

**CHAPLIN & CO. LLP, CHARTERED PROFESSIONAL ACCOUNTANTS**

**2022 Provincial General Election – Campaign Document Checklist**

**The following have been emailed to Chaplin & Co. Chartered Accountants:**

Note – all Microsoft excel spreadsheets noted below can be attained from our website [www.chaplinco.com](http://www.chaplinco.com).

- Completed financial records workbook (downloaded from our website).
- Completed fundraising record spreadsheets (if any events occurred).
- Completed spreadsheet for sign material and prepaid items transferred to the campaign at the beginning of the campaign.
- Completed spreadsheet report of remaining signage inventory at the end of the campaign.
- Merchant bank transaction reports (ms excel format).

**The following have been mailed to Chaplin & Co. Chartered Accountants:**

*(Note: if the physical documentation is of a manageable size, you can also deposit this documentation, in electronic format, into an online file sharing account of your choosing for us to access).*

- Campaign Bank Account Statements for the campaign period (opening to closing of account) that include images of all issued cheques that cleared the bank account.
- Campaign Account Deposit Book (if used).
- Images/Copies of contributor cheques deposited into the campaign bank account.
- Supporting documentation for contributions received by e-transfer, deposited into campaign bank account. Documentation should support identification of e-transfer sender.
- Invoices for all campaign expenses, bills and any other related campaign financial documents organized according to a voucher system.
- Supporting documentation for e-transfers sent from campaign bank account, disbursed from campaign bank account. Documentation should support identification of recipient of e-transfer.
- Any other documentation that is pertinent to this audit (contracts, service agreements, loan agreements etc.)
- Payment of Audit retainer fee (see Auditor Engagement Letter). The cheque should be issued by the associated provincial constituency association. Do not include the payment if the retainer fee was paid already during the campaign period through the campaign bank account.

I have reviewed the checklist and confirm that those items on the checklist have been either emailed (as noted above) or are contained in this package shipped to Chaplin & Co. LLP, Chartered Professional Accountants.

<b>Candidate Name:</b>	
<b>Electoral District Name:</b>	
<b>CFO Name:</b>	
<b>CFO Address:</b>	
<b>CFO Tel#:</b>	
<b>CFO email address:</b>	

\_\_\_\_\_  
CFO Signature

\_\_\_\_\_  
Date