

# Leadership Contestant's Campaign Return (EC 20192) – Instructions

### When to use this form

This form is mandatory for all leadership contestants. Additionally, an audit report must also be submitted if contributions totalling \$10,000 or more were accepted or if leadership campaign expenses, not including transfers to affiliated political entities, totalling \$10,000 or more were incurred.

This form is due six months after contest day.

## Tips for completing this form

### Part 1

### **Declaration:**

The declaration must be signed by both the contestant and the financial agent. The financial agent must be the agent in Elections Canada's registry at the time of signing.

### Part 2a

List all monetary and non-monetary contributions received by the campaign.

For contributors whose total monetary and non-monetary contributions are greater than \$200, the full name and address must be recorded.

For contributions from contributors whose total monetary and non-monetary contributions are \$200 or less, on the last page used for Part 2a, record the grand total of monetary and non-monetary contributions, along with the total number of contributors.

For anonymous contributions of \$20 or less, on the last page used for Part 2a, record the grand total of monetary and non-monetary contributions, along with the total approximate number of anonymous contributors.

### For anonymous contributions from a general solicitation at a meeting or fundraising event:

Supporting documentation would include a description of the function at which the contributions were collected, the date of the function, the approximate number of people at the function and the total amount of anonymous contributions accepted.

### Part 2b

For all directed contributors, the full name and address must be recorded.

For all directed contributions, the total contribution amount received by the party, the amount directed and the amount transferred from the party must be recorded.

### Part 2c

Provide a separate Part 2c for each loan.

### Loan details:

If there is more than one loan to the campaign, enter a loan number to identify the loan.

For overdrafts, enter the maximum amount overdrawn.

If a line of credit is used, the treatment will differ depending on whether the funds were deposited into the campaign bank account or used to pay suppliers directly:

- If the funds from the line of credit were transferred into the campaign bank account, the sum of all transfers will be reported as a line of credit.
- If campaign expenses were paid directly to the supplier from the line of credit, the maximum amount drawn from the line of credit will be reported as an overdraft.

#### Variable interest rate:

If the interest rate is variable, enter the variable rate. For example, if a variable interest rate is 2% above prime, enter "+2".

#### Balance of loan as of December 31:

Enter the outstanding balance at December 31 of each year. For example, if the campaign borrowed money in October 2017 for a leadership contest that occurred in the fall of 2018, you would report the balance of the loan as of December 2017 and December 2018.

#### Part 2d

Enter all contributions returned to contributors or remitted to the Chief Electoral Officer (CEO). For non-monetary contributions that were used, the commercial value of the contributed property or service must be remitted to the CEO, payable to the Receiver General for Canada.

### Part 2e

A leadership contestant can receive a non-monetary transfer from either the registered party or an affiliated registered association. If the transfer is from a registered association, enter their ED code. For a list of ED codes, refer to Annex I.

### Part 2f

Enter all other cash inflows received.

For the non-contribution portion of fundraising revenue, enter the difference between the selling price and the contributions received from the fundraising activity. For example, if the event was a ticketed fundraiser, the non-contribution portion of fundraising revenue would be the difference between the amount that the tickets sold for and the contribution portion attributed to the tickets.

For returned cash advances, enter the unused returned portion of the cash advance.

For refundable deposits, enter the amount of the deposit that was given to participate in the leadership contest and subsequently refunded.

### Part 2g

To determine the total campaign inflows, carry forward the total amounts and number of contributors and lenders, and the total amounts of transfers and other cash inflows, if applicable, from each part to the corresponding boxes.

### Part 3a

List all of the leadership campaign expenses and other outflows. For each expense amount, record the amount that was either paid from the campaign bank account, remains unpaid, or was contributed by an individual or transferred from the registered party, a registered association, or a combination thereof.

### If original supplier is different from intermediary supplier:

Enter the name of both the intermediary supplier and the original supplier. For example, if the campaign sublets office space from a registered association and pays the association, enter the registered association as the supplier and the landlord as the original supplier. The association must send an invoice to the contestant's campaign together with its original rental agreement and both documents must be submitted with this return.

