

BC candidate disclosure statement

For the desk's own use on a paid job. One sheet per campaign: a candidate who ran for two offices has two campaigns, two accounts and two statements. Every figure we enter comes from a record the agent sent; anything a record does not settle goes to section F as a question for the agent. The statement is prepared for the agent's and candidate's review and filing. We give no legal or accounting advice and we never contact Elections BC for the client.

Dates. Due January 15, 2027 (LECFA s. 47 (1)). Late, with the \$500 fee, to February 16, 2027 (s. 47 (2)). Aim to deliver by January 8, 2027 so both signatures and the filing fit before the due date. Jobs that start after January 8 are quoted with the late date in writing.

A. Job details

Candidate full name (and ballot name)	
Jurisdiction, office sought, election area	
Endorsing elector organization, if any	
Financial agent (or "candidate is own agent"), appointment date	
Agent's email and phone	
Campaign account(s): institution and branch address only, never account numbers	
Campaign period expense limit for this office and area (elections.bc.ca/local-expense-limits)	
Withdrew or acclaimed?	
Price quoted (CA\$), date accepted, 50% received	
Target delivery date; how the agent will file (SOFA, email, courier)	

B. Records received

RECORD	RECEIVED	GAPS OR NOTES
☐ Every campaign account statement, opening to today		
☐ Deposit slips, cheque register, transaction slips		
☐ Receipts and invoices for every expense, with the dates each item was used		
☐ Contribution record: name, residential address, date, value, eligibility		
☐ In-kind contributions, discounts and reused signs, with market values		
☐ Loan documents (lender, dates, rate, balance owing)		
☐ Fundraising function records (tickets, prices, income, costs)		
☐ Campaign financing arrangement and amendments (endorsed only)		
☐ Shared expense agreements with other candidates		
☐ Written authorizations; details of any former financial agent		

C. Bank tie-out

The statement must agree with the campaign account. Fill from the bank statements first, then from the forms; the two balances must match before anything goes to the agent.

FROM THE BANK STATEMENTS	CA\$	FROM THE FORMS	CA\$
Total deposits		Total income (Form 4504301)	
Total withdrawals and cheques		Total expenses (Form 4504301)	
Balance today		Balance remaining (box A, Form 4504311)	
Difference, explained			

D. Form by form

Forms 4504300 and 4504301 go in every statement; the rest only when there is something to report (cover page, page 2). Each total on 4504301 must equal the box it names on the form it comes from.

FORM	NEEDED	BUILT FROM	TOTAL CA\$	CROSS-CHECK
4504300 Cover page (2 pages)	Yes	Section A		Both signature lines left blank for the client
4504301 Campaign financing summary	Yes	The forms below		Matches section C
Campaign financing arrangement copy		Elector organization		Latest version, with amendments
4504302 Summary of contributions		Contribution record		Under \$100 count and total; anonymous count and total; box A of 4504303
4504303 Contributions of \$100 or more		Contribution record		Every giver whose total reaches \$100, each gift dated, residential address
4504304 Permissible loans		Loan documents		Payments go on 4504309
4504305 Other income and transfers		Bank deposits not from contributions		Interest, refunds, non-contribution fundraising income
4504306 Prohibited contributions and loans		Contribution record		Each one, and what was done with it
4504307 Election expenses		Receipts, by date used		Election period (box A) vs campaign period (box B); box B within the limit
4504308 Shared election expenses		Sharing agreements		Only our share is on 4504307
4504309 Other expenses and transfers given		Bank withdrawals		Loan payments, transfers, costs after voting day
4504310 Fundraising function (one each)		Function records		Contributions on 4504302/4504303; other income on 4504305; costs on 4504307
4504311 Disbursement of surplus		Bank balance		Candidate repaid first; under \$500 as directed; \$500 or more all to the jurisdiction
4504312 Former financial agents		Appointment history		Name, dates, contact

E. Rule checks before delivery

CHECK	OK	NOTE
☐ No giver above \$1,429.70 for 2026 (endorsed: candidate and elector organization together in the jurisdiction); unendorsed candidate's own money up to double the limit		
☐ Anonymous gifts \$50 or less per person; none collected online		

CHECK	OK	NOTE
☐ Every giver an eligible individual (BC resident, citizen or permanent resident)		
☐ Every transaction through the campaign account; card purchases repaid from it		
☐ Each expense placed in the period it was used, not the period it was paid		
☐ Reused signs and in-kind items at market value, both as contribution and expense		
☐ Campaign period expenses within the limit in section A		
☐ No blank box where a form asks for a figure		

F. Questions for the agent (judgment calls)

Anything the records do not settle. We write what we assumed and why; the agent decides. Nothing here is advice; where the agent is unsure, Elections BC answers questions at 1-800-661-8683 or electoral.finance@elections.bc.ca, and the agent asks them directly.

ITEM	WHAT WE ASSUMED, AND WHY	AGENT'S ANSWER

G. Delivery and filing

STEP	DATE
☐ Send the package: filled forms as one PDF, the bank tie-out, the questions in F, and the filing steps below	
☐ Agent's answers to F folded in; final PDF sent	
☐ Candidate and agent sign the declaration on the cover page (Form 4504300)	
☐ Agent files with Elections BC: SOFA (preferred) or electoral.finance@elections.bc.ca ; keeps a copy	
☐ Elections BC's receipt confirmation seen; second 50% invoiced	
☐ If Elections BC asks for a supplementary report on something inside our scope: fixed free, back to the agent within 10 business days (it is due within 30 days of their notice)	
☐ Client records returned or deleted as the client asks; the candidate keeps the originals in BC for 5 years after voting day	

Terms on every job. Prepared for your review and filing. The candidate and financial agent sign and file. No legal or accounting advice. Liability is capped at the fees paid. British Columbia law governs. If Elections BC returns the statement for a reason inside our scope, we fix it free.

Built from Elections BC Forms 4504300 to 4504312, the Guide to Campaign Financing for Local Candidates and Financial Agents in B.C. (June 2026) and LECFA ss. 47, 49 and 54, checked October 14, 2026. Campaign Filing Desk is a service of 1414618 B.C. Ltd., British Columbia.