

**Disclosure statements must be received by Elections Calgary by March 1, 2022, 4:30 p.m.**

All candidates, including those who have withdrawn, must file [Form 26 Campaign Disclosure Statement and Financial Statement \(PDF\)](#) and the relevant supporting documents.

**Submit disclosure statements to Elections Calgary**

Original signatures and documents are required to be submitted to Elections Calgary. Final disclosure documents should be mailed to Elections Calgary. Emails and scanned documents will not be accepted. Please retain a copy for your own records.

City of Calgary  
 Attn: Elections Calgary, Mail code #207  
 P.O. Box 2100, Station M  
 Calgary, AB T2P 2M5

What is considered a contribution?	What is considered an expense?
<p>Contributions include any money and fair market values of non-monetary contributions (i.e. properties, goods or services).</p> <p>See the LAEA 147.1(1)(c) for the complete definition of contributions.</p>	<p>Campaign expense means any expense incurred that is used to directly promote a candidate including the cost of promotional materials, fees for a CFO, rental fees of a meeting place, cost of research or cost of a review engagement.</p> <p>See the LAEA 147.1(1)(a) for the complete definition of campaign expenses.</p>

**Pre-campaign (before January 1, 2021): Contributions and expenses**

- Total amount of contributions accepted *before January 1, 2021*, including candidate’s own funds.
- Total amount of expenses incurred *before January 1, 2021*.

**Campaign period (January 1 to December 31, 2021): Contributions**

- Total amount of individual contributions of \$50.00 or less.
- Total amount of individual contributions of \$50.01 and greater.
- Provide an itemized list of contributions of \$50.01 and greater, together with each contributor’s full name and address.
  - Contributor’s first and last name
  - Contributor’s complete address (address, city, province, and postal code)
  - Contribution amount
  - Date of contribution
- Total amount of candidate’s own funds, which has not been reimbursed from the campaign funds.

*The information presented in this information sheet is for the convenience of reference only. Candidates are subject to further requirements in the [Local Authorities Election Act \(LAEA\)](#). Candidates are advised to refer to the LAEA and obtain their own legal advice regarding the full extent of their obligations.*

- Total net amount from fund-raising functions. For details on what is eligible from fund-raising functions, see LAEA section 147.31.

## **Campaign period (January 1 to December 31, 2021): Expenses**

- Total amount of expenses. Indicate paid and unpaid amounts.
- Provide an itemized list of expenses.

## **Review engagement report: Over \$50,000 in contributions or expenses**

If you have incurred expenses or received contributions over \$50,000, you must also file a review engagement report by a Chartered Professional Accountant.

A “review engagement” is defined by the Chartered Professional Accountant Act section 1(eee)

“review engagement” means

- (i) a review of financial statements or other financial information or assertions for the purpose of providing negative assurance as to whether the subject-matter of the review is, in all material respects, in accordance with generally accepted accounting principles or other practice standards, or
- (ii) a report or other communication for the purpose of providing negative assurance as to whether financial information is presented fairly;

## **Requirements for handling surpluses or deficits**

**If you have a surplus**, you must handle the funds according to the LAEA provisions within 60 days after filing with Elections Calgary.

- Any amount \$1,000 and over must be donated to a registered charity.
- Any amount \$1,000 and under can be retained by the candidate or donated to a charity.

If any amounts are donated to a charity, you must file an amended disclosure showing the surplus has been handled according to the legislation.

**If you have a deficit**, you must eliminate the deficit within 60 days after filing with Elections Calgary. You may:

- Accept contributions within the 60 day period. Contributions must not exceed \$5,000 from any individual.
- Use your own funds to a maximum of \$10,000.

You must file an amended disclosure showing that the deficit has been handled according to the legislation.