### **Expense types, Expense categories and Expense subcategories:**

For a complete list of applicable expense types, expense categories and expense subcategories, refer to Annex II.

### **Expenses where the individual amounts are immaterial:**

For expenses where the individual amounts are immaterial, it is not necessary to record each expense separately. If the total amount of expenses is \$200 or less, enter the name of the individual as the supplier and "Various" as the name of the original supplier, and select the appropriate expense type and expense category and subcategory. For example, if a volunteer submits various receipts for miscellaneous expenses, a single entry can be entered for these expenses.

### Part 3b

Provide details of the leadership contestant's litigation and personal expenses that were paid from the contestant's own funds or from another source of funds. These expenses are not contributions if the funds were not deposited into the campaign bank account.

### Part 3c

To determine the total campaign outflows, carry forward the total amounts from parts 3a and 3b.

### Part 4

Provide details of all outstanding loans, including overdrafts and lines of credit, listed in Part 2c and all unpaid claims listed in Part 3a.

### Part 5

If all campaign transactions that went through the campaign bank account have been reported in the return, the amount in Box D3 will equal the amount in Box F3.

### Campaign return transactions:

Carry forward all the amounts from the indicated parts of the return to determine the campaign's monetary surplus as at the date of the return.

### Campaign bank account:

To determine the effective account balance, list all inflows and outflows from the campaign bank account, and all outstanding cheques and outstanding deposits.

## **Required Documents**

Provide, with this return, the auditor's report (if required), the *Leadership Contestant's Statement of Expenses* (EC 20197), invoices, bank statements, deposit slips, cancelled cheques, loan agreements (including all terms and conditions and repayment schedules), copies of contribution cheques, copies of contribution receipts, and other pertinent documents.

## **Resources and support**

For more information, please refer to the *Political Financing Handbook for Leadership Contestants and Financial* Agents (EC 20195).

If you are not sure how to complete this form or you have any questions, call the Political Entities Support Network at 1-800-486-6563.

### Where to send the form

This form, and any supporting documentation, can be sent by email (in PDF format), courier, mail or fax.

**Email** 

efr-rfe@elections.ca

Mail

Elections Canada 30 Victoria Street Gatineau Quebec K1A 0M6 Fax

Political Financing 1-888-523-9333 (toll-free)



## **Annex I – List of Federal Electoral Districts**

## **NEWFOUNDLAND**

ED code	Electoral District Name
10001	Avalon
10002	Bonavista—Burin—Trinity
10003	Coast of Bays—Central—Notre Dame
10004	Labrador
10005	Long Range Mountains
10006	St. John's East / St. John's-Est
10007	St. John's South—Mount Pearl / St. John's-Sud—Mount Pearl

## PRINCE EDWARD ISLAND

ED code	Electoral District Name
11001	Cardigan
11002	Charlottetown
11003	Egmont
11004	Malpeque

## **NOVA SCOTIA**

ED code	Electoral District Name
12001	Cape Breton—Canso
12002	Central Nova / Nova-Centre
12003	Cumberland—Colchester
12004	Dartmouth—Cole Harbour
12005	Halifax
12006	Halifax West / Halifax-Ouest
12007	Kings—Hants
12008	Sackville—Preston—Chezzetcook
12009	South Shore—St. Margaret's
12010	Sydney—Victoria
12011	West Nova / Nova-Ouest

## **NEW BRUNSWICK**

ED code	Electoral District Name
13001	Acadie—Bathurst
13002	Beauséjour
13003	Fredericton
13004	Fundy Royal
13005	Madawaska—Restigouche
13006	Miramichi—Grand Lake
13007	Moncton—Riverview—Dieppe
13008	New Brunswick Southwest / Nouveau- Brunswick-Sud-Ouest
13009	Saint John—Rothesay
13010	Tobique—Mactaquac

