

Instruction for EFR Template-2025-3

Important to know before you start:

Do's/Info:

- Save this sheet to your computer and enable the macros. If you have problems to enable the macros refer to the following instructions:
<https://support.microsoft.com/en-us/office/enable-or-disable-macros-in-microsoft-365-files-12b036fd-d140-4e74-b45e-16fed1a7e5c6>
- Read the complete instruction first.
- The information from the "Cover" sheet is automatically populated on every sheet of this template.
- All sheets have been set-up with the respective header information as well as actual date and page numbers.
- Some yellow input fields will turn white as soon as you enter your text.
- Print this instruction sheet for better reading.
- Print only single tabs not the entire workbook. It will come up with 160 pages.
- Print: If you need the Schedules B,C, G-J printed use the "Prepare for printing" button first (see Step 6)

Don'ts:

- Do not enter any information in the grey shaded field column A, B, C and S in the "All Receipts" tab. These columns will be filled automatically.
- Do not remove any filters in the tabs (the macros do need them to work).
- Do not delete any empty line on the tabs "All Receipt", "Schedules" or "Other" (you can hide them with a macro - explanation see below).
- Do not merge any cells in the tabs as the macros will not work anymore.
- Do not change anything in the fully automated Schedules (B-D, G-J) and tabs "Reporting", "EFR Reporting"
- Do not print all pages of this worksheet - it will come up with 160 pages.

General Information re this EFR file:

This information/instruction is also available in the Guide "GE Form 801 Guide for Official Agents Campaign Finance Requirements".

The grey tabs need your attention, and the respective tasks (1-16) are described below:

- "Cover" - Depending on your information the template will be set to "Party" or "Candidate" with the corresponding report fields.
- "All Receipts" - Here you should capture all your distributed receipts. It also includes some helpful buttons to allocate your input to the corresponding Schedule.
- "Acc. Register" - Here you should capture all your account movements and categorize them into the relevant expenses or revenue types. These will be automatically summarized and distributed in Schedules A and D.
- "EFR Total" - Shows your Total Revenue, Total Expenses and Surplus/Deficit. Here you need to sign the "Statement of verification". Additional input is needed if you report a deficit.
- "Schedule A" - Shows your Elections Revenue Report. Input is needed if you have In Kind anonymous contributions.
- "Schedule E" (Party only) - Input is needed if the party received amounts from candidates for e.g. expenses.
- "Schedule F" (Party only) - Input is needed if the party collected amounts on behalf of the Candidate and transferred to them.
- "Other" - Input is needed if you received any Other Revenue which must be reported.

The green tabs contain information, or they are fully automated -> no task to perform within these tabs.

The blue tabs contain reporting information which will be used from Elections Yukon and may also be of interest for you. Do not change anything in the tabs "Reporting" and "EFR Reporting".

">250M" and ">250K" show all contributors with contributions >\$250 which will be disclosed. The table can be sorted by amount, just push the respective button on the right hand side of the table.

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	See detailed reporting steps below.																				
Step	Task																				
	"COVER" tab:																				
	<table><tr><th colspan="2">REGISTERED POLITICAL PARTY/CANDIDATE ELECTION FINANCING RETURN</th><td></td></tr><tr><td>Reporting for:</td><td>Party</td><td>Select from drop down: Party or Candidate</td></tr><tr><td>Campaign Period:</td><td>Aug. 6. - Sept. 31/2025</td><td>Sample will be update as soon as known</td></tr><tr><td>REGISTERED POLITICAL PARTY:</td><td>Party Name</td><td>Enter name</td></tr><tr><td>Candidate Name and District:</td><td>Name and District</td><td>Enter name and district of Candidate if Party enter blank</td></tr><tr><td>DATE SUBMITTED:</td><td>22.09.2025</td><td>Automatic, actual date</td></tr></table>			REGISTERED POLITICAL PARTY/CANDIDATE ELECTION FINANCING RETURN			Reporting for:	Party	Select from drop down: Party or Candidate	Campaign Period:	Aug. 6. - Sept. 31/2025	Sample will be update as soon as known	REGISTERED POLITICAL PARTY:	Party Name	Enter name	Candidate Name and District:	Name and District	Enter name and district of Candidate if Party enter blank	DATE SUBMITTED:	22.09.2025	Automatic, actual date
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1	<p>Enter the following in the "Cover" tab:</p> <ul style="list-style-type: none">- Select from Drop Down "Party" or "Candidate" in field B3- Campaign period should have been set automatically (field B4)- Enter Party Name in field B5- Enter Name of Candidate and District in field B6																				

