



# **GUIDE FOR REGISTERED POLITICAL PARTIES**

**2022**

## **ANNUAL REVENUE RETURN**





## **GUIDE FOR REGISTERED POLITICAL PARTIES ANNUAL REVENUE RETURN**

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## **Glossary**

### **Contribution**

A gift made to a candidate for campaign purposes or to a registered political party, including a gift in the form of money, a good, a service or a discount off the usual price of a good or service, but not including volunteer labour or the payment of a candidate's nomination deposit.

### **Contribution In-Kind**

A contribution other than a monetary contribution to a candidate or a registered political party means a person or unincorporated group that makes a contribution to the candidate or registered political party.

### **Monetary Contribution**

A contribution in the form of money; "money" includes cash, the monetary value of negotiable instruments and money conveyed by credit card or other similar means.

### **Person**

Means an individual, a corporation, including an entity that is incorporated in any jurisdiction but not including a trade union or a political party, or a partnership, or other unincorporated association, organization or body, that is registered under the Partnership and Business Names Act.

### **Receipt**

Means a receipt issued under Part 6 of the Elections Act.

### **Registered Political Party**

Means any organization approved by the chief electoral officer as a registered political and has as its primary purpose the promotion of candidates for election to the Legislative Assembly

### **Report of the Chief Electoral Officer**

Annual Report on registered political party revenues is published after the deadline for receipt of the election returns, March 31<sup>st</sup> annually and after the election returns have been reviewed.

The Report of the Chief Electoral Officer for the calendar year in which a territorial election occurs also includes the Political Party and Candidates Election Returns.

### **Unincorporated Group**

Means a trade union, a political party, and any other entity that is not a person.

### **Valuation of contributions in kind**

Contributions in kind shall be valued at their fair market value as of the time when they are made.

## Introduction

This guide was prepared for Officials of registered political parties (referred to as “parties” in this guide). Officials must file an Annual Revenue Return (ARR) by March 31 to report financial activity for the previous calendar year. A party that has no contributions must still file an ARR to report that no contributions were received.

The ARR must be prepared and submitted annually by every party registered with Elections Yukon. This is required by section 382 of the *Elections Act*. The purpose of this Return is to publicly disclose the financial activity of the party for the annual reporting period.

In addition to reporting requirements, this guide also provides detailed step-by-step instructions to assist Officials in completing and filing the ARR. It is provided as a resource to parties and their Officials. The *Elections Act* must be consulted for full legal authority.

## Role of the Political Party Official

Officials must be appointed by the leader of the party.

Parties are required to notify the Chief Electoral Officer of the name and contact information of one or more officials to perform certain official duties, in accordance with the *Elections Act*.

An Official is responsible for the financial activities of the party, and must:

- maintain a bank account for deposit of revenue and payment of expenses
- maintain records of contributions, including all contributor information
- identify unincorporated groups and collect required contributor information
- issue receipts for contributions to contributors
- provide duplicate tax receipts for contributions to the Chief Electoral Officer
- make all payments by or on behalf of the party
- keep copies of receipts, records and books of account to provide additional detail to the Chief Electoral Officer, on request, and to verify contribution amounts, if required by Canada Revenue Agency
- complete, sign and file the ARR

## Making a Contribution to a Party

Contributions can be made by:

- Persons, meaning
  - an individual,
  - a corporation which is incorporated in any jurisdiction, or
  - a partnership or other unincorporated association, organization or body that is registered under the *Partnership and Business Names Act*

- Unincorporated groups, meaning
  - a trade union,
  - a political party, or
  - any other entity that is not a person

The Official is responsible to identify unincorporated groups to obtain the required information and statements from them.

Two types of contributions may be made: monetary and “in kind” (also known as “Contribution of Goods or Services”), which are defined in this guide.

There is no limit on contribution amounts. A contributor can make a contribution of any amount, as long as it is properly receipted and necessary information and statements, where required, are obtained.

There is no restriction in the *Elections Act* on who can contribute to a party, as long as the contributor is identified. Anonymous contributions of any type must be turned over to the Chief Electoral Officer.

There is no limit on the total amount of contributions a party can accept, as long as the contributions are properly disclosed.

## Receipts for Contributions

Receipts for all monetary and in kind contributions in a calendar year must be issued using official receipts provided by the Chief Electoral Officer.

