

**\*\*\* IMPORTANT messages regarding filing of Financial Statements**

- Candidates participating in the Contribution Rebate Program must provide a **copy** of all their expense invoices and receipts when submitting their Financial Statement.

**\*Please Note:**

- Original invoices and receipts **cannot** be accepted.
- The City Clerk's Office **cannot** make photocopies of original invoices and receipts.
- Candidates are responsible for retaining original copies of expense records for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized.
- Candidates raising over \$10,000 and/or participating in the Contribution Rebate Program must ensure that:
  - a separate "Auditor's Report" accompanies the Financial Statement at the time of filing (please see below for more information); and
  - the "Auditor's Report" information section of the Financial Statement is complete.

**Auditor's Report**

All Auditor's Reports must be provided by auditors licensed under the *Public Accounting Act, 2004*, and:

- be done in accordance with generally accepted auditing standards;
- set out the scope of the examination; and
- provide an opinion as to the completeness and accuracy of the financial statement and whether it is free of material misstatement.

Candidates failing to provide a separate Auditor's Report and/or fill out the "Auditor's Report" information section of the Financial Statement will be ineligible to participate in the Contribution Rebate Program and may be deemed to be in default of the *Municipal Elections Act, 1996*.

**Closure Notice**

The Toronto Elections Office will be closed on February 21, 2011 for the Family Day Holiday. Regular office hours will resume on February 22, 2011.