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Contributions

All contributions received for campaign purposes must be reported. This includes contributions received before and during the campaign period. The campaign period begins with the issue of the writ of election and ends 30 days after the return to the writ.

Contributions are gifts made to a candidate in the form of money, a good, a service or a discount off the usual price of a good or service. It does not include volunteer labour. Specific detail is required when reporting contributions.

Monetary contributions are contributions in the form of money and include cash, the monetary value of negotiable instruments (such as a cheque) and money conveyed by credit card or other similar means.

Contributions in kind are contributions of goods and services. For example, a candidate could receive a donated good, such as a piece of used office equipment or a donated service, such as computer repairs.

The value of a contribution in kind is its fair market value when it is contributed. As an example:

- for used office equipment, the fair market value would be the cost of purchasing the used equipment
- for a service, the fair market value would be the amount that a person would usually charge for this service
- for a good or service purchased at a discount, the difference between the price that is usually paid and the discounted price is the fair market value of the contribution

Note: A candidate's nomination deposit is not considered to be a contribution.

"All Receipts" tab and Schedules B, C, G - J

ALL RECEIPTS			Campaign Period Aug. 5 - Sept. 30/2025		REGISTERED POLITICAL PARTY:										CANDIDATE									
			Party Name										Candidate Name and Dist Name and District											
Line	Calendar Year / Campaign Year	Name of Registered Political Party	Contribution from	Date Contribution Received	Date Receipt Issued	Name of Official	Receipt #	Contributor First Name	Contributor Last Name	Contributor Co-Member	Contributor Street Address	Contributor Community	Contributor Province / Territory	Contributor Postal Code	Contributor Country	Contribution Amount in CAD	In Kind	Contribution Type	In Kind Contribution					
1	Aug. 5 - Sep. 30/2025	Party Name Name	Individual	Nov. 12/2025	Dec. 12/2025	Mr. Sample	1234	Mal	Brown	C	Hanson Street...	Whitehorse	YT	Y1A...	Canada	50.00		Monetary - up to \$50 - Schedule G						
2	Aug. 5 - Sep. 30/2025	Party Name Name	Individual	Nov. 14/2025	Dec. 12/2025	Mr. Sample	1235	Danielle	Brown		Downtown Ave	Toronto	ON	M5E...	Canada	50.01		Monetary - \$50.01-\$250 - Schedule I						
3	Aug. 5 - Sep. 30/2025	Party Name Name	Corporation	Nov. 13/2025	Dec. 12/2025	Mr. Sample	1236	Cherly	Hudson		Lake View Drive	Yellowknife	NW/T		Canada	250.01		Monetary - over \$250 - Schedule B						
4	Aug. 5 - Sep. 30/2025	Party Name Name	Corporation	Nov. 14/2025	Dec. 12/2025	Mr. Sample	1237	Susan	Brown		Hanson Street...	Whitehorse	YT	Y1A...	Canada	50.00	x	In Kind - up to \$50 - Schedule H	x					
5	Aug. 5 - Sep. 30/2025	Party Name Name	Trade Union	Nov. 12/2025	Dec. 12/2025	Mr. Sample	1238	Dave	Morris		Broadway 33	New York	NY	10001	USA	50.01	x	In Kind - \$50.01-\$250 - Schedule J	x					
6	Aug. 5 - Sep. 30/2025	Party Name Name	Political Party	Nov. 14/2025	Dec. 12/2025	Mr. Sample	1239	Peter	Polli		Hauptstrasse 55	Wettingen	ALG	5313	Switzerland	250.01	x	In Kind - over \$250 - Schedule C	x					
7	Aug. 5 - Sep. 30/2025	Party Name Name	Individual	Nov. 12/2025	Dec. 12/2025	Mr. Sample	1240	Mal	Brown	C	Hanson Street...	Whitehorse	YT	Y1A...	Canada	201.00		Monetary - \$50.01-\$250 - Schedule I						
8	Aug. 5 - Sep. 30/2025	Party Name Name	Individual	Nov. 14/2025	Dec. 12/2025	Mr. Sample	1241	Danielle	Brown		Downtown Ave	Toronto	ON	M5E...	Canada	200.00	x	In Kind - \$50.01-\$250 - Schedule J	x					
9	Aug. 5 - Sep. 30/2025	Party Name Name	Individual	Nov. 12/2025	Dec. 12/2025	Mr. Sample		Mal	Brown	N	Hanson Street...	Whitehorse	YT	Y1A...	Canada	251.00		Monetary - over \$250 - Schedule B						