## **QUEBEC**

QUEBEC			
ED code	Electoral District Name		
24001	Abitibi—Baie-James—Nunavik—Eeyou		
24002	Abitibi—Témiscamingue		
24003	Ahuntsic—Cartierville		
24004	Alfred-Pellan		
24005	Argenteuil—La Petite-Nation		
24006	Avignon—La Mitis—Matane—Matapédia		
24007	Beauce		
24008	Beauport—Limoilou		
24009	Bécancour—Nicolet—Saurel		
24010	Bellechasse—Les Etchemins—Lévis		
24011	Beloeil—Chambly		
24012	Berthier—Maskinongé		
24013	Thérèse-De Blainville		
24014	Pierre-Boucher—Les Patriotes—Verchères		
24015	Bourassa		
24016	Brome—Missisquoi		
24017	Brossard—Saint -Lambert		
24018	Rimouski-Neigette—Témiscouata—Les Basques		
24019	Charlesbourg—Haute-Saint-Charles		
24020	Beauport—Côte-de-Beaupré—Île		
24021	d'Orléans—Charlevoix Châteauguay—Lacolle		
24022	Chicoutimi—Le Fjord		
24023	Compton—Stanstead		
24024	Dorval—Lachine—LaSalle		
24025	Drummond		
24026	Gaspésie—Les Îles-de-la-Madeleine		
24027	Gatineau		
24028	Hochelaga		
24029	Honoré-Mercier		
24030	Hull—Aylmer		
24031	Joliette		
24032	Jonquière		
24033	La Pointe-de-l'Île		
24034	La Prairie		
24035	Lac-Saint-Jean		
24036	Lac-Saint-Louis		
24037	LaSalle—Émard—Verdun		
24038	Laurentides—Labelle		
24039	Laurier—Sainte-Marie		
24040	Laval—Les Îles		
24041	Longueuil—Charles-LeMoyne		
24042	Lévis—Lotbinière		
24043	Longueuil—St-Hubert		
24044	Louis-Hébert		
24045	Louis-Saint-Laurent		
24046	Manicouagan		
24047	Mégantic—L'Érable		



## Annex I - List of Federal Electoral Districts

Electi	ons Canada		
24048	Mirabel	35017	Chatham-Kent—Leamington
24049	Montarville	35018	Davenport
24050	Montcalm	35019	Don Valley East / Don Valley-Est
24051	Montmagny—L'Islet—Kamouraska—	35020	Don Valley North / Don Valley-Nord
0.4050	Rivière-du-Loup	35021	Don Valley West / Don Valley-Ouest
24052	Mount-Royal/Mont-Royal	35022	Dufferin—Caledon
24053	Notre-Dame-de-Grâce—Westmount	35023	Durham
24054	Outremont	35024	Eglinton—Lawrence
24055	Papineau	35025	Elgin—Middlesex—London
24056	Pierrefonds—Dollard	35026	Essex
24057	Pontiac	35027	Etobicoke Centre / Etobicoke-Centre
24058	Portneuf—Jacques-Cartier	35028	Etobicoke—Lakeshore
24059	Québec	35029	Etobicoke North / Etobicoke-Nord
24060	Repentigny	35030	Flamborough—Glanbrook
24061	Richmond—Arthabaska	35031	Glengarry—Prescott—Russell
24062	Rivière-des-Mille-Îles	35032	Guelph
24063	Rivière-du-Nord	35033	Haldimand—Norfolk
24064	Rosemont—La Petite-Patrie	35034	Haliburton—Kawartha Lakes—Brock
24065	Marc-Aurèle-Fortin	35035	Hamilton Centre / Hamilton-Centre
24066	Saint-Hyacinthe—Bagot	35036	Hamilton East—Stoney Creek / Hamilton-
24067	Saint-Jean		Est—Stoney Creek
24068	Saint-Laurent	35037	Hamilton Mountain
24069	Saint-Léonard—Saint-Michel	35038	Hamilton West—Ancaster—Dundas / Hamilton-Ouest—Ancaster—Dundas
24070	Saint-Maurice—Champlain	35039	Hastings—Lennox and Addington
24071	Salaberry—Suroît	35040	Huron—Bruce
24072	Shefford	35041	Kanata—Carleton
24073	Sherbrooke	35042	Kenora
24074	Vaudreuil—Soulanges	35043	King—Vaughan
24075	Terrebonne	35044	Kingston and the Islands / Kingston et
24076	Trois-Rivières		les Îles
24077	Ville-Marie—Le Sud-Ouest—Île-des-	35045	Kitchener Centre / Kitchener-Centre
24078	Soeurs Vimy	35046	Kitchener-Conestoga
24070	•9	35047	Kitchener South—Hespeler / Kitchener-
ONTAI	RIO	35048	Sud—Hespeler Lambton—Kent—Middlesex
ED		35049	Lanark—Frontenac—Kingston
ED	Floctoral District Nama		· · · · · · · · · · · · · · · · · · ·

