

Form A-1: CONSTITUENCY ASSOCIATION Registration and Change Notice Form

Completion Guide

This form is available in hard copy or soft copy on the Elections Ontario website. Please print clearly or type. This initial registration form must be completed and filed with the Chief Electoral Officer before any financial activity occurs. There is no fee to register a constituency association with the Chief Electoral Officer of Ontario.

It is the constituency association's responsibility to file a complete and accurate registration form with the Chief Electoral Officer. Failure to provide the information required will delay the initial registration until all the required information is provided.

Forms may be submitted by any conventional delivery method, including mail, fax, email or hand delivery.

A. CONSTITUENCY ASSOCIATION INFORMATION

Provide the electoral district of the constituency association, the political party endorsing the constituency association, and the address of the constituency association.

Type of Registration

A new registration is the initial registration of a constituency association with the Chief Electoral Officer. For a new registration, complete Sections A through L.

A change notice is for informing the Chief Electoral Officer of any changes to the initial registration. For a change notice, complete Sections A through H and Section K. For changes to the chief financial officer or auditor, a revised A-1 must be submitted immediately. For changes to any other registration information, a revised A-1 must be submitted within thirty days.

B. PRESIDENT

Provide the name, address and contact information of the President.

C. CHIEF FINANCIAL OFFICER (CFO)

The constituency association must appoint a CFO before registering. Provide the name, address and contact information of the CFO.

D. AUDITOR

The constituency association must appoint an auditor who is licensed under the *Public Accounting Act, 2004*. The CFO cannot be the auditor. Provide the name, license number, address and contact information of the auditor.

E. PRINCIPAL OFFICERS

Provide the name(s), address(es), and contact information of any principal officers of the constituency association. Principal officers could include such positions as Vice President, Treasurer, Secretary or Fund-Raising Chair.

F. PERSON(S) AUTHORIZED TO ACCEPT CONTRIBUTIONS

Provide the name(s), address(es) and contact information of any person(s) authorized to accept contributions, make deposits and issue tax receipts.

G. PLACE WHERE RECORDS ARE KEPT

Provide the name of the record keeper and address of the place where the financial records are kept.

H. FINANCIAL INSTITUTION(S) AND SIGNING OFFICER(S)

Provide the name and address of each financial institution in Ontario where the constituency association has an account. If there is more than one financial institution, attach a separate sheet.

Provide the name(s), address(es) and contact information of the signing officer(s) for each financial institution account.

I. STATEMENT OF ASSETS AND LIABILITIES

This statement of assets and liabilities must be completed for the initial registration of a constituency association only. The statement of assets and liabilities must be as of a date not earlier than ninety days prior to the date of the application for registration.

This initial statement does not have to be audited. However, since future financial statements based on this opening position must be audited, it is essential for the auditor to review this initial statement before it is filed with the Chief Electoral Officer. The auditor's opinion on subsequent financial statements could be affected by its content.

All figures in the statement may be rounded to the nearest dollar.

The following provides assistance in preparing the initial statement of assets and liabilities:

- Line 1 Record the total balance of all financial institution accounts. Deposits, guaranteed investment certificates (GICs) and similar items should be regarded as cash on deposit.

- Line 2 Record all cash on hand not deposited including petty cash.
- Line 3 Record only genuine claims (for example, refundable deposits). Do not record contributions not yet received or accepted. These should be recorded only upon being received and deposited.
- Line 4 Record the quoted market value of bonds, stocks and other securities owned at the date of this statement. A stockbroker or manager of a financial institution should be able to provide this information.
- Line 5 If the constituency association owns furniture, fixtures, printing equipment or similar assets, record the nominal value of \$1.
- Line 6 Enter the value of any inventory of campaign materials and other prepaid campaign expenses.
- Line 7 Record the cost of other assets owned, such as real estate.
- Line 8 Record the amount owing at the date of the statement and attach a schedule for each borrowing showing the name of the lender, amount owing and terms of the borrowing (including repayment terms, security given, names of guarantors, etc.).
- Line 9 Record the cost of goods received or services rendered for which bills have been received and are unpaid at the date of the statement.
- Line 10 Record the cost of goods received or services rendered for which bills have not been received and are unpaid at the date of the statement.
- Line 11 Record liabilities not included on other lines and attach details.
- Line 12 Record the figure for surplus (deficit) as the difference between total assets and liabilities. When this amount is inserted, the statement will balance.

J. ATTESTATION OF CFO

The CFO of the constituency association must complete and sign this section attesting to the Statement of Assets and Liabilities (section I). The attestation must be witnessed.

K. CERTIFICATION OF PRESIDENT AND CFO

The President and CFO of the constituency association must complete and sign this section.

