



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)

YYY	MM	DD	to	YYY	MM	DD
2018	07	25				

- 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: BERLIN
Given Name(s): SUSAN
Office for which the candidate sought election: COUNCILOR
Ward name or no. (if any): WARD 1
Municipality: TOWNSHIP OF LANDARK HIGHLANDS
Spending Limit - General: \$ 6,552.95
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, SUSAN BERLIN, 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

MAR. 21 2019
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 22	8:33 a.m.		

Box C: Statement of Campaign Income and Expenses

LOAN

Name of bank or recognized lending institution _____
Amount borrowed \$ _____

INCOME

Total amount of all contributions (from line 1A in Schedule 1) + \$ 650.71
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. _____ + \$ _____
Total Campaign Income (Do not include loan) = \$ 650.71 C1

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) + \$ 0
Advertising + \$ _____
Brochures/flyers + \$ 221.60
Signs (including sign deposit) + \$ _____
Meetings hosted + \$ _____
Office expenses incurred until voting day + \$ _____
Phone and/or internet expenses incurred until voting day + \$ _____
Salaries, benefits, honoraria, professional fees incurred until voting day + \$ _____
Bank charges incurred until voting day + \$ _____
Interest charged on loan until voting day + \$ _____
Other (provide full details) _____
1. making of flyers + \$ 279.11
2. reimbursement of gas expenses + \$ 150.00
3. _____ + \$ _____
4. _____ + \$ _____
5. _____ + \$ _____
Total Expenses subject to general spending limit = \$ 650.71 C2

EXPENSES

Expenses subject to spending limit for parties and other expressions of appreciation
1. _____ + \$ _____
2. _____ + \$ _____
3. _____ + \$ _____
4. _____ + \$ _____
5. _____ + \$ _____
Total Expenses subject to spending limit for parties and other expressions of appreciation = \$ _____ C3

Expenses not subject to spending limits

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

Total Campaign Expenses (C2 + C3 + C4) = \$ _____ C5

Box D: Calculation of Surplus or Deficit

Excess (deficiency) of income over expenses (Income minus Total Expenses) (C1 - C5)	+ \$	0	D1
Eligible deficit carried forward by the candidate from the last election (applies to 2018 regular election only)	- \$		D2
Total (D1 - D2)	= \$		
If there is a surplus, deduct any refund of candidate's or spouse's contributions to the campaign	- \$		
Surplus (or deficit) for the campaign	= \$	0	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>500.71</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 <ul style="list-style-type: none"> 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>150-</u>
Total value of contributions exceeding \$100 per contributor (from line 1B on page 5; list details in Table 1 and Table 2) <ul style="list-style-type: none"> 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>0</u>
Less: Contributions returned or payable to the contributor	- \$	
Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25	- \$	
Total Amount of Contributions (record under Income in Box C)	= \$	<u>650.71</u> 1A

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
<input type="checkbox"/> Additional information is listed on separate supplementary attachment			Total	

Table 2: Contributions in goods or services from individuals other than candidate or spouse
 (Note: must also be recorded as Expenses in Box C)

Name	Full Address	Description of Goods or Services	Date Received (yyyy/mm/dd)	Value \$

Additional information is listed on separate supplementary attachment **Total**

Total for Part II - Contributions exceeding \$100 per contributor
 (Add totals from Table 1 and Table 2 and record the total in Part 1 - Summary of Contributions) **\$** _____ **13**

Part III – Contributions from candidate or spouse

Table 3: Contributions in goods or services

Description of Goods or Services	Date Received (yyyy/mm/dd)	Value \$

Additional information is listed on separate supplementary attachment **Total**

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	Total			

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	
Total Part I (2A X 2B) (include in Part 1 of Schedule 1)			= \$ _____

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. _____	+ \$		
Total Part II (include in Part 1 of Schedule 1)			= \$ _____

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. _____	+ \$		
Total Part III (include under Income in Box C)			= \$ _____

Part IV – Expenses related to fundraising event or activity

Provide details

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

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

Municipality

Date (yyyy/mm/dd)

Contact Information

Last Name or Single Name

Given Name(s)

Licence Number

Address

Suite/Unit No.

Street No.

Street Name

Municipality

Province

Postal Code

Telephone No. (including area code)

Email Address

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.

2018 Municipal election campaign, Township of Lanark Highlands: contributions

For: gas used in driving for Susan Berlin during 2018 municipal election campaign

To: Karen Kristine (friends)
2346 2nd Concession Dalhousie
Lanark, ON

Contribution: \$100.00

For: gas used in driving for Susan Berlin during 2018 municipal election campaign

To: Judy Watts (friend)
507 9th Concession A Dalhousie
McDonalds Corners, ON

Contribution: \$50.00



Order #: 024ca3

Result: APPROVED/AUTHORIZED

Order Date: 20/09/2018 11:33 AM

Time: 11:33:41 (EST)

Authorization: 466447

Sequence Number: 0010016830/66143872

Reference Number: 5113339312

Card Name: VISA

Order #: 024ca3

Type: Sale

Receipt Line: 01/027 APPROVED - THANK YOU

Preferred Store Location: # 318

Client Information:

Berlin, Susan
466 Sugarbush Way
466 Sugarbush Way
Lanark, ON
Canada, K0G 1K0
6132595036

