

**Instructions**

All candidates must complete Boxes A, B, C, D, E and F and Schedule 1. All candidates must complete Schedules 2, 3 and 4 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 his or her spouse) shall be paid immediately over to the clerk who was responsible for the conduct of the election.

For the campaign period from (day candidate filed nomination)	YYYY	MM	DD	to	YYYY	MM	DD
	2010	01	04		2010	12	31

- Primary filing reflecting finances to December 31 (or 45<sup>th</sup> day after voting day in a by-election)
- Supplementary filing including finances after December 31 (or 45<sup>th</sup> day after voting day in a by-election)

**Box A: Name of Candidate and Office**

Name of Candidate		
Last Name	First Name	Middle Initial
LATCHFORD	SANDRA	A
Mailing Address		
Suite/Unit No.	Street No.	Street Name
BOX 30	37	PEATS POINT LANE, R.R.#7
City/Town		Province
BELLEVILLE		ON
Postal Code		
K8N4Z7		
Telephone No. (incl. area code)	Fax No.	Email Address
Business	Home	sandra@unb.ca
	613-961-7920	
Name of office for which the candidate sought election		Ward Name or No. (if any)
MAYOR		
Name of Municipality		
COUNTY OF PRINCE EDWARD		

**Box B: Summary of Campaign Income and Expenses**

1. My spending limit (as issued by clerk) was	\$	25,605.85
2. Surplus (or deficit) from previous election	\$	0.00
3. Total contributions received (from Schedule 1)	\$	24,425.88
4. My total campaign expenses that were subject to the spending limit were (from Box C)	\$	23,461.68
5. My total campaign expenses that were not subject to the spending limit were (from Box C)	\$	400.00
6. Total of all campaign expenses (from Box C)	\$	23,861.68
7. Election campaign surplus/deficit from current election (from Box E)	\$	564.20
8. Contributions refunded to candidate or spouse (from Box E)	\$	564.20
9. Amount paid to clerk (from Box E)	\$	0.00

**Box C: Statement of Campaign Period Income and Expenses**

From YYYY	MM	DD	To YYYY	MM	DD	For Candidate
2010	01	04	2010	12	31	SANDRA LATCHARD

**INCOME**

Candidate's surplus from immediately preceding election released by the clerk	+	\$	0.00
Contributions from candidate	- - - - -	+	\$ 15,000.00
Contributions from spouse of candidate	- - - - -	+	\$ 0.00
All other contributions	- - - - -	+	\$ 9,425.88
Revenue from fund-raising functions not deemed a contribution (from Schedule 2, Part III)	- - - - -	+	\$ 0.00
Interest income	- - - - -	+	\$ 0.00
Other (provide full details)			
1.	+	\$	0.00
2.	+	\$	
3.	+	\$	0.00

**Total Campaign Period Income** - - - - - = **\$ 24,425.88** C1

**EXPENSES (Note: include the value of contributions of goods and services)**

**Expenses Subject to Spending Limit**

Advertising	- - - - -	+	\$ 9,486.46
Bank charges	- - - - -	+	\$ 0.00
Brochures	- - - - -	+	\$ 5,589.31
Interest on loan	- - - - -	+	\$ 0.00
Inventory contributed to candidate's campaign (Schedule 3)	- - - - -	+	\$ 0.00
Meetings hosted	- - - - -	+	\$ 480.98
Nomination filing fee	- - - - -	+	\$ 0.00
Office expenses	- - - - -	+	\$ 734.91
Phone and/or Internet	- - - - -	+	\$ 0.00
Salaries and benefits/honoraria/professional fees	- - - - -	+	\$ 0.00
Signs	- - - - -	+	\$ 7,170.02
Other (provide full details)			
1.	+	\$	
2.	+	\$	
3.	+	\$	
<b>Subtotal</b>	- - - - -	=	<b>\$ 23,461.68</b>

C2

**Expenses Not Subject to Spending Limit**

Accounting and audit	- - - - -	+	\$ 400.00
Costs of fund-raising function (from Schedule 2, Part IV)	- - - - -	+	\$ 0.00
Expenses related to compliance audit	- - - - -	+	\$
Expenses related to controverted elections	- - - - -	+	\$
Expenses related to recounts	- - - - -	+	\$
Voting day party / appreciation notices	- - - - -	+	\$
Expenses related to candidate's disability (provide details)			
1.	+	\$	
2.	+	\$	
3.	+	\$	
Other (provide full details)			
1.	+	\$	
2.	+	\$	
3.	+	\$	
<b>Subtotal</b>	- - - - -	=	<b>\$ 400.00</b>

C3

**Total Campaign Period Expenses (C2) + (C3)** - - - - - = **\$ 23,861.68** C4

**Excess (Deficiency) of Income over Expenses (C1) - (C4)** - - - - - = **\$ 564.20**

**Box D: Statement of Assets and Liabilities as at December 31, 2010**

**Assets**

Cash	+	\$	564.20	
Accounts receivable	+	\$	0.00	
Value of inventory retained (from Schedule 4)	+	\$	0.00	
Other (provide full details)				
1.	+	\$		
2.	+	\$		
3.	+	\$		
<b>Total Assets</b>				= \$ <b>564.20</b>

