

Filing Financial Report With ENS

It is the official agent's responsibility to ensure all documents are filed directly with ENS. You should have received a Canada Post priority courier slip and mailing bag from the returning office to send the documents to ENS, if you did not receive these items, please contact ENS.

If the campaign would like to have copies of the financial report and supporting documents (invoices, receipts, statements, etc.), **it is the official agent's responsibility to ensure copies are made.**

Before filing your report with ENS, make sure you have included:

- If an audit was required:
 - Auditor's Report
 - Auditor Invoice

It is the official agent's responsibility to file audited financial report with ENS, not the auditors.

- Form 2 Candidate's Financial Statements and Supporting Schedules. Schedules, including the declaration, must be **signed, and dated by both the official agent and candidate.**
- Form 2-3 Summary of Financial Activity must be **signed and dated by official agent.**
- Form 2-3A Statement of Monetary Contributions & Fundraising Events
- Form 2-3B Statement of Donations in Kind
- Form 2-3C Statement of Transfers
- Form 2-3D Loan or Line of Credit
If you had a loan, be sure to include your loan agreement.

- Form 2-3E (if using workbook, the transaction log replaces 2-3E)
- original receipts and vouchers (matching Form 2-3E or transaction log)
- 2-3F Summary of Election Expenses, must be **signed and dated by official agent.**
- Form 2-5, Audited copy
- 2-4 Candidate's Balance Sheet
- all bank statements from the time the campaign account was open until the date you completed the report.
- Form 2-7 Candidate Electoral Support Program (CESP) must be included **only if the candidate is making a claim** under this program. For details, see section 10, Expenses for disability, childcare, eldercare, and spousal care of the Handbook for the Official Agent of Candidate.
- Form 8-1, Return of Contribution must be filed with your report, if you returned a contribution.
- Form 8-2, Appointment of Individual to Accept Contribution, must be filed for each person you appointed to accept contributions on your behalf.

Remember: You **must keep the campaign bank account open** until all accounts receivables have been deposited, and all outstanding invoices have been paid. If the campaign is eligible for reimbursement of election expenses from ENS, you must deposit these funds in the campaign account, unless an assignment agreement was made with your party. However, the audit subsidy if applicable must be deposited into the campaign account.