



Leadership Contestant's Statement of Surplus / Amended Campaign Return (EC 20198) – Instructions

When to use this form

The financial agent for a leadership contestant must submit this form to Elections Canada within seven days of disposing of the campaign surplus. This form notifies Elections Canada of the surplus disposal, and can also be used to report any amendments to be made to the original campaign return and to report financial transactions that have occurred since the date the return was submitted.

The campaign surplus must be disposed of within 60 days of receiving a notice of estimated surplus from Elections Canada. This notice is based on the cash balance reported in the contestant's original return, including any adjustments made to the reported surplus.

If the financial agent does not receive a notice but the campaign has a surplus, the surplus must be disposed of within 60 days after sending in the campaign return.

Tips for completing this form

Part 1

Surplus reported in EC 20192:

Enter the surplus amount that was reported in Box D3 of Part 5 of the campaign return, or if Elections Canada provided a notice of estimated surplus, the surplus amount reported in that notice.

Cash inflows not previously reported:

Report all funds that were received and deposited in the campaign bank account that were not previously reported.

Cash outflows not previously reported:

Report all payments that were made from the campaign bank account that were not previously reported.

Disposal of Surplus:

Indicate the political entity the surplus was transferred to, the amount disposed, and the date of the disposal. If the surplus is nil, check the *\$0 surplus* box.

Declaration:

The declaration attesting to the completeness and accuracy of the statement must be signed and dated by 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 that were not previously recorded.

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

List all directed contributions that were not previously recorded.

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

Report loans, if any, that were received that were not previously recorded. 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 nomination 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

Report all contributions returned to contributors or remitted to the Chief Electoral Officer (CEO) that have not been previously reported. 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

Report all transfers received by the campaign that have not been previously reported. For a list of the ED codes, refer to Annex I.

Part 2f

Report all other cash inflows received by the campaign that have not been previously reported.

Part 3

List all of the leadership campaign expenses and other outflows that have not been previously reported. For each expense amount, record the amount that was paid from the campaign bank account or was contributed by an individual or transferred from the registered party, a registered association, or a combination thereof. For a complete list of 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 the expenses is \$200 or less, enter the name of the individual as the supplier and enter "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 to be reimbursed, a single entry can be entered for these expenses.

Required Documents

All documents needed to substantiate the transactions reported in the *Statement of Surplus / Amended Campaign Return* (EC 20198) must be submitted with this return, including the final bank statement, proof of bank account closure, and proof of disposition of the surplus funds.

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

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 d'Orléans—Charlevoix
24021	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

24048	Mirabel	35017	Chatham-Kent—Leamington
24049	Montarville	35018	Davenport
24050	Montcalm	35019	Don Valley East / Don Valley-Est
24051	Montmagny—L'Islet—Kamouraska— Rivière-du-Loup	35020	Don Valley North / Don Valley-Nord
24052	Mount-Royal/Mont-Royal	35021	Don Valley West / Don Valley-Ouest
24053	Notre-Dame-de-Grâce—Westmount	35022	Dufferin—Caledon
24054	Outremont	35023	Durham
24055	Papineau	35024	Eglinton—Lawrence
24056	Pierrefonds—Dollard	35025	Elgin—Middlesex—London
24057	Pontiac	35026	Essex
24058	Portneuf—Jacques-Cartier	35027	Etobicoke Centre / Etobicoke-Centre
24059	Québec	35028	Etobicoke—Lakeshore
24060	Repentigny	35029	Etobicoke North / Etobicoke-Nord
24061	Richmond—Arthabaska	35030	Flamborough—Glanbrook
24062	Rivière-des-Mille-Îles	35031	Glengarry—Prescott—Russell
24063	Rivière-du-Nord	35032	Guelph
24064	Rosemont—La Petite-Patrie	35033	Haldimand—Norfolk
24065	Marc-Aurèle-Fortin	35034	Haliburton—Kawartha Lakes—Brock
24066	Saint-Hyacinthe—Bagot	35035	Hamilton Centre / Hamilton-Centre
24067	Saint-Jean	35036	Hamilton East—Stoney Creek / Hamilton- 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 les Îles
24076	Trois-Rivières	35045	Kitchener Centre / Kitchener-Centre
24077	Ville-Marie—Le Sud-Ouest—Île-des- Soeurs	35046	Kitchener-Conestoga
24078	Vimy	35047	Kitchener South—Hespeler / Kitchener- Sud—Hespeler
		35048	Lambton—Kent—Middlesex
		35049	Lanark—Frontenac—Kingston
		35050	Leeds—Grenville—Thousand Islands and Rideau Lakes
		35051	London—Fanshawe
		35052	London North Centre / London-Centre- Nord
		35053	London West / London-Ouest
		35054	Markham—Stouffville
		35055	Markham—Thornhill
		35056	Markham—Unionville
		35057	Milton
		35058	Mississauga Centre / Mississauga-Centre
		35059	Mississauga East— Cooksville/Mississauga- Est—Cooksville
		35060	Mississauga—Erin Mills
		35061	Mississauga—Lakeshore
		35062	Mississauga—Malton
		35063	Mississauga—Streetsville
		35064	Nepean

