

Members and Public Employees Disclosure Act

Reporting Period: January 1st to December 31st, _____

Name of recognized party _____

Official Agent:

Name	Mailing Address	Telephone #

Auditor:

Name	Mailing Address	Telephone #

Declaration

We, the undersigned Official Agent and Chief Financial Officer, hereby file with the designated person a completed Form 3, *Recognized Party's Financial Statements and Supporting Schedules*. We have attached a copy of our audited financial statements for the reporting period pursuant to subsection 21C(2) of the *Members and Public Employees Disclosure Act*.

We declare to the best of our knowledge and belief that the information contained in this Form and the attached audited financial statements is complete, true and correct and in compliance with the *Members and Public Employees Disclosure Act* and the *Political Contributions Disclosure Regulations*.

Dated at _____, Nova Scotia, this _____ day
of _____, _____.

Official Agent

Chief Financial Officer



Form 3 Schedule A-1
Recognized Party's Statement of Assets, Liabilities and Surplus

Recognized party: _____

Assets:

100	Cash	\$ _____	
110	Accounts receivable	_____	
120	Prepaid expense	_____	
125	Loans receivable	_____	from schedule E line 800
	Other current assets (provide details)		
130	_____	_____	
140	_____	_____	
150	Fixed assets (net of depreciation)	_____	
160	Investments	_____	
	Other long term assets (provide details)		
170	_____	_____	
180	_____	_____	
190	Total Assets (total lines 100 to 180)		\$ _____

Liabilities:

200	Accounts payable	\$ _____	
210	Overdraft/line of credit	_____	
	Other short term liabilities	_____	
220	_____	_____	
240	Loans payable	_____	from schedule E line 810
	Other long term liabilities (provide details)		
250	_____	_____	
260	Total Liabilities (total lines 200 to 250)		\$ _____

Surplus:/(deficit)

270	Surplus/(deficit) beginning of year	\$ _____	
275	Surplus/(deficit) for year	_____	
280	Surplus/(deficit) end of year (total lines 270 to 275)		\$ _____
290	Total Liabilities and Surplus (total line 260 and line 280)		\$ _____



Form 3 Schedule A-2
Recognized Party's Statement of Income, Expense and Transfers

Recognized party: _____

Income and Transfers

300	Monetary contributions	\$ _____	↔	from schedule B-1 line 500
310	Contributions from leadership candidates	_____	↔	from schedule B-5 line 530
320	Transfers from electoral district associations	_____	↔	from schedule C-1 line 600
330	Transfers from nominated candidates	_____	↔	from schedule C-1 line 610
340	Transfers from funds or trusts	_____		
350	Fund raising	_____	↔	from schedule D-1 line 710
360	Membership fees	_____		
370	Interest and investment income	_____		
	Other income (provide details)	_____		
380	_____	_____		
385	Public funding	_____		
390	Total Income and Transfers (total lines 300 to 385)		\$	_____

Expenses and Transfers

400	Expenses (non-election period)	\$ _____	↔	from schedule A-3 line 949
410	Expenses (election period)	_____	↔	from schedule A-4 line 970
420	Transfers to electoral district associations	_____	↔	from schedule C-2 line 620
430	Transfers to nominated candidate	_____	↔	from schedule C-2 line 630
440	Transfers to leadership contestants	_____		
450	Fund raising expense	_____	↔	from schedule D-1 line 720
460	Transfers to funds or trusts	_____		
470	Total Expenses and Transfers (total lines 400 to 460)		\$	_____
490	Total Surplus/(Deficit) (line 390 minus line 470)		\$	_____



Form 3 Schedule A-3
Recognized Party's Schedule of Expenses (non-election period)

Recognized party: _____

900	Advertising	\$	_____
901	Posters, pamphlets, promotional		_____
902	Depreciation and amortization		_____
903	Furniture and equipment rental		_____
904	Gifts to contributors		_____
905	Honoraria and salaries		_____
906	Interest and bank charges		_____
907	Legal and audit fees		_____
908	Meeting space		_____
909	Office (rent, utilities taxes)		_____
910	Office supplies and postage		_____
	Other professional services (provide details)		
911	_____		_____
912	Polling		_____
913	Signs		_____
914	Transportation, accommodation and meals		_____
915	Telephone		_____
	Other Expense (provide details)		_____
916	_____		_____
917	_____		_____
949	Total Expenses (total lines 900 to 917)	\$	_____

carry total to sch. A-2 line 400



Form 3: Schedule A-4
Recognized Party's Schedule of Expenses (Election Period)