L. CERTIFICATION OF POLITICAL PARTY

The CFO of the registered political party endorsing the constituency association should complete this section. Alternatively, a letter of endorsement may be submitted. The political party's CFO must be currently on file with the Chief Electoral Officer as per the filed Political Party Registration and Change Notice Form (P-1).

The A-1 form is open to inspection by any person during normal office hours of Elections Ontario. Any person may make extracts from the documents and is entitled to copies of the documents upon payment for their preparation at such rate as the Chief Electoral Officer may determine. Certain data will also be extracted from the information filed and displayed on the Elections Ontario website.

The Chief Electoral Officer's staff is always available to provide assistance. Please contact us at:

Elections Ontario	Telephone: (416)325-9401
Election Finances Division	Toll Free: 1-866-566-9066
51 Rolark Drive	Fax: (416)325-9466
Toronto, ON M1R 3B1	Email: electfin@elections.on.ca
Internet address: http://www.elections.on.ca	



Election Finances Division

51 ROLARK DRIVE
TORONTO, ONTARIO M1R 3B1

Telephone: (416) 325-9401
Toll Free: 1-866-566-9066
Fax: (416) 325-9466

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and Change Notice Form**

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For Office Use Only					

Section A: Constituency Association Information

Note: For a new registration, complete Sections A through L. For a change notice, complete Sections A through H and Section K.

Registration Type: (check one) New Change

Electoral District: _____

Political Party: _____

Address: _____

City: _____ **Postal Code:** _____

Official Website(s): _____

Section B: President

First Name: _____ **Last Name:** _____

Business Tel.: _____ **Home Tel.:** _____

Fax: _____ **Email:** _____

Check if address is same as Constituency Association's address:

Address: _____

City: _____ **Postal Code:** _____

Section C: Chief Financial Officer (CFO)

The Constituency Association must appoint a CFO before registering.

First Name: _____ **Last Name:** _____

Business Tel.: _____ **Home Tel.:** _____

Fax: _____ **Email:** _____

Check if address is same as Constituency Association's address:

Address: _____

City: _____ **Postal Code:** _____

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Section D: Auditor

The Constituency Association must appoint an auditor who is licensed under the Public Accounting Act, 2004. The CFO cannot be the auditor.

Firm Name: _____

First Name: _____

Last Name: _____

Designation: (check one) CA CGA

Licence No: _____

Business Tel.: _____

Home Tel.

(optional): _____

Fax: _____

Email: _____

Address: _____

City: _____

Postal Code: _____

Contact Person (if different from above)

First Name: _____

Last Name: _____

Section E: Principal Officers

Provide any additional Principal Officers other than the President and CFO.

First Name: _____

Last Name: _____

Office Held: _____

Business Tel.: _____

Home Tel.: _____

Fax: _____

Email: _____

Address: _____

City: _____

Postal Code: _____

First Name: _____

Last Name: _____

Office Held: _____

Business Tel.: _____

Home Tel.: _____

Fax: _____

Email: _____

Address: _____

City: _____

Postal Code: _____

To add additional Principal Officers, copy this page, fill out as necessary, and include with your application.

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Section F: Person(s) Authorized to Accept Contributions

Provide the name(s) and information of person(s) who are authorized to accept contributions, make deposits, and issue tax receipts.

(Check if applicable.)

- Make CFO a person authorized to accept contributions.
 Make President a person authorized to accept contributions.

Authorized Person

First Name: _____ **Last Name:** _____
Office Held: _____
Business Tel.: _____ **Home Tel.:** _____
Fax: _____ **Email:** _____
Address: _____
City: _____ **Postal Code:** _____

To add additional Authorized Persons, copy this page, fill out as necessary, and include with your application.

Section G: Place Where Records are Kept

Provide the name of the record keeper and address of the place where financial records are kept.

(Check if applicable.)

- Designate Constituency Association's address as a location where records are kept.
 Designate CFO's address as a location where records are kept.
 Designate President's address as a location where records are kept.

Record Keeper and Location

First Name: _____ **Last Name:** _____
Office Held: _____
Business Tel.: _____ **Home Tel.:** _____
Fax: _____ **Email:** _____
Address: _____
City: _____ **Postal Code:** _____

To add additional Record Keepers and Locations, copy this page, fill out as necessary, and include with your application.

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Section H: Financial Institution(s)

Provide the name and address of each financial institution in Ontario at which the Constituency Association has an account.

Institution: _____

Address: _____

City: _____ **Postal Code:** _____

Signing Officer(s) for this Account

(Check if applicable.)

Make CFO a signing officer for this account.

Make President a signing officer for this account.

