

# Financial Statement - Auditor's Report Candidate - Form 4

*Municipal Elections Act, 1996 (Section 88.25)*
**Instructions**

All candidates must complete Boxes A and B. Candidates who receive contributions or incur expenses must complete Boxes C, D, Schedule 1 and Schedule 2 as appropriate. Candidates who receive contributions or incur expenses in excess of \$10,000 must also attach an Auditor's Report.

All surplus funds (after any refund to the candidate or their spouse) shall be paid immediately over to the clerk who is responsible for the conduct of the election.

For the campaign period from (day candidate filed nomination) 

YYYY	MM	DD
2 0 1 8	0 6	1 5

 to 

YYYY	MM	DD
2 0 1 8	1 2	3 1

 Initial filing reflecting finances to December 31 (or 45 days after voting day in a by-election)

 Supplementary filing including finances after December 31 (or 45 days after voting day in a by-election)

**Box A: Name of Candidate and Office**

Candidate's name as shown on the ballot

 Last Name or Single Name  
Soever

 Given Name(s)  
Alar

 Office for which the candidate sought election  
Mayor

Ward name or no. (if any)

Municipality

Town of the Blue Mountains


 Spending Limit - General  
\$ 16,668.10

 Spending Limit - Parties and Other Expressions of Appreciation  
\$

 I did not accept any contributions or incur any expenses. (Complete Boxes A and B only)

**Box B: Declaration**

I, Alar Soever, declare that to the best of my knowledge and belief that these financial statements and attached supporting schedules are true and correct.

  
Signature of Candidate

2019/03/14  
Date (yyyy/mm/dd)

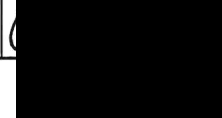
Date Filed (yyyy/mm/dd)

Time Filed

Initial of Candidate or Agent (if filed in person)

Signature of Clerk or Designate

2019/03/14
3:37 pm



**Box C: Statement of Campaign Income and Expenses****LOAN**Name of bank or recognized lending institution Estonian Credit Union

Amount borrowed \$ \_\_\_\_\_

**INCOME**

Total amount of all contributions (from line 1A in Schedule 1)	+ \$	13,926.99
Revenue from items \$25 or less	+ \$	_____
Sign deposit refund	+ \$	_____
Revenue from fundraising events not deemed a contribution (from Part III of Schedule 2)	+ \$	_____
Interest earned by campaign bank account	+ \$	_____
Other (provide full details)		
1. _____	+ \$	_____
2. _____	+ \$	_____
3. _____	+ \$	_____
4. _____	+ \$	_____
5. _____	+ \$	_____
<b>Total Campaign Income (Do not include loan)</b>	<b>= \$</b>	<b>13,926.99 c1</b>

**EXPENSES** (Note: include the value of contributions of goods and services)**Expenses subject to general spending limit**

Inventory from previous campaign used in this campaign (list details in Table 4 of Schedule 1)	+ \$	_____
Advertising	+ \$	4,936.75
Brochures/flyers	+ \$	2,792.47
Signs (including sign deposit)	+ \$	2,867.23
Meetings hosted	+ \$	193.68
Office expenses incurred until voting day	+ \$	33.90
Phone and/or internet expenses incurred until voting day	+ \$	983.87
Salaries, benefits, honoraria, professional fees incurred until voting day	+ \$	_____
Bank charges incurred until voting day	+ \$	115.16
Interest charged on loan until voting day	+ \$	_____
Other (provide full details)		
1. <u>Website</u>	+ \$	863.31
2. _____	+ \$	_____
3. _____	+ \$	_____
4. _____	+ \$	_____
5. _____	+ \$	_____
<b>Total Expenses subject to general spending limit</b>	<b>= \$</b>	<b>12,786.37 c2</b>

**EXPENSES****Expenses subject to spending limit for parties and other expressions of appreciation**

1. <u>After election party</u>	+ \$	1,043.53
2. _____	+ \$	_____
3. _____	+ \$	_____
4. _____	+ \$	_____
5. _____	+ \$	_____
<b>Total Expenses subject to spending limit for parties and other expressions of appreciation</b>	<b>= \$</b>	<b>1,043.53 c3</b>

