



## How to complete the campaign financial return

### General Instructions

- Complete the LONG FORM if the campaign had ANY contributions or expenses.
- Complete the SHORT FORM if the campaign had NO contributions and NO expenses.

### Deadline

- 60 days after Election Day.
- An elected candidate cannot sit in the Legislative Assembly until the Chief Electoral Officer receives the financial return.

If you fill out the paper version of the long form and you need more room in any section, make photocopies of the pages you need or download them from Elections Nunavut Website. [www.elections.nu.ca](http://www.elections.nu.ca).

**If you have questions or need help to complete the financial return, contact Elections Nunavut:**

 Toll free phone: 1-800-267-4394

 Email: [info@elections.nu.ca](mailto:info@elections.nu.ca)

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## **Follow these steps to fill out the LONG FORM—Campaign Financial Return**

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Complete the cover page of the Campaign Financial Return and include the constituency, date of the Election Day, candidate's name and address, financial agent's name and address.

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### **Part 1 - Contributions**

#### **Complete page 3: Financial (\$\$) Contributions—Named**

- List each named contribution on a separate line. Include the tax receipt number.
  - The maximum contribution from a person or organization is \$2,500.00
  - Total the amount and record the number on Line 1 of Part 3.
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### **Part 1 -Contributions**

#### **Complete page 4: Anonymous Financial (\$\$) Contributions**

- The maximum anonymous contribution from a person or organization is \$100.00
  - The maximum combined total anonymous contribution is \$2,500.00
  - Provide the date and amount the anonymous contributions was received.
  - Do not issue a tax receipt.
  - Total the amount and record the number on Line 2 of Part 3.
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## **Part 1 - Contributions**

### **Complete page 5: Financial (\$\$) Contributions from the Candidate (NOT Reimbursed)**

The candidate's personal money (not reimbursed) is both contributions and expenses.

- List each expense that the candidate paid for with their own money (include receipts).
  - Total the amount and record the number on Line 3 of Part 3.
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## **Part 1 - Contributions**

### **Complete page 6: Campaign Financial (\$\$) Contributions**

#### **Named Contributions - Campaign Gathering**

Monetary contributions the campaign received during a gathering, that include the name and addresses of people or organizations.

- List each named contribution on a separate line. Include the name, address, tax receipt number and amount of contribution.

#### **Anonymous Contributions – Campaign Gathering**

- Provide the date and amount the anonymous contributions was received at the campaign gathering.
  - Do not issue a tax receipt.
  - Total the named and anonymous contribution amounts and record the number on Line 4 of Part 3.
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## **Part 1 - Contributions**

### **Complete page 7: Goods & Services Contributions**

Goods and services contributions are the “market value” received during the campaign. The maximum “market value” contribution allowed per person, or organization is \$2,500.00, unless it is for transportation or accommodation.

Volunteer labour is not considered a contribution, unless it is a service the volunteer would charge for the service they are providing.

Market Value is the value of the item or service an individual would normally pay for.

- List the name and address of the person or organization, include details of the contribution and the market value of the contribution.
- Total the amount and record the number on Line 5 of Part 3.

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## **Part 2 - Expenses**

### **Complete page 8: Goods & Services Expenses**

Goods & Services are recorded as campaign expenses.

- List all the Goods & Services contributions received as an expense. Include the supplier’s name, detail of expense, invoice number, receipt number and the market value.
- Total the amount and record the number on Line 6 of Part 3.

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## **Part 2 - Expenses**

### **Complete page 8: Childcare & Disability Expenses**

Childcare & Disability expenses incurred during the campaign.

- List all childcare and disability expenses. Include the supplier's name, detail of expense, invoice number, receipt number and the expense amount.
- Total the amount and record the number on Line 7 of Part 3.

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## **Part 2 – Expenses**

### **Complete page 9: Advertising Expenses**

- List all Advertising expenses. Include the supplier's name, detail of expense, invoice number, receipt number and the expense amount.

Total the amount and record the number on Line 8 of Part 3.

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## **Part 2 – Expenses**

### **Complete page 9: Salaries & Allowances**

- List all Advertising expenses. Include the supplier's name, detail of expense, invoice number, receipt number and the expense amount.

Total the amount and record the number on Line 9 of Part 3.

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## **Part 2 – Expenses**

### **Complete page 10: Office Rent & Utilities**

- List all Office Rent & Utility expenses. Include the supplier's name, detail of expense, invoice number, receipt number and the expense amount.

Total the amount and record the number on Line 10 of Part 3.

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## **Part 2 – Expenses**

### **Complete page 10: Travel & Accommodation**

- List all Travel & Accommodation expenses. Include the supplier's name, detail of expense, invoice number, receipt number and the expense amount.

Total the amount and record the number on Line 11 of Part 3.

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## **Part 2 – Expenses**

### **Complete page 10: Other Expenses**

- List all other expenses. Include the supplier's name, detail of expense, invoice number, receipt number and the expense amount.

Total the amount and record the number on Line 12 of Part 3.

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## Part 3 – Summary of Contributions and Expenses

### Campaign Contributions

- Total lines 1 + 2 + 3 + 4 + 5 and insert total on line 6
- Copy line 6 and insert on line 14

### Campaign Expenses

- Total line 6 + 7 + 8 + 9 + 10 + 11 + 12 and insert on line 13
- Copy line 13 and insert on line 15
- Subtract total expenses from total contributions. Line 15 – Line 14. If the difference is a surplus, the number is positive. If the difference is a deficit, the number is negative.
- In the case of surplus contributions, you have two options: donate the surplus to an eligible charitable organization OR issue a cheque to the Government of Nunavut.

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Review and complete the checklist for Financial Agent and Candidate

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## Part 4 – Declaration

Read the information outlined in part 4 of the Declaration.

- The Candidate & Financial Agent are required to sign each section.
  - Sign the Declaration in front of a Commissioner of oaths, JP, Notary Public, or RCMP and ask them to sign.
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If you complete the form electronically, print a copy to sign. Do not use an electronic signature.

Send the completed form and all supporting documents to the Chief Electoral Officer BEFORE the deadline—60 days after Election Day.

Do NOT charge the shipment on Elections Nunavut's cargo account. It is the responsibility of the Candidate or Financial Agent to send the Campaign Financial Return.

Send to:

Chief Electoral Officer  
Elections Nunavut  
41 Sivulliq Ave.  
Box 39  
Rankin Inlet, NU  
X0C 0G0

When you mail or ship the return, write down the waybill or Express Post number and email it to [info@elections.nu.ca](mailto:info@elections.nu.ca).

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