# 0

UNTARTU		33040	Lambton—Rent—Middlesex
ED Electoral District Name		35049	Lanark—Frontenac—Kingston
code 35001	Ajax	35050	Leeds—Grenville—Thousand Islands and Rideau Lakes
35002	Algoma—Manitoulin—Kapuskasing	35051	London—Fanshawe
35003	Aurora—Oak Ridges—Richmond Hill	35052	London North Centre / London-Centre- Nord
35004	Barrie—Innisfil	35053	London West / London-Ouest
35005	Barrie—Springwater—Oro—Medonte	35054	Markham—Stouffville
35006	Bay of Quinte / Baie de Quinte	35055	Markham—Thornhill
35007	Beaches—East York	35056	Markham—Unionville
35008	Brampton Centre	35057	Milton
35009	Brampton East / Brampton-Est	35058	Mississauga Centre / Mississauga-Centre
35010	Brampton North / Brampton-Nord	35059	Mississauga East—
35011	Brampton South / Brampton-Sud		Cooksville/Mississauga- Est—Cooksville
35012	Brampton West / Brampton-Ouest	35060	Mississauga—Erin Mills
35013	Brantford—Brant	35061	Mississauga—Lakeshore
35014	Bruce—Grey—Owen Sound	35062	Mississauga—Malton
35015	Burlington	35063	Mississauga—Streetsville
35016	Cambridge	35064	Nepean



## Annex I - List of Federal Electoral Districts

Elections Canada		
35065	Newmarket—Aurora	
35066	Niagara Centre	
35067	Niagara Falls	
35068	Niagara West	
35069	Nickel Belt	
35070	Nipissing—Timiskaming	
35071	Northumberland—Peterborough South/Northumberland—Perterborough-	
35072	Sud Oakville	
35073	Oakville North—Burlington / Oakville- Nord—Burlington	
35074	Oshawa	
35075	Ottawa Centre / Ottawa-Centre	
35076	Orléans	
35077	Ottawa South / Ottawa-Sud	
35078	Ottawa—Vanier	
35079	Ottawa West—Nepean / Ottawa-Ouest— Nepean	
35080	Oxford	
35081	Parkdale—High Park	
35082	Parry Sound—Muskoka	
35083	Perth—Wellington	
35084	Peterborough—Kawartha	
35085	Pickering—Uxbridge	
35086	Renfrew—Nipissing—Pembroke	
35087	Richmond Hill	
35088	Carleton	
35089	St. Catharines	
35090	Toronto—St. Paul's	
35091	Sarnia—Lambton	
35092	Sault Ste. Marie	
35093	Scarborough—Agincourt	
35094 35095	Scarborough Centre / Scarborough- Centre	
	Scarborough—Guildwood	
35096	Scarborough North / Scarborough-Nord	
35097	Scarborough—Rouge Park	
35098 35099	Scarborough Southwest / Scarborough- Sud-Ouest Simcoe—Grey	
35100	Simcoe North / Simcoe-Nord	
35100	Spadina—Fort York	
35101	Stormont—Dundas—South Glengarry	
35102	Sudbury	
35103	Thornhill	
35105	Thunder Bay—Rainy River	
35106	Thunder Bay—Superior North / Thunder	
35107	Bay—Superior-Nord Timmins—James Bay / Timmins—Baie	
35108	James Toronto Centre / Toronto-Centre	
35100	Toronto—Danforth	
35110	University—Rosedale	
35111	Vaughan—Woodbridge	
55111		