Capture all your Monetary and In Kind contributions receipts in tab "All Receipts"

- Column B and C will be filled automatically once you enter an amount in column Q.

- Start in column D with "Contribution from" - Select from the drop down: Individual, Corporation, Trade Union, Political Party

- Column E and F "Date" - Date format YYYY.MM.DD enter either eg. 2024.12.28 or 28.12

- As soon as you enter an amount in column Q the corresponding Schedule is displayed in column S.

- If you mark In Kind in column R the description field in column T is triggered. Please add your description of the In Kind contribution in column T.

- 2 The yellow field marking will go away as soon as you enter your information. A good description should indicate how many items of an article and which amount for each of these as well as a sum of the item and total of all items.

Example:

1 Box paper \$ 50 each = \$ 50

2 Flight tickets \$ 400 each = \$ 800

- The sheet will detect if a last name is inserted twice or more in column J. This does help you to verify if you must consolidate contributions of a certain contributor (same last name, first name and address). See next step - Perform combinations if required.

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"All Receipts" tab and Schedules B, C, G - J - Combination of entries

Contributor First Name	Contributor Last Name	Com/New	Contributor Street Address	Contributor Community	Contributor Province	Contributor Postal Code	Contributor Country	Contribution Amount in CAD	In Kind	Contribution Type	
4	Mat	Brown	C	Hanson Street...	Whitehorse	YT	Y1A...	Canada	50.00		Monetary - up to \$50 - Schedule G
5	Danielle	Brown		Downtown Ave	Toronto	ON	M1B...	Canada	50.01		Monetary - \$50.01-\$250 - Schedule I
7	Susan	Brown		Hanson Street...	Whitehorse	YT	Y1A...	Canada	50.00	x	In Kind - up to \$50 - Schedule H
8	Mat	Brown	C	Hanson Street...	Whitehorse	YT	Y1A...	Canada	201.00		Monetary - \$50.01-\$250 - Schedule I
1	Danielle	Brown		Downtown Ave	Toronto	ON	M1B...	Canada	200.00	x	In Kind - \$50.01-\$250 - Schedule J
	Mat	Brown	N	Hanson Street...	Whitehorse	YT	Y1A...	Canada	251.00		Monetary - over \$250 - Schedule B

Search

☒ (Select All)
☒ Brown
☐ END
☐ Hudson
☐ Morris
☐ Roth
☒ (Blanks)

Hint:

Perform combination if required (If no combination must be done go to step 4):

If you identify that a Contributor made several contributions you should combine those entries. All these entries should be from the same type. (All Monetary or all In Kind)

The system will automatically mark all entries with the same last name (column J) but you need to decide if the contributor is really entered more than once. E.g. Bill and Kate are not the same contributor but twice Bill with the same address is a duplication.

For example if a Contributor has contributed 6x\$50 = \$300 and you have provided 6 different receipts you should combine these 6 items.