Use a separate Schedule A-4 for each electoral event in the reporting period

Recognized party: _____

Ordinary polling day: _____

951	Advertising	\$	_____	
952	Posters, pamphlets, promotional		_____	
953	Depreciation and amortization		_____	
955	Furniture and equipment rental		_____	
956	Honoraria and salaries		_____	
957	Interest and bank charges		_____	
958	Legal and audit fees		_____	
959	Meeting space		_____	
960	Office (rent, utilities taxes)		_____	
961	Office supplies and postage		_____	
	Other professional services (provide details)			
962	_____		_____	
963	Polling		_____	
964	Signs		_____	
965	Transportation, accommodation and meals		_____	
966	Telephone		_____	
	Other expenses (provide		_____	
967	_____		_____	
968	_____		_____	
970	Total expenses (total lines 951 to 968)	\$	_____	to Sch. A-2 line 410
980	Election expenses from previous periods ¹		_____	
990	Total election expenses	\$	_____	equals Form 603 line 7

1. Include cost of expenditures for literature, objects or materials of advertising nature used during the election that were recorded as expenses in a previous accounting periods. The sum of election expenses reported on line 970 for the "election period" and expenses reported on line 980 must equal total election expenses reported under the Elections Act on Form 603.



Form 3: Schedule B-1
 Recognized Party's Annual Statement of Political Contributions
 Monetary Contributions

Recognized party: _____

All fields must be completed for each contribution

Last name of individual or full business name	First name	Type	Nova Scotia civic address	Community	Postal code	Amount	
Total of all monetary contributions under \$ 50.00 not individually disclosed						\$	
Type of contributor (I) Individual (C) Corporation (P) Partnership (U) Union (S) Society						Line 500 Total	\$
carry total to schedule A-2 line 300							



Form 3: Schedule B-2
 Recognized Party's Annual Statement of Political Contributions
 Fundraising Contributions

Recognized party: _____

All fields must be completed for each contribution

Last name of individual or full business name	First name	Type	Nova Scotia civic address	Community	Postal code	Amount	
Type of contributor	(I) Individual (C) Corporation (P) Partnership (U) Union (S) Society	Line 510				Total	\$



Form 3: Schedule B-3
 Recognized Party's Annual Statement of Political Contributions
 Donation in Kind Contributions

Recognized party: _____

All fields must be completed for each contribution

Last name of individual or full business name	First name	Type	Nova Scotia civic address	Community	Postal code	Amount	
Type of contributor	(I) Individual (C) Corporation (P) Partnership (U) Union (S) Society	Line 520				Total	\$



Form 3: Schedule B-5
 Recognized Party's Annual Statement of Political Contributions
 Nomination Candidates or Leadership Contestants

Recognized party: _____

Nomination candidate or leadership candidate name: _____

All fields must be completed for each contribution

						A	B
Last name of individual or full business name	First name	Civic address	Community	Province	Postal code	Amount contributed to nomination candidate or leadership contestant	Prorated amount transferred to party
Total of contributions under \$ 50.00 not requiring disclosure							
					Total		
						column A equals 100% of allowable contributions received by contestant	Line 540
							Prorate amount in column A carry to Sch. A-2 line 310

- Instructions: 1) Use a separate copy of schedule for each nomination candidate or leadership candidate reported.
 2) Only include contributions in column A that meet the contribution requirements of the Act (i.e. do not include contributions from out-of-province).



Form 3: Schedule E
Recognized Party's Statement of Loans

Recognized party: _____

Part A - Loans Receivable

Date of loan	Full name of borrower	Original amount of loan	Amount of loan outstanding	Loan interest rate
Total				
			Line 800	

← carry total to schedule A-1 line 125

Part B - Loans Payable

						Calculation of interest benefit		
						A	B	C
Date of loan	Full name and mailing address of lender/guarantor	Original amount of loan	Loan balance outstanding	Loan interest rate	Bank prime interest rate	Interest amount at bank prime	Actual interest at loan interest rate	Interest benefit (contribution) C = A - B
Totals			\$					\$
			Line 810					Line 820

← carry total of line 810 to Sch A-1 line 240
 Disclose loan interest benefit or loan deemed to be contribution on Sch. B-4 →

Recognized party: _____

Part 1 - Deposits to held asset disbursement account

Date	Source	Amount
Total		\$

Part 2 - Disbursements from held asset disbursement account

Date	Payee	Purpose	Amount
Total			\$

Part 3 - Reconciliation of held assets disbursement account

Opening balance	_____, _____	\$	_____
Add: deposits from Part 1			_____
Subtract: disbursements from Part 2			_____
Closing balance	_____, _____	\$	_____
Change in investment value of held assets during reporting period		\$	_____

Certification

We the undersigned certify that the information contained in this Form is a true and accurate listing of the changes in the held assets account, including additions to and disbursements from the account.

We further certify that all held assets were used in accordance with Section 21 of the *Members and Public Employees Disclosure Act* and no held assets were used for election purposes or advertising as prohibited by subsections 21B(2) and 21B(3) of the *Members and Public Employees Disclosure Act*.

Dated at _____, Nova Scotia, this _____ day of _____, _____.

 Official Agent

 Chief Financial Officer