35112	Waterloo
35113	Wellington—Halton Hills
35114	Whitby
35115	Willowdale
35116	Windsor—Tecumseh
35117	Windsor West / Windsor-Ouest
35118	York Centre / York-Centre
35119	York—Simcoe
35120	York South—Weston / York-Sud—Weston
35121	Humber River—Black Creek

## **MANITOBA**

ED code	Electoral District Name
46001	Brandon—Souris
46002	Charleswood—StJames—Assiniboia— Headingley
46003	Churchill—Keewatinook Aski
46004	Dauphin—Swan River—Neepawa
46005	Elmwood—Transcona
46006	Kildonan—St. Paul
46007	Portage—Lisgar
46008	Provencher
46009	Saint Boniface—Saint Vital
46010	Selkirk—Interlake—Eastman
46011	Winnipeg Centre / Winnipeg-Centre
46012	Winnipeg North / Winnipeg-Nord
46013	Winnipeg South / Winnipeg-Sud
46014	Winnipeg South Centre / Winnipeg- Centre-Sud

## **SASKATCHEWAN**

ED code	Electoral District Name	
4700	Battlefords—Lloydminster	
4700	Cypress Hills—Grasslands	
4700	Desnethé—Missinippi—Churchill River / Desnethé—Missinippi—Rivière Churchill	
4700	Carlton Trail—Eagle Creek / Sentier Carlton—Eagle Creek	
4700	Moose Jaw—Lake Centre—Lanigan	
4700	Prince Albert	
4700	Regina—Lewvan	
4700	Regina—Qu'Appelle	
4700	Regina—Wascana	
4701	Saskatoon—Grasswood	
4701	Saskatoon—University	
4701	Saskatoon West	
4701	Souris—Moose Mountain	
4701	Yorkton—Melville	



## Annex I - List of Federal Electoral Districts

## **ALBERTA**

ALDLN	
ED code	Electoral District Name
48001	Banff—Airdrie
48002	Battle River—Crowfoot
48003	Bow River
48004	Calgary Centre / Calgary-Centre
48005	Calgary Confederation
48006	Calgary Forest Lawn
48007	Calgary Heritage
48008	Calgary Midnapore
48009	Calgary—Nose Hill
48010	Calgary Rocky Ridge
48011	Calgary Shepard
48012	Calgary Signal Hill
48013	Calgary Skyview
48014	Edmonton Centre / Edmonton-Centre
48015	Edmonton Griesbach
48016	Edmonton Manning
48017	Edmonton Mill Woods
48018	Edmonton Riverbend
48019	Edmonton Strathcona
48020	Edmonton West / Edmonton-Ouest
48021	Edmonton—Wetaskiwin
48022	Foothills
48023	Fort McMurray—Cold Lake
48024	Grande Prairie—Mackenzie
48025	Lakeland
48026	Lethbridge
48027	Medicine Hat—Cardston—Warner
48028	Peace River—Westlock
48029	Red Deer—Mountain View
48030	Red Deer—Lacombe
48031	St-Albert—Edmonton
48032	Sherwood Park—Fort Saskatchewan
48033	Sturgeon River—Parkland
48034	Yellowhead

