

CAMPAIGN EXPENSES

Candidates may not exceed the campaign expenses limit that has been set by council through its Campaign Expenses and Contributions By-Law.

Eligible expenses may include but are not limited to:

- Costs for a hall or room rentals for public meetings
- Fees for printing pamphlets, notices and advertisements or making signs.
- Costs for hiring vehicles and drivers for campaign purposes.
- Costs for food and refreshments for candidates or campaign workers/volunteers served at election meetings.
- Travel expenses such as gas.

Note: expenses also include campaign-related expenses incurred by volunteers.

RECORDING CAMPAIGN CONTRIBUTIONS AND EXPENSES

Candidates must keep track of any contributions received or money spent on their campaign. This information will be required in order to complete and file the Election Finance Statement. Attributes of an appropriate system for this purpose would include:

- **Audit trail;** The system should provide a direct audit trail allowing an independent person to trace all items of information from the Election Finance Statement to the source of the individual transaction (an invoice, voucher, cheque, purchase order, bank debit or credit, receipt, written agreement, or other document or record). Transaction details such as document number, date, name, amount, and nature of the transaction should be readily available.
- **Bank reconciliation;** Procedures should be established to ensure that all transactions flow through the candidate's campaign bank account, where practicable, and the system should facilitate a bank reconciliation. All transactions result in a bank debit or credit and, therefore bank statements should be reconciled to ensure they are recorded accurately.
- **Accuracy;** The system should be appropriately designed to allow for a set of records that are accurate and that result in fair and transparent presentation of the financial activities of the registered candidate.

Candidates must manage their campaigns to ensure that their expenses do not exceed their contributions.