**Liabilities and Excess (Deficiency) of Income over Expenses**

Accounts payable	+	\$	0.00	
Borrowings, overdraft	+	\$	0.00	
Other (provide full details)				
1.	+	\$		
2.	+	\$		
3.	+	\$		
<b>Total Liabilities</b>				= \$

**Box E: Statement of Determination of Surplus or Deficit and Disposition of Surplus**

**Part I – Determination of Surplus or Deficit**

Amount of excess (deficiency) of income over expenses (from Box C)	+	\$	564.20	<b>E1</b>
Deduct: Any deficit carried forward by the candidate from immediately preceding election if the offices are with respect to the same jurisdiction	-	\$		<b>E2</b>
Surplus (or deficit) for the campaign period (E1) – (E2)	=	\$		
Deduct: Any refund of contributions to the candidate or spouse (only if there is a surplus)	-	\$	564.20	
<b>Total Determination</b>	=	\$	<b>0.00</b>	<b>E3</b>

**Part II – Disposition of Surplus**

If line **E3** shows a surplus, the amount must be paid in trust, at the time the financial statements are filed, to the municipal clerk who was responsible for the conduct of the election.

Surplus paid to the municipal clerk of the municipality of \_\_\_\_\_

**Box F: Declaration**

I, SANDRA LATCHFORD, a candidate in the municipality of PRINCE EDWARD COUNTY, hereby declare that to the best of my knowledge and belief that these financial statements and attached supporting schedules are true and correct.

Declared before (clerk or commissioner)  
 in the COUNTY OF PRINCE EDWARD  
 on (yyyy/mm/dd) 2011 / March 23

*Sandra Latchford*  
 Signature of Candidate

*[Signature]*  
 Signature of Clerk or Commissioner

2011 March 23  
 Date Filed in the Clerk's Office (yyyy/mm/dd)

**Schedule 1 – Contributions**

**Part I – Contribution**

Contribution from candidate	----- +	\$	15,000.00	
Contribution from spouse	----- +	\$	0.00	
<b>Total from each single contributor totalling more than \$100</b>				
• include all ticket revenue where ticket price exceeds \$100				
• include all goods and services where value exceeds \$100*				
• do not include contributions from candidate or spouse	----- +	\$	8,125.00	
<b>Total from each single contributor totalling \$100 or less</b>				
• include all ticket revenue where ticket price is \$100 or less				
• include all goods and services where value is \$100 or less*				
• do not include contributions from candidate or spouse	----- +	\$	1,300.88	
<b>*Note: Goods and services must also be reported as expenses in Box C</b>				
Less: Contribution returned or payable to the contributor	----- -	\$	564.20	
Contribution paid or payable to the clerk	----- -	\$		<b>1A</b>
<b>Total Amount of Contribution</b>	----- =	\$	<b>23,861.68</b>	
Total contribution from anonymous sources	-----	\$		<b>1B</b>
Amount of contributions paid or payable to the clerk <b>(1A) + (1B)</b>	----- =	\$		

**Part II – List of Contributions from Each Single Contributor Totalling More than \$100**

**Table 1: Monetary contributions from individuals other than candidate or spouse**

Name	Address	Amount
ALICE DENARD	284 NOXON AVE. BOX482, WELLINGTON ON, K0K 2T0	\$ 750.00
GILLIAN PARKER	2043 COUNTY ROAD 17, RR2 MILFORD, ON, K0K 2P0	\$ 200.00
DEBORAH DENARD	15756 LOYALIST PKWY., BLOOMFIELD, ON, K0K 1G0	\$ 750.00
PAMELA SMITH	314 MASSASSAUGA RD. RR7 BELLEVILLE ON, K8N 4Z7	\$ 200.00
WILLEM MASS	23 MAIN ST. PICTON, K0K 2T0	\$ 200.00
MARY LAZIER CORBETT	68 GOODMAN CRES. MILFORD, ON K0K 2P0	\$ 500.00
RICHARD MANSFIELD	305 MASSASSAUGA RD. BELLEVILLE, ON K8N 4Z7	\$ 500.00
MICHAEL SMITH	34 MAIN ST. PICTON, ON K0K 2T0	\$ 200.00
JOAN MARISSETT	572 COUNTY RD. 11, RR1 PICTON, ON K0K 2T0	\$ 200.00
JOANNE PETRIE	50 OLD STONE ROAD, RR1 CARRING PLACE, ON K0K 1L0	\$ 150.00
WILLIAM VANDOORN	BOX 3, CHERRY VALLEY, ON K0K 1P0	\$ 300.00
ED TAYLOR	265 SANDYHOOK RD. RR8 PICTON, ON K0K 2T0	\$ 500.00
SANDRA TAYLOR	265 SANDYHOOK RD. RR8 PICTON, ON K0K 2T0	\$ 500.00
ROBERT BIRD	8 BENHAM PLACE RD. RR4 PICTON, ON K0K 2T0	\$ 325.00
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<input type="checkbox"/> Additional information is listed on separate supplementary attachment		<b>Total \$ 5,275.00</b>