## **BRITISH COLUMBIA**

ED code	Electoral District Name
59001	Abbotsford
59002	Burnaby North—Seymour/Burnaby- Nord—Seymour
59003	Burnaby South / Burnaby-Sud
59004	Cariboo—Prince George
59005	Central Okanagan—Similkameen—Nicola
59006	Chilliwack—Hope
59007	Cloverdale—Langley City
59008	Coquitlam—Port Coquitlam
59009	Courtenay—Alberni
59010	Cowichan—Malahat—Langford
59011	Delta

59012	Fleetwood—Port Kells
59013	Kamloops—Thompson—Cariboo
59014	Kelowna—Lake Country
59015	Kootenay—Columbia
59016	Langley—Aldergrove
59017	Mission—Matsqui—Fraser Canyon
59018	Nanaimo—ladysmith
59019	New Westminster—Burnaby
59020	North Okanagan—Shuswap
59021	North Vancouver
59022	Pitt Meadows—Maple Ridge
59023	Port Moody—Coquitlam
59024	Prince George—Peace River—Northern Rock
59025	Richmond Centre
59026	Esquimalt—Saanich—Sooke
59027	Saanich—Gulf Islands
59028	Skeena—Bulkley Valley
59029	South Okanagan—West Kootenay /
59030	Okanagan-Sud—Kootenay-Ouest South Surrey—White Rock /Surrey-Sud- White Rock
59031	Steveston—Richmond East/Steveston—Richmond-Est
59032	Surrey Centre
59033	Surrey—Newton
59034	Vancouver Centre / Vancouver-Centre
59035	Vancouver East / Vancouver-Est
59036	Vancouver Granville
59037	North Island—Powell River
59038	Vancouver Kingsway
59039	Vancouver Quadra
59040	Vancouver South / Vancouver-Sud
59041	Victoria
59042	West Vancouver—Sunshine Coast—Sea to Sky Country

## YUKON

ED code		Electoral District Name
60001	Yukon	

## **NORTHWEST TERRITORY**

ED code	Electoral District Name
61001	Northwest Territories

## **NUNAVUT**

ED code	Electoral District Name
62001	Nunavut



## Annex II - Expense types, expense categories and expense subcategories

## Expense Type - Contest Expenses Expense category - Advertising

Expense subcategory	Description
Mail outs	Mail outs (brochures, flyers, unaddressed mail, other)
Print media	Print media (newspapers, magazines, other)
Design & development	Design and development
Production costs	Production costs for videos
Placement costs	Placement costs
Signs	Signs (lawn signs, billboards, other)
Social media	Social media
TV	TV
Radio	Radio
Other	Other advertising (add description)

**Expense category - Office** 

Expense subcategory	Description
Furniture	Furniture
IT - Hardware	Information technology - Hardware
IT - Software	Information technology - Software
IT - Consulting	Information technology - Consulting
Office supplies	Office supplies
Rent & lease	Rent and lease
Repairs & maintenance	Repairs & maintenance
Telephone & internet	Telephone, internet
Utilities	Utilities (gas, hydro, water, other)
Website - development	Website - development
Website - hosting	Website - hosting
Other	Other office expenses (add description)

Expense category – Salaries, wages & consulting fees

=xpoined datagory - data roo, magod a dorrouning rood		
Expense subcategory	Description	
Campaign workers	Campaign workers	
Financial Agent	Financial agent	
Campaign manager	Campaign manager	
Consulting fees	Consulting fees	
Payroll remittances	Payroll remittances	
Other	Other (add description)	

**Expense category – Campaign events** 

Expense subcategory	Description
Non-ticketed fundraising events	Non-ticketed fundraising events
Campaign kick-off meetings	Campaign kick-off meetings
Campaign rallies	Campaign rallies
Other	Other (add description)

**Expense category - Other** 

Expense subcategory	Description
Bank fees	Bank fees
Interest	Interest on loan or line of credit , interest on overdraft
Transaction fees	Other transaction fees (Paypal, Interac, etc.)
Meals & entertainment	Meals and entertainment
Non-contestant travel	Non-contestant travel (rentals, parking gas, mileage, taxis)
Other	Other (add description)