ONTARIO

ED code	Electoral District Name
35001	Ajax
35002	Algoma—Manitoulin—Kapuskasing
35003	Aurora—Oak Ridges—Richmond Hill
35004	Barrie—Innisfil
35005	Barrie—Springwater—Oro—Medonte
35006	Bay of Quinte / Baie de Quinte
35007	Beaches—East York
35008	Brampton Centre
35009	Brampton East / Brampton-Est
35010	Brampton North / Brampton-Nord
35011	Brampton South / Brampton-Sud
35012	Brampton West / Brampton-Ouest
35013	Brantford—Brant
35014	Bruce—Grey—Owen Sound
35015	Burlington
35016	Cambridge

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35065	Newmarket—Aurora
35066	Niagara Centre
35067	Niagara Falls
35068	Niagara West
35069	Nickel Belt
35070	Nipissing—Timiskaming
35071	Northumberland—Peterborough South/Northumberland—Peterborough-Sud
35072	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	Scarborough Centre / Scarborough-Centre
35095	Scarborough—Guildwood
35096	Scarborough North / Scarborough-Nord
35097	Scarborough—Rouge Park
35098	Scarborough Southwest / Scarborough-Sud-Ouest
35099	Simcoe—Grey
35100	Simcoe North / Simcoe-Nord
35101	Spadina—Fort York
35102	Stormont—Dundas—South Glengarry
35103	Sudbury
35104	Thornhill
35105	Thunder Bay—Rainy River
35106	Thunder Bay—Superior North / Thunder Bay—Superior-Nord
35107	Timmins—James Bay / Timmins—Baie James
35108	Toronto Centre / Toronto-Centre
35109	Toronto—Danforth
35110	University—Rosedale
35111	Vaughan—Woodbridge

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—St.James—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
47001	Battlefords—Lloydminster
47002	Cypress Hills—Grasslands
47003	Desnethé—Missinippi—Churchill River / Desnethé—Missinippi—Rivière Churchill
47004	Carlton Trail—Eagle Creek / Sentier Carlton—Eagle Creek
47005	Moose Jaw—Lake Centre—Lanigan
47006	Prince Albert
47007	Regina—Lewvan
47008	Regina—Qu'Appelle
47009	Regina—Wascana
47010	Saskatoon—Grasswood
47011	Saskatoon—University
47012	Saskatoon West
47013	Souris—Moose Mountain
47014	Yorkton—Melville

Annex I – List of Federal Electoral Districts

ALBERTA

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—Jadysmith
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 / Okanagan-Sud—Kootenay-Ouest
59030	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

Expense subcategory	Description
Campaign workers	Campaign workers
Official 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 candidate from liability due to act or omission of OA
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