- Before you start the corrections, write down the total contributions from line 522 in the "All receipts" tab.
- Mark those 6 items (from the above example) with a "C" in column K "Com/New".
- Add a new entry (same data for this Contributor) except the amount. This is \$300 in this example.
 - No Receipt number required (receipt number field stays empty).
 - If In Kind make sure that you insert the description from all previous combined items in column T.
- Mark this new entry with "N" in column K "Com/New".
- Check if the total contribution does still show the same amount as noted before (line 522). If yes go to step 4. If not check your combinations.

Do not mix Monetary and In Kind contributions.

Hint: If you have a long list of yellow marked last names, you can select one last name from the filter, select Blanks as well. Then decide if you need to correct. If so, you already have an empty line to copy the above mentioned new entry. If you decide there is no correction required, you can mark the entries in column "K" e.g. green. You will have a good overview of what is already done and what is open.

See screenshot of selection sample above.

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"All Receipts" tab and Schedules B, C, G - J - Run macros

Once you have captured all your receipts and combinations (if required) you can run the first macro by pushing "1. Data Transfer" button. See column U.

The system will automatically transfer all data from the "All Receipt" tab to the tab of the corresponding Schedule.

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If you need to add new data after you have done the above mentioned data transfer, enter the new data first.

Then rerun the data transfer to the Schedules by using the buttons

- 1) "Unhide Lines" and
- 2) "Re Run Data Transfer"

Once the data transfer to the Schedules is done, the amounts in lines 528 - 538 on the "All Receipts" tab should turn green. This indicates that the process has been finalized correctly. You are done with Schedules B-C and G-J.

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Summary B	501.01	Summary after correction from Schedule
Summary C	250.01	Summary after correction from Schedule
Summary I	50.01	Summary after correction from Schedule
Summary J	250.01	Summary after correction from Schedule
Summary G	0.00	Summary after correction from Schedule
Summary H	50.00	Summary after correction from Schedule
Total Check	1101.04	
Summary B	751.02	Summary after correction from Schedule
Summary I	300.02	Summary after correction from Schedule
Summary G	50.00	Summary after correction from Schedule
Total Check	1101.04	

If you detect that the numbers are not correct you need to check if the combinations have been done properly. Go back to Step 3.

Once all summaries are correct check the numbers on Schedule A. They should match the numbers from the "All Receipt" sheet.

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SCHEDULE A - ELECTION REVENUE RETURN					
CONTRIBUTIONS	Monetary (Sched B, L, G)		In Kind (Sched C, I, H)		Total Amount
	Number	Amount	Number	Amount	
9. Up to \$50 (from Schedules G and H)	0	\$ 0.00	1	\$ 50.00	50.00
10. \$50.01 to \$250 (from Schedules I and J)	1	\$ 50.01	2	\$ 250.01	300.02
11. Over \$250 (from Schedules B and C)	2	\$ 501.02	3	\$ 250.00	751.02
12. Total Contributions (9+10+11)	3	\$ 551.02	4	\$ 500.02	1101.04

If this is the case you are done with the Receipts.

If you need to print the Schedules B, C and G-J use the "Prepare for Printing" button in the "All Receipts" tab first. This will hide empty lines in these Schedules.

The total amount of your monetary contributions must also match your entries in the "Acc.Register" under "9.-11. Monetary Contributions".

If not check your entries. See step 10.

