



Registered Party's Annual Financial Transactions Return (EC 20239) – Instructions

When to use this form

This form is mandatory for all registered parties. Additionally, a copy of the party's financial statements, prepared in accordance with generally accepted accounting principles, and an audit report must accompany this form.

This form is due within six months after the end of the fiscal year.

Tips for completing this form

Part 1

Declaration:

The declaration must be signed by the chief agent. The chief 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 party.

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.

Part 2b

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

For all directed contributions, the total contribution amount, the amount directed and the amount transferred to each leadership contestant must be recorded.

Part 2c

Provide a separate Part 2c for each new loan.

Loan details:

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

For overdrafts or payments from a separate line of credit, enter the maximum amount overdrawn. Do not report each withdrawal and payment transaction.

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."

Loan payments:

Enter each principal and interest payment made for the new loan received during the fiscal year.

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

Registered parties can receive both monetary and non-monetary transfers from their affiliated registered associations and candidates. Additionally, they can also receive monetary transfers from both affiliated leadership and nomination contestants.

If the transfer is from a registered association, a candidate or a nomination contestant, enter their ED code. For a list of ED codes, refer to Annex I.

Part 2f

To determine the total contributions (including returned contributions), loans and transfers, carry forward the total amounts and number of contributors or lenders, if applicable, from each Part to the corresponding boxes.

Part 3a

Record each by-election in Part 3a on a separate page. If there is more than one by-election with the same polling day, record the limit and expenses for all by-elections in which the party endorsed a candidate on the same Part 3a.

For each by-election, or multiple by-elections with the same polling day, list all election and accessibility expenses. For each expense amount, record the amount that was either paid by the party, remain unpaid, or was contributed by an individual or transferred from a registered association or a candidate, or a combination thereof. Record the totals of by-election expenses and accessibility expenses.

Note that accessibility expenses are only applicable to by-elections called after June 12, 2019.

Expense types, Expense categories and Expense subcategories:

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

Part 3b

Registered parties can make both monetary and non-monetary transfers to affiliated associations and candidates, and non-monetary transfers to affiliated leadership and nomination contestants. If the transfer is to an association, candidate or nomination contestant, enter their ED code. For a list of ED codes, refer to Annex I.

Part 4a

Provide details of all unpaid claims and all outstanding loans as at December 31, including outstanding overdrafts and lines of credit.

Part 4b

Provide details of all unpaid claims and all loans including overdrafts and lines of credit that were reported as outstanding in a prior fiscal period that have been paid in full in this fiscal period.

Part 4c

Provide details of all unpaid claims and loans, including overdrafts and lines of credit, that remain outstanding either 18 to 35 months or 36 months or more after the day on which they were due.

Part 4d

Provide details of all unpaid amounts of candidate loans that have been assumed by the registered party due to a determination made by the CEO that the unpaid amount(s) has been written off by the lender as an uncollectable debt in accordance with the lender's normal accounting practices.

For all unpaid amounts of candidate loans, enter the candidate's ED code. For a list of ED codes, refer to Annex I.

Part 5

Provide a statement of assets and liabilities and any surplus or deficit, and a statement of revenues and expenses. Both statements should be prepared in accordance with generally accepted accounting principles. Provide an auditor's report on both the financial transactions return and the party financial statements.

Resources and support

For more information, please refer to the *Political Financing Handbook for Registered Parties and Chief Agents* (EC 20231).

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)

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	Beloil—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-LeMoine
24042	Lévis—Lotbinière
24043	Longueuil—St-Hubert
24044	Louis-Hébert
24045	Louis-Saint-Laurent
24046	Manicouagan
24047	Mégantic—L'Érable

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—Kapusking
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

Annex I – List of Federal Electoral Districts

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

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 - Election Expenses

Expense category - Advertising

Expense subcategory	Description
Print media	Print media (newspapers, magazines, other)
Radio	Radio
Social media	Social media
Signs	Signs (lawn signs, billboards, other)
TV	TV
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 - Other

Expense subcategory	Description
Professional services	Professional services
Salaries and wages	Salaries and wages
Travel	Travel
Other	Other (add description)

Expense category - Voter contact calling services

Expense subcategory	Description
Calling services	Voter contact calling services
Database updates	Database updates
Other	Other voter contact (add description)

Expense Type - Accessibility

Expense category - Accessibility

Expense subcategory	Description
Accessible website	Accessible website
Sign language interpretation	Sign language interpretation
Communication products	Communication products
Construction & renovation	Construction and renovation
Other	Other (add description)