Receipts must be requested from the Chief Electoral Officer. Receipts are issued by Elections Yukon – receipts must be accounted for; this includes the balance receipts issued with receipts used (or damaged and spoiled) and returned unused.

There are two different types of receipt forms: one for monetary contributions, which are eligible for a tax credit and one for in kind contributions, which are not eligible for a tax credit.

The Official is authorized to issue receipts on behalf of the party only after the Official’s appointment is received, in writing, by the Chief Electoral Officer.

A receipt cannot be issued for any part of a contribution if the contributor receives in return, or should reasonably expect to receive in return, equivalent value (in cash, negotiable instruments, goods, services or other compensation).

Receipts must be issued for the contribution portion of a donation (i.e. the amount by which the payment exceeds the value of goods and services or other compensation received).

No official receipt can be issued by or on behalf of a party other than one provided by the Chief Electoral Officer, although the Official may issue an interim receipt when a contribution is received.

## What Receipts Must Include

The receipt issued by the Official must show:

- the name of the party
- the name of the party Official
- the date on which the receipt was issued
- the date on which the contribution was received (or the date of the last contribution, if more than one contribution was received from a contributor)
- the name and address of the contributor
- for an individual, the surname and the first name (or initials); a receipt cannot be made out to Mrs. Brown, for example
- only one contributor's name; a receipt cannot be made out to John and Jane Brown, for example
- the amount and type of the contribution
- the signature of the Official

Duplicate copies of all receipts issued during the year must be filed with the ARR. The receipt template, available from Elections Yukon, will produce triplicate copies. If receipts are handwritten, attach photocopies of the contributors' copies to the ARR.

All voided, damaged and unused receipts must be returned with the ARR. An affidavit is required to account for any missing receipts.

## Filing of ARR (When and Where)

The ARR must be filed with the Chief Electoral Officer by **the last day of March in each year**.

There is no provision in the *Elections Act* for the party to apply for an extension of the filing deadline.

The ARR must be filed with the Chief Electoral Officer at the office of Elections Yukon, along with duplicate copies of official receipts and statements from unincorporated groups.

In an election year, duplicate copies of official receipts filed with the Election Financing Return are also required. The ARR can be personally delivered or mailed to the office. The ARR must contain an original signature of the party Official.

Address: Elections Yukon  
Box 2703 (A-9)  
2071 Second Avenue  
Whitehorse, YT Y1A 2C6

## Information Required on the ARR

The ARR sets out the party's total revenue for the preceding calendar year to provide a complete picture of money/value received. Revenue includes contributions and amounts received from all other sources. The ARR has separate sections to record contributions and other revenue. It also includes schedules that allow for reporting of specific information that must be disclosed.

The complete ARR includes:

- Annual Revenue Summary (page one; this includes Other Revenue))
- Monetary Contributions over \$250 (Schedule A)
- In Kind Contributions over \$250 (Schedule B)
- Monetary Contributions from \$50.01 to \$250 (Schedule C)
- In Kind Contributions from \$50.01 to \$250 (Schedule D)
- Monetary Contributions up to \$50 (Schedule E)
- In Kind Contributions up to \$50 (Schedule F)

The names and addresses of contributors who contribute more than \$250 (either monetary or in kind, or a combination of both) to the party are reported to the public, along with the contribution amounts. The names and addresses of the principals of unincorporated groups that contribute over this amount are public as well.

Disclosure occurs only if the amount contributed to the party exceeds \$250; in an election year, contributions to the party and candidates endorsed by the party are not combined for reporting purposes. It is important to share this information with contributors; a contributor's guide has been prepared for this purpose.

The party may not have information to record on each schedule. In that case, the schedule should be included with a note indicating that it's not applicable.

### Additional Information Which Must Be Filed with the ARR

Duplicate copies of all receipts issued for annual contributions must be filed with the ARR, along with voided receipts and any unused receipts. An affidavit is required to account for any missing receipts.

A statement is required from an unincorporated group contributing over \$50.

- Political parties and trade unions: the statement must include the name and address.
- Unincorporated groups: the statement must include the name and address of a principal of the group.