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	"Other" tab																												
	<p>OTHER REVENUE</p> <p>Revenue includes contributions (which have been recorded above) plus:</p> <ul style="list-style-type: none"> - proceeds from fundraising activities - donations made at meetings and rallies - event registration fees - loans - income from any other source <p>Other revenue is reported as one amount. Detailed records must be maintained, since additional information may be requested by the chief electoral officer.</p>																												
	<table border="1"> <thead> <tr> <th colspan="2">OTHER CONTRIBUTIONS</th> <th>Registered Political Party: Party Name</th> <th>Camp. Period: Aug. 5. - Sept. 30/2025</th> </tr> <tr> <th colspan="2"></th> <th colspan="2">Candidate and District: Name and District</th> </tr> </thead> <tbody> <tr> <th>Line</th> <th>Receipt #</th> <th>Contribution Description</th> <th>Contribution Amount in CAD</th> </tr> <tr> <td>1</td> <td>N/A</td> <td></td> <td>0.00 Other</td> </tr> <tr> <td>2</td> <td>N/A</td> <td></td> <td>0.00 Other</td> </tr> <tr> <td>3</td> <td>N/A</td> <td></td> <td>0.00 Other</td> </tr> <tr> <td>4</td> <td>N/A</td> <td></td> <td>0.00 Other</td> </tr> </tbody> </table>	OTHER CONTRIBUTIONS		Registered Political Party: Party Name	Camp. Period: Aug. 5. - Sept. 30/2025			Candidate and District: Name and District		Line	Receipt #	Contribution Description	Contribution Amount in CAD	1	N/A		0.00 Other	2	N/A		0.00 Other	3	N/A		0.00 Other	4	N/A		0.00 Other
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3	N/A		0.00 Other																										
4	N/A		0.00 Other																										
7	<p>Capture all your Other Revenue (include profits from fundraising activities, donations received at meetings and rallies, membership fees, event registration fees, income from investments, loans and income from any other source) in the tab "Other".</p> <p>This amount will be used in Schedule A (16. Other Revenue - field I25).</p> <p>The amount should match the total of your Other Revenue captured in the "Acc.Register" sheet.</p> <p>If it doesn't match, check your entries in "Other" and "Acc.Register" sheet.</p>																												

