only if money is loaned to another partisan or candidate. It tracks the status of the loan from the time it is first made until it is either repaid or forgiven. For example, if a loan is given in one reporting period and not repaid, then every time a report is filed the loan will appear as outstanding, even though there was no activity during the current period. The total of all new loans made should be transferred to the Statement of Expenditures. The total of all payments received should be transferred to the Statement of Other Income. A transfer is done by placing the words "Total of loans made from Form no. CFR 009" or "Total loan payments received from Form no. CFR 009," as appropriate to the situation. If the loan is forgiven, write "Forgiven" in the Outstanding Balance space. The total of all outstanding loans made should appear on line 11 on the cover (Summary) page – Form 001.

CFR_010_ Statements of Outstanding Debts

1	Name of Political Party/Candidate		
2	Candidate for		
3	Report period	From:	To:

Date of Debt	To Whom Owed	Address	Amount	Purpose of Debt	Amount Paid	Date of Payment	Outstanding Balance

Total Payment this period \$ _____ Record on Form CFR 004
 Total Outstanding Balance \$ _____ Record on Form CFR 001

I certify that I have read the information on this form and its supporting regulations and that the information contained herewith is true and accurate to the best of my knowledge.

 Candidate or political party (print name)

 Campaign Treasurer (only for political parties & Presidential Candidates) (print name)

 Signature & Date

 Signature & Date

Outstanding debts occur when money is owed at the end of the reporting period for items or services, and the invoice has been outstanding for 60 days or more.

This 60-day rule is applicable only to vendors and is based on standard billing cycles, not on setting aside or holding of invoices by creditors

If at the end of a reporting period a candidate or Political Party owes money for items given more than 60 days previously, the debt must be listed as outstanding

The total of all payments made during the reporting period is transferred to the Statement of Expenditures (Form CFR 004).

The total of all debts forgiven is transferred to the In-Kind Contributions Received form CFR 008 or CFR 011.

The total of all outstanding debts should appear on line 10 of Form CFR 001

CFR_011_In Kind Contributions Made

1	Name of Political Party/Candidate	
2	Candidate for	
3	Report period	From: <input type="text"/> To: <input type="text"/>

Date	Recipient / Party	Address	Description of Item or Service	Fair Market Value

I certify that I have read the information on this form and its supporting regulations and that the information contained herewith is true and accurate to the best of my knowledge.

Candidate or political party (print name)

Campaign Treasurer (only for political parties & Presidential Candidates) (print name)

Signature & Date

Signature & Date

The In-Kind Contributions Made form is used to report that an item or service was given to other auxiliaries of the same party or used for its benefit.

An in-kind contribution occurs when the contributor gives up something or accepts the bill for something.

The total of all in-kinds made should be transferred to line 8 on the cover page (CFR 001).

In-kinds made usually are not included in monetary totals reflected on lines 1 through 6 of the cover page (CFR 001). (Example, Party gives Auxiliary or B a computer they no longer use.)

However, if the in-kind item involved the outlay of money, then a corresponding expenditure entry should appear on the Statement of Expenditures form (CFR 004). (Example, Party buys a computer and gives it to Auxiliary B)

The Fair Market Value is either the amount of money spent on the item or service given out or the value the item or service would cost if purchased.