All unincorporated groups must provide a statement identifying any contributors of over \$250 towards the total amount or indicating that no contributor exceeded \$250. The same information is required for any contribution made by another unincorporated group. For example, if ABC Group identifies XYZ Group as a contributor, both groups must provide the information required from unincorporated groups.



## Completing the Party's Annual Revenue Return

### Part 1: Receipt Template

Use the receipt template available from Elections Yukon to print off your receipts in triplicate (monetary and in-kind receipts).

### Part 2: Use Excel (or Similar) to organize Your Contribution Data

Data enter your receipt information into your office Excel or similar spreadsheet. Whatever your office is using should work. You do not have to re-enter the information into Excel.

### Part 3: Annual Revenue Return Summary Template

Print off and attach your ARR cover and your contribution reports as per the schedule requirements.

If you attached a full printed copy in accordance with the Schedules, the individual lines do not have to be filled in (inserted or cut and pasted). However, check off the ecopy box and insert totals at the end of each schedule.

Using the summary data from your spreadsheet you can enter the totals into the ~~form~~ form of the ARR Template. The number of contributions and totals must match from the schedule information.

When you submit the Annual Revenue Return a paper copy of your Excel or other spreadsheet, as well as an electronic copy of the Excel or other spreadsheet are required in order to facilitate the entering of contributor information.

### Header Information

In this section, record:

- the name of the Registered Political Party
- the calendar year covered by the Annual Revenue Return

### Annual Revenue Summary

The first page of the ARR provides a summary of all revenue received in a calendar year.

Line by line instructions for completing the ARR follow. The instructions are numbered to correspond with each line of the ARR. The schedules are designed to record revenue on an ongoing basis. When the schedules are completed, total amounts will be transferred to the corresponding summary lines for reporting purposes.

Except where noted, the information provided on the ARR will be available for review by the public at the office of the Chief Electoral Officer.

## Contributions

Contributions are gifts made to a party 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 party 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

## Annual Revenue Return Summary Page

<b>Line 1</b> <b>Over \$250</b>	Report the number and amount of all monetary contributions and the number and value of all in kind contributions over \$250. In the last column, report the total of all contributions (monetary and in kind) over \$250.
<b>Line 2</b> <b>From \$50.01 - \$250</b>	<p>Report the number and amount of all monetary contributions and the number and value of all in kind contributions from <b>\$50.01 to \$250</b>. In the last column, report the total of all contributions (monetary and in kind) of \$50.01 to \$250.</p> <p>For contributions of more than \$50 from a trade union or political party, a disclosure statement is required indicating the name and address of the trade union or political party.</p> <p>For other unincorporated groups, a disclosure statement is required indicating the name and address of an individual who is a principal of the unincorporated group. All unincorporated groups must provide a statement identifying any contributors of over \$250 towards the total amount or indicating that no contributor exceeded \$250.</p> <p>The same information is required for any contribution made by another unincorporated group. For example, if ABC Group identifies XYZ Group as a contributor, both groups must provide the information required from unincorporated groups. Public disclosure is limited to contributions over \$250</p>

<b>Line 3</b>  <b>Up to \$50</b>	Report the number and amount of all monetary contributions and the number and value of all in kind contributions up to <b>\$50</b> . In the last column, report the total of all contributions (monetary and in kind) of all contributions up to \$50.  Detailed information on these contributions is required on Schedule E (for monetary contributions) and Schedule F (for in kind contributions).
<b>Line 4</b>  <b>Total</b>	Report the total number and amount of all monetary contributions, the total number and value of all in kind contributions and the total of both these amounts.



## ANNUAL REVENUE RETURN

Name of Registered Political Party \_\_\_\_\_ Calendar Year \_\_\_\_\_

ANNUAL REVENUE RETURN SUMMARY					
CONTRIBUTIONS	Monetary		In Kind (Value)		Total
	Number	Amount	Number	Amount	
1. Over \$250 (from Schedules A and B)		\$		\$	\$
2. \$50.01 to \$250 (from Schedules C and D)		\$		\$	\$
3. Up to \$50 (from Schedules E and F)		\$		\$	\$
4. <b>Total Contributions</b> (1+2+3)		\$		\$	\$
5. <b>OTHER REVENUE:</b> (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.)					\$
6. <b>TOTAL ELECTION REVENUE</b> (Include total from Election Revenue Return (Line 17) in an election or by-election year.)					\$
7. <b>TOTAL ANNUAL REVENUE</b> (4+5+6)					<b>Total</b> \$
<b>8. STATEMENT OF VERIFICATION</b>  This return contains financial information for the registered political party for the aforementioned calendar year. 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 year and copies of statements provided by trade unions, political parties or other unincorporated groups are attached to this return. An electronic copy is also provided.  Dated at _____ this _____ day of _____ year _____  Name of Official: _____ Signature of Official: _____  Tel: _____ email: _____					