Instruction for EFR Template-2025-3

"Schedule E" tab - Party only																																																																																																																																																																																																									
<div>SCHEDULE E – AMOUNTS RECEIVED FROM CANDIDATES</div> <table border="1"> <thead> <tr> <th>39. Name of Candidate</th> <th>40. Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td>\$ 0.00</td> </tr> <tr> <td></td> <td>\$ 0.00</td> </tr> <tr> <td></td> <td>\$ 0.00</td> </tr> </tbody> </table>										39. Name of Candidate	40. Amount		\$ 0.00		\$ 0.00		\$ 0.00																																																																																																																																																																																								
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<p>8 For Party only (not relevant for Candidate): Capture your details for "14. Amounts received from Candidates" in Schedule E. The amount in Schedule E will be used in Schedule A. This amount has to match your entries in the "Acc.Register" sheet. If it doesn't match, check your entries in the "Schedule E" and the "Acc.Register" sheet.</p>																																																																																																																																																																																																									
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Party Name Name A	Individual		2025-11-13	2025-12-28	Mr. Sample	1234	Mat	Brown	Hanson Street...	Whitehorse	YT	Y1A...	Canada	200.00		Monetary - \$50.01-\$250 - Sche	2	Oct. 3 - Dec.		Party Name Name B	Individual		2025-11-14	2025-12-29	Mr. Sample	1235	Mat	Brown	Hanson Street...	Whitehorse	YT	Y1A...	Canada	200.00		Monetary - \$50.01-\$250 - Sche	3	Oct. 3 - Dec.		Party Name Name C	Individual		2025-11-15	2025-12-30	Mr. Sample	1236	Mat	Brown	Hanson Street...	Whitehorse	YT	Y1A...	Canada	200.00		Monetary - \$50.01-\$250 - Sche	4	Oct. 3 - Dec.		Party Name Name D	Individual		2025-11-16	2025-12-31	Mr. Sample	1237	Mat	Brown	Hanson Street...	Whitehorse	YT	Y1A...	Canada	150.00		Monetary - \$50.01-\$250 - Sche	5	Oct. 3 - Dec.		Party Name Name E	Individual		2025-11-17	2026-01-01	Mr. Sample	1238	Mat	Brown	Hanson Street...	Whitehorse	YT	Y1A...	Canada	150.00		Monetary - \$50.01-\$250 - Sche	6	Oct. 3 - Dec.		Party Name Name F	Individual		2025-11-18	2026-01-02	Mr. Sample	1239	Mat	Brown	Hanson Street...	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Schedule F - Contributions received for a Candidate				Campaign Period Oct. 3 - Dec. 10/2025		REGISTERED POLITICAL PARTY:		Party Name		Candidate Name and District: Name and District																																																																																																																																																																																															
Line	Calendar Year	Calendar Party	Name of Registered Political Party	Name of Candidate #42	Contribution from	Date Contribution Received	Date Receipt Issued	Name of Official	Receipt #	Contributor First Name	Contributor Last Name	Contributor Street Address	Contributor Community	Contributor Province/Territory/State	Contributor Postal Code	Contributor Country	Contribution Amount in CAD #43	In Kind (x)	Contribution Type																																																																																																																																																																																						
1	Oct. 3 - Dec.		Party Name Name A	Individual		2025-11-13	2025-12-28	Mr. Sample	1234	Mat	Brown	Hanson Street...	Whitehorse	YT	Y1A...	Canada	200.00		Monetary - \$50.01-\$250 - Sche																																																																																																																																																																																						
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<p>9a For Party only (not relevant for Candidate): Capture your details for "15. Contributions received for a Candidate" in Schedule F. Like in the "All Receipts" tab all information regarding the issued Candidate receipts from the Political Party on behalf of the Candidate should be captured here. The amount in Schedule F will be used in Schedule A. This amount must match your entries in the "Acc.Register" sheet under "15. Contributions received for a Candidate (Party only). The field I23 in Schedule A turns green once the two amounts match. If it doesn't match check your entries in the Acc.Register and in Schedule F.</p>																																																																																																																																																																																																									
<table border="1"> <tbody> <tr> <td>36. Contributions paid to Candidate (Candidate to report Contribution)</td> <td>\$</td> <td>-1'000.00</td> <td>Automatically taken from Account register (Party only), N/A (Candidate)</td> </tr> </tbody> </table>										36. Contributions paid to Candidate (Candidate to report Contribution)	\$	-1'000.00	Automatically taken from Account register (Party only), N/A (Candidate)																																																																																																																																																																																												
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<p>9b For Party only (not relevant for Candidate): The amounts received in Line 15. (Revenue) must be paid to the respective Candidate. This payment is reflected in line Line 36. Contributions paid to a Candidate (Expenses). Capture these amounts in the "Acc.Register" under category 36. Contributions paid to a Candidate. This amount will be used in Schedule D (field D15). The Political Party is responsible for informing the Candidate of these amounts and the details of the issued Candidate receipts (Schedule F). The Candidate must report these amounts in the EFR as Revenue in Schedule A Line 9.-11. (use "All Receipts" tab in the Candidate EFR) Line 15. Schedule A and Line 36. Schedule D will not count in the EFR of the Political Party.</p>																																																																																																																																																																																																									