**Expenses not subject to spending limits**

Accounting and audit	+ \$	<u>1,130.00</u>
Cost of fundraising events/activities (list details in Part IV of Schedule 2)	+ \$	<u>          </u>
Office expenses incurred after voting day	+ \$	<u>          </u>
Phone and/or internet expenses incurred after voting day	+ \$	<u>66.93</u>
Salaries, benefits, honoraria, professional fees incurred after voting day	+ \$	<u>          </u>
Bank charges incurred after voting day	+ \$	<u>30.16</u>
Interest charged on loan after voting day	+ \$	<u>          </u>
Expenses related to recount	+ \$	<u>          </u>
Expenses related to controverted election	+ \$	<u>          </u>
Expenses related to compliance audit	+ \$	<u>          </u>
Expenses related to candidate's disability (provide full details)		
1. _____	+ \$	<u>          </u>
2. _____	+ \$	<u>          </u>
3. _____	+ \$	<u>          </u>
4. _____	+ \$	<u>          </u>
5. _____	+ \$	<u>          </u>
Other (provide full details)		
1. _____	+ \$	<u>          </u>
2. _____	+ \$	<u>          </u>
3. _____	+ \$	<u>          </u>
4. _____	+ \$	<u>          </u>
5. _____	+ \$	<u>          </u>
<b>Total Expenses not subject to spending limits</b>	= \$	<u><b>1,227.09</b></u> C4

**Total Campaign Expenses (C2 + C3 + C4)** = \$ **15,056.99** C5

**Box D: Calculation of Surplus or Deficit**

Excess (deficiency) of income over expenses (Income minus Total Expenses) (C1 – C5)	+ \$	<u>-1,130.00</u>	D1
Eligible deficit carried forward by the candidate from the last election (applies to 2018 regular election only)	- \$	<u>          </u>	D2
<b>Total (D1 – D2)</b>	= \$	<u><b>-1,130.00</b></u>	
If there is a surplus, deduct any refund of candidate's or spouse's contributions to the campaign	- \$	<u>          </u>	
Surplus (or deficit) for the campaign	= \$	<u><b>-1,130.00</b></u>	D3

If line D3 shows a surplus, the amount must be paid in trust, at the time the financial statements are filed, to the municipal clerk who is responsible for the conduct of the election.

**Schedule 1 - Contributions**


**Part I – Summary of Contributions**

Contributions in money from candidate and spouse	+ \$ <u>9,437.84</u>
Contributions in goods and services from candidate and spouse (include value listed in Table 3 and Table 4)	+ \$ _____
Total value of contributions not exceeding \$100 per contributor	
• Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor is \$100 or less (do not include contributions from candidate or spouse).	+ \$ <u>767.00</u>
Total value of contributions exceeding \$100 per contributor (from line 1B on page 5; list details in Table 1 and Table 2)	
• Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor exceeds \$100 (do not include contributions from candidate or spouse).	+ \$ <u>4,190.00</u>
<b>Less:</b> Contributions returned or payable to the contributor	- \$ <u>467.85</u>
Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25	- \$ _____
<b>Total Amount of Contributions (record under Income in Box C)</b>	<b>= \$ <u>13,926.99</u> 1A</b>

**Part II – Contributions exceeding \$100 per contributor – individuals other than candidate or spouse**

**Table 1: Monetary contributions from individuals other than candidate or spouse**

Name	Full Address	Date Received	Amount Received \$	Amount \$ Returned to Contributor or Paid to Clerk
Stephen and Jane Moysey	[REDACTED]	2018/07/30	500.00	
John and Ulla Leckie	[REDACTED]	2018/08/14	140.00	
Christopher Thomas and Lynn Munkley	[REDACTED]	2018/08/21	200.00	
Sherri Ogilvie	[REDACTED]	2018/09/09	200.00	
Ronald Hartlen	[REDACTED]	2018/07/09	500.00	
Elizabeth Sampson	[REDACTED]	2018/07/10	300.00	
Allan Fraser	[REDACTED]	2018/07/31	150.00	
Andrew Gellatly	[REDACTED]	2018/09/13	1,200.00	

Name	Full Address	Date Received	Amount Received \$	Amount \$ Returned to Contributor or Paid to Clerk
David Totten		2018/10/15	1,000.00	
<input type="checkbox"/> Additional information is listed on separate supplementary attachment		<b>Total</b>	<b>4,190.00</b>	



Description of Goods or Services	Date Received (yyyy/mm/dd)	Value \$
<input type="checkbox"/> Additional information is listed on separate supplementary attachment	<b>Total</b>	

**Table 4: Inventory of campaign goods and materials from previous municipal campaign used in this campaign**  
 (Note: value must be recorded as a contribution from the candidate and as an expense)

Description	Date Acquired (yyyy/mm/dd)	Supplier	Quantity	Current Market Value \$
<input type="checkbox"/> Additional information is listed on separate supplementary attachment	<b>Total</b>			

**Schedule 2 – Fundraising Events and Activities**

**Fundraising Event/Activity**

Complete a separate schedule for each event or activity held

Additional schedule(s) attached

Description of fundraising event/activity \_\_\_\_\_

Date of event/activity (yyyy/mm/dd) \_\_\_\_\_

**Part I – Ticket revenue**

Admission charge (per person)