**Elections Yukon Checklist:**

☐ AAR Signed Summary and Schedules

☐ Duplicate Receipts Receipt Issue/Return Form

☐ On Time Electronic Copy

Original: Chief Electoral Officer Copy: Official

ANNUAL REVENUE RETURN

## Other Revenue

<b>Line 5</b>	Report the total of all other revenue from any other source, as defined below.  Revenue includes contributions (which have been recorded above) plus: <ul style="list-style-type: none"><li>• proceeds from fundraising activities</li><li>• donations made at meetings and rallies</li><li>• membership fees</li><li>• event registration fees</li><li>• income from investments loans</li><li>• income from any other source</li></ul> Other revenue is reported as one amount. Detailed records must be maintained, since additional information may be requested by the Chief Electoral Officer.
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## Total Election Revenue

<b>Line 6</b>	If there was an election or by-election during the calendar year, report the Total Election Revenue from Line 17 on Schedule A of the Party Election Financing Return (Form 64a-16).
<b>Line 7</b>	Add and report the totals of Line 4, 5 and 6.

## Statement of Verification

<b>Line 8</b>	The ARR must be dated and signed by an Official of the party before it is filed with the Chief Electoral Officer.
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## Schedule A - Monetary Contributions Over \$250 In Total

Monetary Contributions Over \$250																													
<b>Line 9</b>	<p>Report all monetary contributions <b>over \$250</b>. You must also report monetary contributions that are less than \$250 if the total of monetary and in kind contributions from the same contributor exceeds \$250.</p> <p>The names and addresses of contributors who make contributions over \$250 are public information.</p> <p>The names will be published, along with the contribution amounts, in the annual report of the Chief Electoral Officer and posted on the Elections Yukon website.</p>	<table border="1"> <thead> <tr> <th colspan="3">SCHEDULE A – MONETARY CONTRIBUTIONS - OVER \$250 IN TOTAL</th> </tr> </thead> <tbody> <tr> <td colspan="3"> <b>9. Monetary Contributions (over \$250)*</b>  <small>(From individuals, trade unions, political parties &amp; other unincorporated groups)**</small> <input type="checkbox"/> Schedule copy attached </td> </tr> <tr> <td><b>10. Name of Contributor</b> <small>(For unincorporated groups, include the name of the group and name of the principal)</small></td> <td><b>11. Address</b> <small>(For unincorporated groups, include the address of the principal)</small></td> <td><b>12. Amount</b></td> </tr> <tr> <td></td> <td></td> <td>\$</td> </tr> <tr> <td></td> <td></td> <td>\$</td> </tr> <tr> <td></td> <td></td> <td>\$</td> </tr> <tr> <td></td> <td></td> <td>\$</td> </tr> <tr> <td></td> <td></td> <td>\$</td> </tr> <tr> <td colspan="2"><b>13. Total Monetary Contributions Over \$250 (Page # ___ of ___)</b></td> <td>\$</td> </tr> </tbody> </table>	SCHEDULE A – MONETARY CONTRIBUTIONS - OVER \$250 IN TOTAL			<b>9. Monetary Contributions (over \$250)*</b> <small>(From individuals, trade unions, political parties &amp; other unincorporated groups)**</small> <input type="checkbox"/> Schedule copy attached			<b>10. Name of Contributor</b> <small>(For unincorporated groups, include the name of the group and name of the principal)</small>	<b>11. Address</b> <small>(For unincorporated groups, include the address of the principal)</small>	<b>12. Amount</b>			\$			\$			\$			\$			\$	<b>13. Total Monetary Contributions Over \$250 (Page # ___ of ___)</b>		\$
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<b>Name of Contributor</b>																													
<b>Line 10</b>	Report the name of the contributor. For unincorporated groups other than trade unions or political parties, include the name of the group and the name of the principal of the group.																												
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<b>Line 12</b>	Report the amount contributed by each of the contributors.																												
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<b>Line 13</b>	Add and report the total of the monetary contributions over \$250.																												