## **Expense Type – Personal Expenses**

## **Expense category – Person with incapacity**

Expense subcategory	Description
Dependent care	Dependent care

## **Expense category - Childcare**

Expense subcategory	Description
Babysitter & daycare	Babysitter, daycare, camp
Other	Other childcare (add description)

## **Expense category - Disability**

Expense subcategory	Description
Assistant	Assistant
Equipment rental	Equipment rental
Construction & renovation	Construction and renovation
Other	Other (add description)

## **Expense category – Other**

Expense subcategory	Description
Clothing	Clothing
Dry cleaning	Dry cleaning
Personal grooming	Personal grooming
Telephone	Telephone
Other	Other (add description)

## **Expense Type – Travel & Living**

## Expense category – Living

Expense subcategory	Description
Meals	Meals
Incidentals	Incidentals
Temporary lodging	Temporary lodging
Other	Other living expense (add description)

## **Expense category – Travel**

Expense subcategory	Description
Air – charter	Air – charter
Air – commercial	Air – commercial
Land – public transport	Land – bus, train or taxi
Land – rental/lease	Land – rental/lease
Land – gas and oil or mileage	Land – gas and oil or mileage
Land – repairs	Land – repairs
Water – ferry	Water – ferry
Water – boat rental or costs	Water – boat rental or costs
Other	Other

## **Expense Type – Litigation Expenses**

## **Expense category – Litigation**

Expense subcategory	Description
Judicial recount	Judicial recount
Contested selection	Contested selection
Court extension	Court extension
Revision or correction	Court request for revision or correction
Payment of claim	Payment of claim
Relief from liability	Relief of contestant from liability due to act or omission of FA
Force of nature	Inability to provide document due to destruction by superior force
Relief correction CEO	Order for relief from correction or revision at request of CEO

## **Expense Type – Other Campaign Expenses**

## Expense category – Advances

Expense subcategory	Description
Campaign manager	Campaign manager
Contestant	Contestant
Petty cash	Petty cash
Workers & volunteers	Workers and volunteers
Other	Other (add description)

## Expense category – Outside contest period

Expense subcategory	Description
Advertising – mail outs	Advertising – mail outs
Advertising – print media	Advertising – print media
Advertising – design & dev.	Advertising – design & development
Advertising – production costs	Advertising – production costs
Advertising – placement costs	Advertising – placement costs
Advertising – signs	Advertising – signs
Advertising – social media	Advertising – social media
Advertising – TV	Advertising – TV
Advertising – radio	Advertising – radio
Advertising – other	Advertising – other outside the contest period
Transaction fees	Transaction fees (Paypal, Interac, etc.)
Bank fees	Bank fees
Interest	Interest on loan or line of credit, interest on overdraft
Selection night events	Selection night events
Furniture	Furniture
IT – Hardware	Information technology – Hardware
IT – Software	Information technology – Software
IT – Consulting	Information technology – Consulting
Office supplies	Office supplies
Rent & lease	Office rent & lease
Office – Repairs & maintenance	Office – Repairs & maintenance
Telephone & Internet	Telephone & Internet
Utilities	Utilities (gas, hydro, water, other)
Website	Website

Consulting fees	Consulting fees
Salaries & wages	Salaries & wages
Payroll remittances	Payroll remittances
Non-contestant travel	Non-contestant travel
Non-contestant meals & entertainment	Non-contestant meals & entertainment
Other	Other (add comments)

## Expense category – Other

Expense subcategory	Description
Auditor's fee	Auditor's fee
Contestant salary	Contestant salary
Deposits	Deposits
Fundraising expenses	Fundraising expenses
Returned contributions	Returned contributions
Other	Other (add description)

## Expense category – Loan repayment

Expense subcategory	Description
Loan repayment-principal	Loan payment – principal portion

## Expense category – Transfers out

Expense subcategory	Description
Registered Association	Registered Association
Registered Party	Registered Party