Billing Address:

Berlin, Susan
466 Sugarbush Way
466 Sugarbush Way
Lanark, Ontario
Canada, K0G 1K0
6132595036
Business Discount Program
number:
#8151460071

Store Pickup Location:

S318 Carleton Place
555 McNeely Avenue
Carleton Place, ON
K7C 0A8, Canada
613-253-2400

Order Details:

Qty	Product/Sku	Delivery	Unit Price	Price	Taxes
30	8.5" x 11" - letter for mailboxes.docx #4	pickup in ON	\$0.00	\$0.00	
30	Colour Laser, 98 Bright, 28-lb.		\$0.00	\$0.00	
30	Single Sided, Colour (SD) 400027414550		\$0.53	\$15.90	HST-ON
				Subtotal	\$15.90
				HST-ON (13%):	\$2.07
				Total	\$17.97

eprintfast

335 Steelcase Road, East, Markham, ON L3R 1G3
HST# 840672984RT0001

Thank you for your purchase!
Your order number: CT500050606

You can review the status of your order at anytime by [clicking here](#). Once your order is ready to ship, you will receive a notification.

Billing Address
Susan Berlin

466 Sugarbush Way
Lanark, Ontario, K0G 1K0
Canada
T: 613-259-5036

Shipping Address
Susan Berlin

466 Sugarbush Way
Lanark, Ontario, K0G 1K0
Canada
T: 613-259-5036

Order Date

August 29, 2018 11:23:15 AM EDT

Payment Method

Credit Card - VISA - 9046

Shipping Method

UPS - UPS Standard

Item Number	Item Name	Item Details	Subtotal
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3115296	Flyers Standard election flyer	<i>Printing:</i> Front only <i>Size:</i> 8.5 x 3.5 <i>Qty:</i> 750 <i>Turnaround:</i> Standard [2-4 Business Days] <i>Upgrade:</i> No Upgrade <i>Fold Type:</i> no fold <i>Bundling:</i> No bundling	\$61.28
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Subtotal	\$61.28
Shipping & Handling	\$13.82
Tax	\$9.76
Grand Total	\$84.86

Have a question?
Create a support ticket
Call us at 1-888-907-5550
Follow us:

We have received your order: CT500052149

Subject: We have received your order: CT500052149
From: Eprintfast Support <info@eprintfast.com>
Date: 10/2/2018, 2:09 PM
To: Susan Berlin <susan@susanberlin.ca>

eprintfast

335 Steeplecase Road, East, Markham, ON L3R 1G3
HST# 840672984RT0001

Thank you for your purchase!

Your order number: CT500052149

You can review the status of your order at anytime by clicking [here](#). Once your order is ready to ship, you will receive a notification.

Billing Address
Susan Berlin

466 Sugarbush Way
Lanark, Ontario, K0G 1K0
Canada
T: 613-259-5036

Shipping Address
Susan Berlin

466 Sugarbush Way
Lanark, Ontario, K0G 1K0
Canada
T: 613-259-5036

Order Date October 2, 2018 2:09:05 PM EDT
Payment Method Paypal Express - 0L763680AY054401V
Shipping Method UPS - UPS Standard

Item Number	Item Name	Item Details	Subtotal
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3150957	Flyers Standard	Printing: Front and Back	
	election flyer 2	Size: 8.5 x 3.5	\$91.30

Qty: 1000
Turnaround: Standard[2-4 Business Days]
Upgrade: No Upgrade
Fold Type: no fold
Bundling: No bundling

Subtotal	\$91.30
Shipping & Handling	\$13.81
Tax	\$13.66
Grand Total	\$118.77

Have a question?
Create a support ticket
Call us at 1-888-907-5550

TOWNSHIP OF LANARK HIGHLANDS

ESTIMATED MAXIMUM CAMPAIGN EXPENSES

Municipal Elections Act, 1996 [s. 33.0.1(1)]

TO:

<u>Susan Berlin</u> (Name of Candidate)	<u>Councillor Ward 1</u> (Office)
<u>466 Sugarbush Way Lanark</u> (Address)	<u>K0G 1K0</u> (Postal Code)

I hereby certify that the estimated maximum campaign expenses that a candidate is permitted to incur for the office of Councillor Ward 1 in the Municipal Election to be held October 22, 2018, is \$6,552.95. *

Date July 25, 2018 Shwanda Reed
Municipal Clerk or designate

The Clerk shall give candidates a Preliminary Calculation of the estimated maximum campaign expenses at the time of filing the nomination paper, based upon the number of electors on the Voters' List as of Nomination Day for the 2014 election. (Section 33.0.1 (1))

On or before September 25, 2018; and in the case of a by-election, within 10 days after the clerk makes the corrections under subparagraph 4 iii of subsection 65 (4), the Clerk shall give a Final Calculation of the applicable maximum campaign expenses to each candidate. The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters' List from the previous regular election, as it existed on September 15 in the year of the previous election, adjusted for changes made under Sections 24 and 25 that were approved as of that day;
- the number determined from the Voters' List for the current election, as it exists on September 15 in the year of the current election, adjusted for changes made under Sections 24 and 25 that were approved as of that day (Section 88.20 (11))

* Formula for calculation provided in Ontario Regulation 101/97.