Instruction for EFR Template-2025-3

	"Acc.register" tab (incl. Expenses)																																																																																																													
	<div>EXPENSES All expenses for goods and services used during the election period must be reported, regardless of when payment is made. This includes expenses incurred before and during the election period. The election period begins with the issue of the writ of election to the date of the return to the writ. The campaign period begins with the issue of the writ of election and ends 30 days after the return to the writ.</div>																																																																																																													
	<table><tr><th colspan="10">Party Name, Name and District, Period: Oct. 3. - Sept. 31/2025</th></tr><tr><th colspan="10">Account register</th></tr><tr><th>Category</th><th>DATE</th><th>Type</th><th>DESCRIPTION OF TRANSACTION</th><th>DEPOSIT</th><th>WITHDRAWAL</th><th>BALANCE</th><th>YEAR/ MONTH</th><th>END</th><th></th></tr><tr><td>Balance</td><td>Oct 31 2025</td><td></td><td>Account Balance (Starting Position)</td><td>0.00</td><td></td><td>0.00</td><td></td><td>Oct 25</td><td></td></tr><tr><td>37 Any Other Costs</td><td>Nov 1 2025</td><td>Bank</td><td>Monthly Bank Fee</td><td></td><td>-6.00</td><td>-6.00</td><td></td><td></td><td></td></tr><tr><td>32 Office & Administration</td><td></td><td>Debit</td><td>Supplies - Office Material, Folder and separators</td><td></td><td>-25.00</td><td>-31.00</td><td></td><td></td><td></td></tr><tr><td>31 Electronic & Print Media</td><td></td><td>a-Transfer</td><td>Website Design</td><td></td><td>-315.00</td><td>-346.00</td><td></td><td></td><td></td></tr><tr><td>37 Any Other Costs</td><td></td><td>b-Transfer</td><td>Room Rental</td><td></td><td>-400.00</td><td>-746.00</td><td></td><td></td><td></td></tr><tr><td>14 Monthly received from Candidates (Party Only)</td><td></td><td>c-Transfer</td><td>Permit received for Candidates</td><td>99.00</td><td></td><td>-647.00</td><td></td><td></td><td></td></tr><tr><td>36 Contributions collected from Political Party on behalf of Candidate</td><td></td><td>d-Transfer</td><td>Transferred to Candidate</td><td></td><td>-1000.00</td><td>-1647.00</td><td></td><td></td><td></td></tr></table>										Party Name, Name and District, Period: Oct. 3. - Sept. 31/2025										Account register										Category	DATE	Type	DESCRIPTION OF TRANSACTION	DEPOSIT	WITHDRAWAL	BALANCE	YEAR/ MONTH	END		Balance	Oct 31 2025		Account Balance (Starting Position)	0.00		0.00		Oct 25		37 Any Other Costs	Nov 1 2025	Bank	Monthly Bank Fee		-6.00	-6.00				32 Office & Administration		Debit	Supplies - Office Material, Folder and separators		-25.00	-31.00				31 Electronic & Print Media		a-Transfer	Website Design		-315.00	-346.00				37 Any Other Costs		b-Transfer	Room Rental		-400.00	-746.00				14 Monthly received from Candidates (Party Only)		c-Transfer	Permit received for Candidates	99.00		-647.00				36 Contributions collected from Political Party on behalf of Candidate		d-Transfer	Transferred to Candidate		-1000.00	-1647.00			
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10	<p>Go to the "Acc. Register" tab (Account register).</p> <p>This tab is meant to capture all your account transactions and does help to categorize them into the EFR relevant Revenue and Expense types.</p> <p>Start with the "Account balance (Starting position)" in field B4 (date) and field E4 (amount). They should show the information of the day before the Campaign Period.</p>																																																																																																													
11	<p>Add all your account transactions in this sheet in columns A-F. Column G will automatically calculate your balance. No input needed in columns I-Y (this part is automated).</p> <ul style="list-style-type: none">- Start with column A and select the category of the transaction from the Drop down menu. An overview of all categories is also shown in the tab "Acc.Categories".- Add date and type of transaction. The type needs to be selected from the drop down menu in column C.- Add a description for the transaction- Select if Deposit or Withdrawal and enter the amount in the corresponding column. Withdrawals must be entered with a minus "-" e.g. -6- Capture all your transactions during the Campaign period on this sheet. <p>The sheet will automatically show the actual account balance in column G. This must match your actual account.</p> <p>Once you are done with all the transactions and the actual account balance is correct you can check the totals in line 500 of this sheet or you can go to tab "Acc. Sum" for an easy overview.</p> <p>If the summary is correct and the account balance does match your account at the end of the Campaign period, you are done with this sheet. This data will be automatically transferred to the corresponding Schedules.</p>																																																																																																													

Instruction for EFR Template-2025-3

Schedule A - Manual input if required

Anonymous contributions

A candidate cannot accept any anonymous contributions. An anonymous contribution received in the form of cash or negotiable instrument must be immediately remitted to the chief electoral officer where it is paid to the Yukon Consolidated Revenue Fund. An anonymous contribution in kind must be immediately delivered to the chief electoral officer where it is donated or disposed of.