## Schedule B - In Kind Contributions Over \$250 In Total

In Kind Contributions (over \$250)																												
<b>Line 14</b>	<p>Report in kind contributions over \$250. You must also report contributions in kind that are less than \$250 if the total of monetary and in kind contributions from the same contributor exceeds \$250.</p> <p>The names and addresses of contributors who make contributions over \$250 are public information. They will be published, along with the contribution amounts, in the annual report of the Chief Electoral Officer and posted on the Elections Yukon website.</p> <p>Refer to the instructions on Line 2 of this guide for specific requirements relating to unincorporated groups.</p>																											
<div style="border: 1px solid black; padding: 5px;"> <p align="center"><b>SCHEDULE B – IN KIND CONTRIBUTIONS - OVER \$250 IN TOTAL</b></p> <p><b>14. In Kind Contributions (over \$250) *</b> (From individuals, trade unions, political parties &amp; other unincorporated groups)** <input type="checkbox"/> Schedule copy attached</p> <p><small>NOTE: An option to completing Schedule B on this form is to include an electronic excel copy of Schedule B information (Items 15, 16, 17, 18, and 19) in your format with your return. If so, complete para 19 on this form (it is used to total amounts on the Annual Revenue Return Summary on page 1).</small></p> <p><small>Description (line 17) is to describe contribution in kind goods or service.</small></p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;">15. Name of Contributor <small>(For unincorporated groups, include name of the group and name of principal)</small></th> <th style="width: 20%;">16. Address <small>(For unincorporated groups, include the address of the principal)</small></th> <th style="width: 20%;">18. Amount <small>(Value)</small></th> </tr> </thead> <tbody> <tr> <td colspan="3">17. Description:</td> </tr> <tr> <td></td> <td></td> <td>\$</td> </tr> <tr> <td colspan="3">Description:</td> </tr> <tr> <td></td> <td></td> <td>\$</td> </tr> <tr> <td colspan="3">Description:</td> </tr> <tr> <td></td> <td></td> <td>\$</td> </tr> <tr> <td colspan="3">Description:</td> </tr> <tr> <td colspan="2">19. Total In Kind Contributions Over \$250 (Page # of #)</td> <td>\$</td> </tr> </tbody> </table> </div>		15. Name of Contributor <small>(For unincorporated groups, include name of the group and name of principal)</small>	16. Address <small>(For unincorporated groups, include the address of the principal)</small>	18. Amount <small>(Value)</small>	17. Description:					\$	Description:					\$	Description:					\$	Description:			19. Total In Kind Contributions Over \$250 (Page # of #)		\$
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<b>Line 16</b>	<p>Report the address of the individual contributor. For unincorporated groups other than trade unions or political parties, report the address of the principal of the group.</p>																											
<b>Description</b>																												
<b>Line 17</b>	<p>Provide a brief description of the good or service contributed, e.g. use of office space, printing of brochures or computer set-up.</p>																											
<b>Amount (Value)</b>																												
<b>Line 18</b>	<p>Report the fair market value of each of the contributions.</p>																											
<b>Total In Kind Contributions Over \$250</b>																												
<b>Line 19</b>	<p>Add and report the total value of the in kind contributions over \$250</p>																											