**Table 2: Monetary contributions from unions or corporations**

Name (Legal and Carrying on Business As)	Address	President or Business Manager	Cheque Signatory	Amount
FRONTIER PROPERTY MANAGEMENT	35 BRIDGE ST. PICTON, ON K0K 2T0	GRAHAM SHANNON	CONRAD GURIEWICZ	\$ 750.00
SANDBANKS HOMES	35 BRIDGE ST. PICTON, ON K0K 2T0	GRAHAM SHANNON	CONRAD GURIEWICZ	\$ 750.00
ESSROC CANADA INC.	CANADIAN PLANT R R 2 PICTON, ON, K0K2T0	MICHAEL MEYSING	SILVO PAUSER G. DALYRUPLE	\$ 750.00
PROCTOR PROPERTY TAX CONSULTING INC	4647 LONG POINT ROAD RR 3, PICTON, ON, K0K2T0	PETER PROCTOR	PETER PROCTOR	\$ 200.00
				\$
				\$
				\$
<input type="checkbox"/> Additional information is listed on separate supplementary attachment				<b>Total</b> \$ <b>2,450.00</b>

**Table 3: Contributions in goods or services (Note: must also be reported as expenses in Box C)**

Name	Address	Goods or Services	Amount
ALEXANDER MURRAY	3-6 Talbot Street, Picton, ON	Audit services	\$ 400.00
			\$
			\$
			\$
			\$
			\$
			\$
			\$
<input type="checkbox"/> Additional information is listed on separate supplementary attachment			<b>Total</b> \$ <b>400.00</b>

**Total Part II Contributions**

**\$ 8,125.00**

**Schedule 2 – Fund-Raising Function**

Additional schedule for each event or activity held is/are listed on separate supplementary attachment(s)

Date YYYY	MM	DD	Description of event or activity
			NOT APPLICABLE

Admission charge (per person)\* (may not exceed individual contribution limit) - - - - - \$ 0.00 2A

\*If admission charge per person is not consistent, attach complete breakdown of all ticket sales.

Number of tickets sold - - - - -                      2B

**Part I – Ticket Revenue**

Lines: (2A) x (2B) (Include in Schedule 1) - - - - - = \$ 0.00

**Part II – Other Revenue Deemed A Contribution**

Provide full details (e.g., revenue from goods sold in excess of fair market value)

1.	- - - +	\$ <u>0.00</u>
2.	- - - +	\$
3.	- - - +	\$
4.	- - - +	\$
5.	- - - +	\$
6.	- - - +	\$
7.	- - - +	\$
8.	- - - +	\$
<b>Total Part II Revenue (include in Schedule 1)</b>	- - - - - =	\$

**Part III – Other Revenue Not Deemed A Contribution**

Provide full details (e.g., contributions of \$10 or less; revenue from refreshment sold at cost)

1.	- - - +	\$ <u>0.00</u>
2.	- - - +	\$
3.	- - - +	\$
4.	- - - +	\$
5.	- - - +	\$
6.	- - - +	\$
7.	- - - +	\$
8.	- - - +	\$
<b>Total Part III Revenue (include in Box C)</b>	- - - - - =	\$

**Part IV – Expenses Related to Fund-Raising Function**

Venue - - - - -	- - - +	\$
Event advertising - - - - -	- - - +	\$
Food and drink - - - - -	- - - +	\$
Entertainment - - - - -	- - - +	\$
Other (provide full details)		
1.	- - - +	\$
2.	- - - +	\$
3.	- - - +	\$
4.	- - - +	\$
5.	- - - +	\$
6.	- - - +	\$
7.	- - - +	\$
8.	- - - +	\$
<b>Total Part IV Expenses (include in Box C)</b>	- - - - - =	\$

**Schedule 3 – Inventory of Campaign Goods and Materials (from Previous Campaign)  
Used in Candidate's Campaign**

Description	Date Acquired (yyyy/mm/dd)	Supplier	Unit Value	Quantity	Total Value
NOT APPLICABLE			\$		\$ 0.00
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
<b>Total Value of Inventory from Previous Campaign Used in Candidate's Campaign</b>					<b>\$</b>

**Schedule 4 – Inventory of Campaign Goods and Materials at The End of Campaign**

Description	Date Acquired (yyyy/mm/dd)	Supplier	Unit Value	Quantity	Total Value
NOT APPLICABLE			\$		\$ 0.00
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
<b>Total Value of Inventory of Campaign Goods and Materials</b>					<b>\$</b>

**Auditor's Report****Municipal Elections Act, 1996 (Section 78)**

A candidate who has received contributions or incurred expenses in excess of \$10,000 must attach an auditor's report. 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

Professional Designation of Auditor

Chartered Accountant

Municipality

Prince Edward County

Date (yyyy/mm/dd)

2011/03/21

Contact Person

Last Name

Murray

First Name

Alexander

Licence No.

1-7030

Address

Suite/Unit No.

3

Street No.

6

Street Name

Talbot Street

City/Town

Picton

Province

ON

Postal Code

K0K2T0

Telephone No. (incl. area code)

613-476-7925

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