Donations received at a meeting or rally held for campaign purposes are deemed not to be anonymous contributions, but must be reported as revenue in the Election Revenue Return.

SCHEDULE A - ELECTION REVENUE RETURN					
CONTRIBUTIONS	Monetary (Schedule A, 1, 2)		In Kind (Schedule A, 3, 4)		Total Amount
	Number	Amount	Number	Amount	
9. Up to \$50 (from Schedules B and C)	0	\$	1	\$	50.00
10. \$50 to \$100 (from Schedules B and C)	1	\$	2	\$	200.00
11. Over \$100 (from Schedules B and C)	2	\$	3	\$	751.02
12. Total Contributions (Part 12)	3	\$	4	\$	1'101.02
13. Anonymous contributions received since last campaign period and declared as such (Schedule D)	5	\$	6	\$	85.00

The amount of Monetary Anonymous contributions has been covered with your Acc. Register entries and will appear in Schedule A "13. Anonymous contributions" in field D19. **But you still need to enter how many Monetary Anonymous contributions - Field B19.**

- 12 If you have any In Kind Anonymous contributions, you need to enter the amount in Schedule A "13. Anonymous contributions" in field G19 as well as the number of In Kind Anonymous contributions in field E19.

All Anonymous contributions will not count as Revenue in your Elections Revenue Return (Schedule A).

"EFR Total" tab

ELECTION FINANCING RETURN			
1. Total Election Revenue (from Line 27 on Schedule A)	\$		2'325.04
2. Total Election Expenses (from Line 38 on Schedule B)	\$		-2'634.39
3. Surplus/Deficit* (1-2)	\$		-1'313.46

* If a deficit is reported, list the names and addresses of all debt holders to whom payment is owed and the amount of each debt below.

DEFICIT REPORT			
4. Name	5. Address	6. Amount	
		\$	0.00

8. STATEMENT OF VERIFICATION

This return contains financial information for the registered political party for the above noted election. It has been prepared based on information and records that to the best of my knowledge are complete and correct.

The duplicate copies of all receipts issued during the campaign period are attached to this return.

Dated at _____ this _____ day of _____ year _____ 2025 _____

Name of Financial Officer: _____ Signature: _____

Tel: _____ email: _____

Finalize the EFR Total sheet:

- Check if the TOTAL ELECTION REVENUE matches your number from Schedule A.
- Check if the TOTAL ELECTION EXPENSES matches your number from Schedule D.
- If a deficit is reported, list the names and addresses of all debt holders to whom payment is owed and the amount of each debt in the respective fields.

- 13 - Add information in section 8 (Statement of verification).

Print sheet EFT Total and sign.

This needs to be delivered with copies of the receipts and any statement of an unincorporated group to Election Yukon.

See also "Additional information which must be filed with the EFR" (page 11 of guide "GE Form 801 Guide for Official Agents.....").

Instruction for EFR Template-2025-3

	"Print and finalize"
14	Print the Cover Sheet.
15	<p>Send signed documents and required additional documentation (see section "Additional information which must be filed with the EFR" - GE Form 801 Guide for Official Agents... page11/12) to Elections Yukon as well as the electronic copy of this template. Subject EFR for <i>Party</i> for Year 2025 or Subject EFR for <i>Party</i> Candidate for Year 2025.</p> <p>The electronic version of this file is to be provided to Elections Yukon. It should be saved using the following format:</p> <ul style="list-style-type: none"> • For a political party: Party Name, EFR 2025 and date. Eg: YLP EFR 2025 19 Dec2025 • For a candidate: Candidate Last Name, political party or independent, ED# and date. Eg: Jones IND EFR 2025 19 Dec 2025
16	Done
	Additional functions
	<p>If you want to use the tables with the Contributors >250 (Tab>250M or Tab>250IK):</p> <ul style="list-style-type: none"> - This tables will be filled automatically from the respective Schedules - If you want to sort them by the amount just push the respective buttons on the right hand side of the tables.