## Schedule C - Monetary Contributions \$50.01 To \$250 In Total

Monetary Contributions (\$50.01 to \$250 in total)																										
<b>Lines 20-23</b>	<p>Report monetary contributions from \$50.01 to \$250 in total*.</p> <p>The names and addresses of contributors who make monetary contributions from \$50.01 to \$250 are not public information.</p>	<table border="1"> <thead> <tr> <th colspan="3">SCHEDULE C – MONETARY CONTRIBUTIONS - \$50.01 to \$250 IN TOTAL</th> </tr> </thead> <tbody> <tr> <td colspan="2">20. Monetary Contributions (\$50.01 to \$250) (From individuals, trade unions, political parties &amp; other unincorporated groups)**</td> <td><input type="checkbox"/> Schedule copy attached</td> </tr> <tr> <td>21. Name of Contributor (For unincorporated groups, include the name of the group and name of the principal)</td> <td>22. Address (For unincorporated groups, include the address of the principal)</td> <td>23. Amount</td> </tr> <tr> <td></td> <td></td> <td>\$</td> </tr> <tr> <td></td> <td></td> <td>\$</td> </tr> <tr> <td></td> <td></td> <td>\$</td> </tr> <tr> <td></td> <td></td> <td>\$</td> </tr> <tr> <td></td> <td></td> <td>\$</td> </tr> </tbody> </table>	SCHEDULE C – MONETARY CONTRIBUTIONS - \$50.01 to \$250 IN TOTAL			20. Monetary Contributions (\$50.01 to \$250) (From individuals, trade unions, political parties & other unincorporated groups)**		<input type="checkbox"/> Schedule copy attached	21. Name of Contributor (For unincorporated groups, include the name of the group and name of the principal)	22. Address (For unincorporated groups, include the address of the principal)	23. Amount			\$			\$			\$			\$			\$
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<b>Line 24</b>	Add and report the total value of the monetary contributions from \$50.01 to \$250.	<table border="1"> <tbody> <tr> <td></td> <td>\$</td> </tr> <tr> <td></td> <td>\$</td> </tr> <tr> <td></td> <td>\$</td> </tr> <tr> <td>24. Total Monetary Contributions \$50.01 to \$250 (Page # ___ of ___)</td> <td>\$</td> </tr> </tbody> </table>		\$		\$		\$	24. Total Monetary Contributions \$50.01 to \$250 (Page # ___ of ___)	\$																
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## Schedule D - In Kind Contributions \$50.01 To \$250 In Total

In Kind Contributions (\$50.01 to \$250 in total)																				
<b>Lines 25 - 29</b>	<p>Report in kind contributions from \$50.01 to \$250 in total*.</p> <p>The names and addresses of contributors who make in kind contributions from \$50.01 to \$250 are not public information.</p>	<table border="1"> <thead> <tr> <th colspan="3">SCHEDULE D – IN KIND CONTRIBUTIONS - \$50.01 to \$250 IN TOTAL</th> </tr> </thead> <tbody> <tr> <td colspan="2">25. In Kind Contributions (\$50.01 to \$250) (From individuals, trade unions, political parties &amp; other unincorporated groups)**</td> <td><input type="checkbox"/> Schedule copy attached</td> </tr> <tr> <td>26. Name of Contributor (For unincorporated groups, include name of the group and name of principal)</td> <td>27. Address (For unincorporated groups, include the address of the principal)</td> <td>28. Amount (Value)</td> </tr> <tr> <td colspan="3">29. Description:</td> </tr> <tr> <td></td> <td></td> <td>\$</td> </tr> <tr> <td colspan="3">Description:</td> </tr> </tbody> </table>	SCHEDULE D – IN KIND CONTRIBUTIONS - \$50.01 to \$250 IN TOTAL			25. In Kind Contributions (\$50.01 to \$250) (From individuals, trade unions, political parties & other unincorporated groups)**		<input type="checkbox"/> Schedule copy attached	26. Name of Contributor (For unincorporated groups, include name of the group and name of principal)	27. Address (For unincorporated groups, include the address of the principal)	28. Amount (Value)	29. Description:					\$	Description:		
SCHEDULE D – IN KIND CONTRIBUTIONS - \$50.01 to \$250 IN TOTAL																				
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29. Description:																				
		\$																		
Description:																				
<b>Line 30</b>	Add and report the total value of the in kind contributions from \$50.01 to \$250.	<table border="1"> <tbody> <tr> <td></td> <td>\$</td> </tr> <tr> <td>Description:</td> <td></td> </tr> <tr> <td></td> <td>\$</td> </tr> <tr> <td>Description:</td> <td></td> </tr> <tr> <td></td> <td>\$</td> </tr> <tr> <td>30. Total Monetary Contributions \$50.01 to \$250 (Page # ___ of ___)</td> <td></td> </tr> </tbody> </table>		\$	Description:			\$	Description:			\$	30. Total Monetary Contributions \$50.01 to \$250 (Page # ___ of ___)							
	\$																			
Description:																				
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Description:																				
	\$																			
30. Total Monetary Contributions \$50.01 to \$250 (Page # ___ of ___)																				

## Schedule E - Monetary Contributions Up to \$50 In Total

Monetary Contributions (up to \$50)	
<b>Lines 31 - 34</b>	<p>Report monetary contributions up to \$50 in total.</p> <p>The names and addresses of contributors who make monetary contributions upto \$50 are not public information.</p>
<b>Line 35</b>	<p>Add and report the total value of the monetary contributions up to \$50.</p>

**SCHEDULE E - MONETARY CONTRIBUTIONS - UP TO \$50 IN TOTAL**

**31. Monetary Contributions (up to \$50)**  
(From individuals, trade unions, political parties & other unincorporated groups)\*\* ☐ Schedule copy attached

The names of contributors included on this schedule will not be disclosed publicly.

32. Name of Contributor (For unincorporated groups, include the name of the group and name of the principal)	33. Address (For unincorporated groups, include the address of the principal)	34. Amount
		\$
		\$
		\$

		\$
		\$
		\$
<b>35. Total Monetary Contributions Up to \$50 (Page # ___ of ___)</b>		\$

## Schedule F - In Kind Contributions Up to \$50 In Total

In Kind Contributions (up to \$50)	
<b>Lines 36 - 40</b>	<p>Report in kind contributions up to \$50 in total.</p> <p>The names and addresses of contributors who make in kind contributions up to \$50 are not public information.</p>
<b>Line 41</b>	<p>Add and report the total value of the in kind contributions up to \$50.</p>

**SCHEDULE F - IN KIND CONTRIBUTIONS - UP TO \$50 IN TOTAL**

**36. In Kind Contributions (up to \$50)**  
(From individuals, trade unions, political parties & other unincorporated groups)\*\* ☐ Schedule copy attached

37. Name of Contributor (For unincorporated groups, include name of the group and name of principal)	38. Address (For unincorporated groups, include the address of the principal)	39. Amount (Value)
40. Description:		\$
Description:		
		\$
Description:		
		\$
Description:		
<b>41. Total In Kind Contributions Up to \$50 (Page # ___ of ___)</b>		\$



# Appendix 1 – AAR Template

## Template Annual Revenue Return Summary Page



### ANNUAL REVENUE RETURN

Name of Registered Political Party \_\_\_\_\_ Calendar Year \_\_\_\_\_

ANNUAL REVENUE RETURN SUMMARY					
CONTRIBUTIONS	Monetary		In Kind (Value)		Total
	Number	Amount	Number	Amount	
1. Over \$250 (from Schedules A and B)		\$		\$	\$
2. \$50.01 to \$250 (from Schedules C and D)		\$		\$	\$
3. Up to \$50 (from Schedules E and F)		\$		\$	\$
4. Total Contributions (1+2+3)		\$		\$	\$
5. 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.)					\$
6. TOTAL ELECTION REVENUE (Include total from Election Revenue Return (Line 17) in an election or by-election year.)					\$
7. TOTAL ANNUAL REVENUE (4+5+6)					Total \$
<p><b>8. STATEMENT OF VERIFICATION</b></p> <p>This return contains financial information for the registered political party for the aforementioned calendar year. It has been prepared based on information and records that to the best of my knowledge are complete and correct.</p> <p>The duplicate copies of all receipts issued during the year and copies of statements provided by trade unions, political parties or other unincorporated groups are attached to this return. An electronic copy is also provided.</p> <p>Dated at _____ this _____ day of _____ year _____</p> <p>Name of Official: _____ Signature of Official: _____</p> <p>Tel: _____ email: _____</p>					

**Elections Yukon  
Checklist:**

☐

AAR Signed  
Summary and Schedules

☐

Duplicate Receipts  
Receipt Issue/Return Form

☐

On Time  
Electronic Copy

Original: Chief Electoral Officer Copy: Official

ANNUAL REVENUE RETURN

## **Appendix 2 – Contact Information**

### **Elections Yukon Contact Information**



**For additional information, please contact:**

Elections Yukon,  
Box 2703 (A-9)  
Whitehorse Y1A 2C6

Phone: (867) 667-8683/1-866-668-8683 (toll free)

Fax : (867) 393-6977

email: [info@electionsyukon.ca](mailto:info@electionsyukon.ca)

[www.electionsyukon.ca](http://www.electionsyukon.ca)