First Name: _____ **Last Name:** _____

Office Held: _____

Business Tel.: _____ **Home Tel.:** _____

Fax: _____ **Email:** _____

Address: _____

City: _____ **Postal Code:** _____

First Name: _____ **Last Name:** _____

Office Held: _____

Business Tel.: _____ **Home Tel.:** _____

Fax: _____ **Email:** _____

Address: _____

City: _____ **Postal Code:** _____

First Name: _____ **Last Name:** _____

Office Held: _____

Business Tel.: _____ **Home Tel.:** _____

Fax: _____ **Email:** _____

Address: _____

City: _____ **Postal Code:** _____

To add additional Financial Institutions, Accounts, and/or Signing Officers, copy this page, fill out as necessary, and include with your application.

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Section I: Statement of Assets and Liabilities

This statement applies to new registrations only and must be dated no earlier than 90 days prior to the application.

Accounting Methods

The accounting methods set out below are to be followed when preparing all Statements of Assets and Liabilities and all Statements of Income and Expenses that are required to be filed with the Chief Electoral Officer in compliance with the *Election Finances Act*.

Accrual Basis

The accrual basis of accounting is to be observed whereby expenses are recorded on the books of the Constituency Association when they are incurred. Similarly, income is recorded when earned. However, contributions must be recorded as income only when they are accepted by the CFO.

Securities

Bonds, stocks, and other securities should be valued at the quoted market value on the date of the initial Statement of Assets and Liabilities. Securities purchased subsequently should be valued at cost. When securities are sold, any resulting profit or loss should be reflected in the Statement of Income and Expenses.

Capital Assets

Furniture, fixtures, printing and computer equipment, etc. should be expensed when purchased. The existence of such assets may be indicated on the Statement of Assets and Liabilities at the nominal value of \$1.

Statement of Assets and Liabilities as at: _____ (Date)

Assets	<i>Amount</i>
Line 1 — Cash on deposit	_____
Line 2 — Petty cash and other funds on hand	_____
Line 3 — Accounts receivable	_____
Line 4 — Bonds, stocks, and other securities	_____
Line 5 — Capital assets	_____
Line 6 — Inventory	_____
Line 7 — Other assets at cost	_____

(Provide details of other assets in table below)

Other Assets Table – breakdown of line 7

<i>Description</i>	<i>Amount</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Assets _____

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Liabilities

Amount

Line 8 – Borrowings

(Provide details of borrowings in table below)

Borrowings Table – breakdown of line 8

<i>Description</i>	<i>Amount</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Line 9 – Accounts payable

Line 10 – Debts incurred but not yet billed

Line 11 – Other liabilities

(Provide details of other liabilities in table below)

Other Liabilities Table – breakdown of line 11

<i>Description</i>	<i>Amount</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Line 12 – Surplus (Deficit)

Total Liabilities

Section J: Attestation of CFO

I, _____ (Name of CFO), have prepared the above Statement of Assets and Liabilities and hereby attest that to the best of my knowledge and belief this information is true and correct.

Signature of CFO:

Date:

Signature of Witness:

Date:

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Section K: Certification of President and CFO

The Constituency Association's President and CFO must complete and sign this section.

The registration form will be reviewed by Elections Ontario upon receipt of the form complete with signatures. Please submit this form to:

Elections Ontario
Election Finances Division
51 Rolark Drive
Toronto, Ontario M1R 3B1
Telephone: (416) 325-9401
Toll Free: 1-866-566-9066
FAX: (416) 325-9466

The initial registration form must be completed and filed with the Chief Electoral Officer before any financial activity occurs. There is no fee to register a constituency association with the Chief Electoral Officer of Ontario.

The Constituency Association has the responsibility to file a complete and accurate registration form under section 11 of the *Election Finances Act* with the Chief Electoral Officer. Failure to provide the information required in all applicable sections will delay the registration until all the required information is provided. The Chief Electoral Officer may rely and act on such information submitted by the President or other Executive Officer and CFO of record. Where there is a change of CFO, the retiring CFO must ensure that the books of record and all unused official receipt forms for contributions are transferred to the newly appointed CFO. The Chief Electoral Officer will forward to the new CFO the information required to fulfill the responsibilities on behalf of the Constituency Association.

Certification of President and CFO

We, the _____ (Name of Constituency Association)
Constituency Association, certify that the information on this form is to the best of our knowledge and belief true and correct.

Signature of President:

Date:

Signature of CFO:

Date:

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Section L: Certification of Political Party

The Constituency Association must be endorsed by the Political Party with which it is affiliated.

Certification of Registered Political Party

We, the _____ (Name of Political Party), certify that this Constituency Association is endorsed by the Political Party.

Signature of Party Official:

Date:
