



Instructions for financial spreadsheet

Getting started

1. You must first declare the cash, assets and liabilities carried over from the previous year.
2. On row 4 under balance enter the closing balance of your bank statement from the previous year (please note it should be equal to the opening balance of this year)
3. If in your previous return you declared any assets and liabilities entered the corresponding values in row 4 in the corresponding column. These are usually Accounts receivable and accounts payables from the previous year.

Entering a debit-deposit

- 1- On the same row, write the day, select a month, write the name of supplier/description and afterwards write the amount under Debit-Deposit. Afterwards click on the scroll down menu of select a category select the corresponding category of revenue

Entering a Credit-cheques

- 1- On the same row, write the day, select a month, write the name of supplier/description write the amount under Credit-cheques and afterwards click on the scroll down menu of select a category select the corresponding category of expense

Dividing revenues in different categories

- 1- On the same row, write the day, select a month, write the name of supplier/description and afterwards write the amount under Debit-Deposit. Do not use the Select a category scroll down menu.
- 2- Manually enter the divided values in the corresponding columns on the same row until they are equal to the amount entered under Debit-Deposit.

Dividing expenses in different categories

- 1- On the same row, write the day, select a month, write the name of supplier/description and afterwards write the amount under Credit-cheques. Do not use the Select a category scroll down menu.
- 2- Manually enter the divided values in the corresponding columns on the same row until they are equal to the amount entered under Credit-cheques.

Entering an Account receivable

- 1- On the same row, write the day, select a month, and write the name of supplier/description. Do not insert a value in the debit-deposit or credit-cheques
- 2- Enter the amount of the accounts receivable in the corresponding revenue source or sources (example, contributions, transfers received)
- 3- Toggle to the Accounts receivable column and on the same row enter the total amount of revenue declare in the revenue sources.



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- 4- If you have \$100 in contributions, you should have \$100 under Accounts receivable. If you have \$50 in contributions and \$100 in transfers received, you should have \$150 under Accounts receivable.

Entering an Account payable

- 1- On the same row, write the day, select a month, and write the name of supplier/description. Do not insert a value in the debit-deposit or credit-cheques
- 2- Enter the amount of the accounts receivable in the corresponding expense source or expense (example, advertising, office expense)
- 3- Toggle to the Accounts payable and accrued liabilities column and on the same row enter the total amount of revenue declare in the revenue sources.
- 4- If you have \$100 in Advertising - Radio, you should have \$100 under Accounts payable and accrued liabilities. If you have \$100 in Advertising – Radio and \$200 in Travel and hospitality, you should have \$300 under Accounts payable and accrued liabilities.

Reducing an Account Receivable

1. On the same row, write the day, select a month, and write the name of supplier/description and afterwards write the amount under Debit-Deposit. Afterwards click on the scroll down menu of Select a category and select the Current Assets - Account Receivable category and enter the amount.
2. This will generate a negative amount in the Account Receivable column and will reduce your total accounts receivable.
 - a. If the debit-deposit represents a new source of revenue and an Account Receivable.
 - b. On the same row, write the day, select a month, and write the name of supplier/description and afterwards write the amount under Debit-Deposit. Do not use the Select a category scroll down menu.
 - c. Manually enter the divided values in the corresponding columns on the same row until they are equal to the amount entered under Debit-Deposit. The values entered under Revenues should be positive and the value entered under Account Receivable should be negative.
 - d. The total of revenues sources and the positive value of the Account Receivable for that row must balance with the debit-deposit.

Reducing an Account payable

- 1- On the same row, write the day, select a month, and write the name of supplier/description and afterwards write the amount under Credit-cheques. Afterwards click on the scroll down menu of Select a category and select the Current Liabilities - Accounts payable and accrued liabilities category.
- 2- This will generate a negative amount in the Accounts payable and accrued liabilities column and will reduce your total accounts payable.
 - a. If the Credit-cheques represents a new source of expense and an Accounts payable.



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- b. On the same row, write the day, select a month, and write the name of supplier/description and afterwards write the amount under Credit-cheques. Do not use the Select a category scroll down menu.
- c. Manually enter the divided values in the corresponding columns on the same row until they are equal to the amount entered under Credit-cheques. The value entered under Expenses and Cash Outflows should be positive and the value entered under Accounts payable and accrued liabilities should be negative.
- d. The total of Expenses and Cash Outflows sources and the positive value of the Accounts payable and accrued liabilities for that row must balance with the Credit-cheques.

Declaring adjustments for bank charges preserved by the party

1. The deposits received from the party are the net amounts after the bank fees are deducted. You must declare the gross amount to elections Canada and declare the bank fees as an expense.
2. On the same row, write the day, select a month, and write the name of supplier/description. Do not insert a value in the debit-deposit or credit-cheques.
3. Insert the amount of total bank charges deducted by the party (this amount will be provided to you) under contributions.
4. Insert the same amount on the same row under bank charges and interest.

Declaring adjustments for fundraising activities (personal benefit)

1. The contribution revenue deposited into your account is the gross amount prior to apply the personal benefit.
2. In the financial statement you must declare the amount after applying the personal benefit. In order to do so, enter the negative value of the total personal benefit applied on contributions throughout the year (this number will be provided to you by the party) under the contributions column.
3. On the same row, write positive value of the amount value of the total personal benefit applied on contributions throughout the year under column fundraising activities (under revenues; column K)

Deleting the contents of a row

1. Click on the "To reset a row, click here" button located on cells A1 and B1.
2. A pop up window will appear.
3. Enter the row number that you wish to delete and click OK.