(If there are a range of ticket prices, attach complete breakdown of all ticket sales)

	\$ _____	2A	
Number of tickets sold	X _____	2B	
<b>Total Part I (2A X 2B) (include in Part 1 of Schedule 1)</b>			= \$ _____

**Part II – Other revenue deemed a contribution**

(e.g. revenue from goods sold in excess of fair market value)

Provide details

1. _____	+ \$ _____	
2. _____	+ \$ _____	
3. _____	+ \$ _____	
4. _____	+ \$ _____	
5. _____	+ \$ _____	
<b>Total Part II (include in Part 1 of Schedule 1)</b>		= \$ _____

**Part III – Other revenue not deemed a contribution**

(e.g. contribution of \$25 or less; goods or services sold for \$25 or less)

Provide details

1. _____	+ \$ _____	
2. _____	+ \$ _____	
3. _____	+ \$ _____	
4. _____	+ \$ _____	
5. _____	+ \$ _____	
<b>Total Part III (include under Income in Box C)</b>		= \$ _____

**Part IV – Expenses related to fundraising event or activity**

Provide details

1. _____	+ \$ _____	
2. _____	+ \$ _____	
3. _____	+ \$ _____	
4. _____	+ \$ _____	
5. _____	+ \$ _____	
6. _____	+ \$ _____	
7. _____	+ \$ _____	
8. _____	+ \$ _____	
<b>Total Part IV Expenses (include under Expenses in Box C)</b>		= \$ _____



**Auditor's Report***Municipal Elections Act, 1996 (Section 88.25)*

A candidate who has received contributions or incurred expenses in excess of \$10,000 must attach an auditor's report.

Professional Designation of Auditor

CPA, CA, TEP

Municipality

Owen Sound, Ontario

Date (yyyy/mm/dd)

**Contact Information**

Last Name or Single Name

Kreutzweiser

Given Name(s)

Kristine

Licence Number

1-17896

Address

Suite/Unit No.

201

Street No.

945

Street Name

3rd Street East, PO Box 460

Municipality

Owen Sound

Province

Ontario

Postal Code

N4K 5P7

Telephone No. (including area code)

519 376-5850

Email Address

kgkreutzweiser@bakertilly.ca

The report must be done in accordance with generally accepted auditing standards and must:

- set out the scope of the examination
- provide an opinion as to the completeness and accuracy of the financial statement and whether it is free of material misstatement

 Report is attached

Personal information, if any, collected on this form is obtained under the authority of sections 88.25 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open. Campaign financial statements shall also be made available by the clerk in an electronic format free of charge upon request.

## INDEPENDENT AUDITOR'S REPORT

To the Town Clerk of The Town of The Blue Mountains:

### **Qualified Opinion**

We have audited form 4 financial statements of **Alar Soever's 2018 Municipal Campaign** (the Campaign), which comprise the statement of campaign income and expenses, the calculation of surplus or deficit, schedule 1 - contributions and schedule 2 - fundraising events and activities for the period from June 15, 2018 to December 31, 2018. The form 4 financial statements have been prepared by the candidate based on the financial reporting provisions of section 78 of the Municipal Elections Act.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the form 4 financial statements of Alar Soever's 2018 Municipal Campaign as at December 31, 2018 are presented fairly, in all material respects, in accordance with section 78 of the Municipal Elections Act..

### **Basis for Qualified Opinion**

Due to the nature of the types of transactions inherent in an election campaign, the completeness of donations of goods and services and receipts and disbursements is not susceptible to satisfactory audit verification. Accordingly, our verification of these transactions was limited to the amounts recorded in the accounting records of the candidate, and we were not able to determine whether any adjustments might be necessary to income and expenses, and surplus/deficit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibility for the Audit of the Financial Statements section of our report. We are independent of the Campaign in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Emphasis of Matter - Basis of Accounting and Restriction on Use**

The form 4 financial statements are prepared to assist the candidate to meet the requirements of section 78 of the Municipal Elections Act, 1996. As a result, the form 4 financial statements may not be suitable for another purpose. Our report is intended solely for the candidate and the Ministry of Municipal Affairs and Housing and should not be distributed to or used by parties other than the candidate and the Ministry of Municipal Affairs and Housing.

### **Responsibilities of the Candidate for the Financial Statements**

The candidate is responsible for the preparation and fair presentation of the form 4 financial statements in accordance with section 78 of the Municipal Elections Act, and for such internal control as the candidate determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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**INDEPENDENT AUDITOR'S REPORT CONTINUED**

**Auditor's Responsibility for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Campaign's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with the candidate, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**BAKER TILLY SGB LLP**  
**LICENSED PUBLIC ACCOUNTANTS**  
Owen Sound, Ontario  
March 14, 2019

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