

**Instructions**

All candidates must complete Boxes A and B. Candidates who receive contributions or incur expenses must complete Boxes C, D, Schedule 1 and Schedule 2 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 their spouse) shall be immediately paid to the clerk who is responsible for the conduct of the election.

For the campaign period from (day clerk received nomination) 

YYYY	MM	DD
2 0 2 2	0 7	0 5

 to 

YYYY	MM	DD
2 0 2 2	1 2	3 1

Initial filing reflecting finances from start of campaign to December 31 (or 45 days after voting day in a by-election)

Supplementary filing reflecting finances from start of campaign to end of extended campaign period

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

Candidate's name as shown on the ballot

Last Name or Single Name

Shantz

Given Name(s)

Sandra

Office for Which the Candidate Sought Election

Mayor

Ward Name or Number (if any)

Municipality

Township of Woolwich

Spending Limit

General 24,481<sup>30</sup> *SS*  
~~\$22,520.35~~

Parties and Other Expressions of Appreciation

\$2,252.04 244813 *SS*

Contribution Limit

Contributions from Candidate and Spouse  
\$11,034.20 11,495<sup>60</sup> *SS*

I did not accept any contributions or incur any expenses. (Complete Boxes A and B only)

**Box B: Declaration**

I, Sandra Shantz, declare that to the best of my knowledge and belief that these financial statements and attached supporting schedules are true and correct.

*Sandra Shantz*  
Signature of Candidate

2023/03/06 *SS*

Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)

2023/03/06

Time Filed

10:10 am

Initial of Candidate or Agent (if filed in person)

*SS*

Signature of Clerk or Designate

*[Signature]*

## Box C: Statement of Campaign Income and Expenses

### LOAN

Name of bank or recognized lending institution

N/A

Amount borrowed  
\$

### INCOME

Total amount of all contributions (from line 1A in Schedule 1)	+ \$	13,245.10
Revenue from items \$25 or less	+ \$	
Sign deposit refund	+ \$	
Revenue from fundraising events not deemed a contribution (from Part III of Schedule 2)	+ \$	
Interest earned by campaign bank account	+ \$	
Other (provide full details)		
1.	+ \$	
2.	+ \$	
3.	+ \$	
4.	+ \$	
5.	+ \$	
6.	+ \$	

**Total Campaign Income (Do not include loan)**

= \$ 13,245.10 C1

### EXPENSES (Note: Include the value of contributions of goods and services)

#### 1. Expenses subject to general spending limit

Inventory from previous campaign used in this campaign (list details in Table 2 of Schedule 1)	+ \$	2,131.50
Advertising	+ \$	69.43
Brochures/flyers	+ \$	3,804.01
Signs (including sign deposit)	+ \$	2,750.15
Meetings hosted	+ \$	47.76
Office expenses incurred until voting day	+ \$	118.17
Phone and/or internet expenses incurred until voting day	+ \$	
Salaries, benefits, honoraria, professional fees incurred until voting day	+ \$	
Bank charges incurred until voting day	+ \$	40.59
Interest charged on loan until voting day	+ \$	
Other (provide full details)		
1. Website	+ \$	180.00
2. Postage	+ \$	2,045.10
3.	+ \$	
4.	+ \$	
5.	+ \$	
6.	+ \$	

**Total Expenses subject to general spending limit**

= \$ 11,186.71 C2

#### 2. Expenses subject to spending limit for parties and other expressions of appreciation

1. Celebration party	+ \$	303.57
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2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

**Total Expenses subject to spending limit for parties and other expressions of appreciation** = \$ 303.57 C3

**3. Expenses not subject to spending limits**

Accounting and audit	_____	+ \$	1,695.00
Cost of fundraising events/activities (list details in Part IV of Schedule 2)	_____	+ \$	_____
Office expenses incurred after voting day	_____	+ \$	_____
Phone and/or internet expenses incurred after voting day	_____	+ \$	_____
Salaries, benefits, honoraria, professional fees incurred after voting day	_____	+ \$	_____
Bank charges incurred after voting day	_____	+ \$	16.30
Interest charged on loan after voting day	_____	+ \$	_____
Expenses related to recount	_____	+ \$	_____
Expenses related to controverted election	_____	+ \$	_____
Expenses related to compliance audit	_____	+ \$	_____
Expenses related to candidate's disability (provide full details)	_____		
1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Other (provide full details)	_____		
1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

**Total Expenses not subject to spending limits** = \$ 1,711.30 C4

**Total Campaign Expenses (C2 + C3 + C4)** = \$ 13,201.58 C5

**Box D: Calculation of Surplus or Deficit**

Excess (deficiency) of income over expenses (Income minus Total Expenses) (C1 - C5)	_____	+ \$	43.52	D1
If there is a surplus, deduct any refund of candidate's or spouse's contributions to the campaign	_____	- \$	43.52	
<b>Surplus (or deficit) for the campaign</b>	_____			= \$ _____ D2

If line D2 shows a surplus, the amount must be paid in trust, at the time the financial statements are filed, to the municipal clerk who is responsible for the conduct of the election.

# Schedule 1 – Contributions

## Part I – Summary of Contributions

Contributions in money from candidate and spouse	+ \$ 5,145.00
Contributions in goods and services from candidate and spouse (include value listed in Table 1 and Table 2)	+ \$ 2,131.50
Total value of contributions not exceeding \$100 per contributor • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor is \$100 or less (do not include contributions from candidate or spouse).	+ \$ 820.43
Total value of contributions exceeding \$100 per contributor (from line 1B; list details in Table 3 and Table 4) • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor exceeds \$100 (do not include contributions from candidate or spouse).	+ \$ 5,148.17
Less: Ineligible contributions paid or payable to the contributor Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25	- \$ - \$
<b>Total Amount of Contributions (record under Income in Box C)</b>	<b>= \$ 13,245.10 1A</b>

## Part II – Contributions from candidate or spouse

**Table 1: Contributions in goods or services**

Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)
<b>Total</b>		

Additional information is listed on separate supplementary attachment, if completed manually.

**Table 2: Inventory of campaign goods and materials from previous municipal campaign used in this campaign (Note: Value must be recorded as a contribution from the candidate and as an expense.)**

Description	Date Acquired (yyyy/mm/dd)	Supplier	Quantity	Current Market Value (\$)
Lawn Signs	2014/08/15	Burrows Signs	65	851.50
Large Signs	2014/08/15	Burrows Signs	40	1,280.00
<b>Total</b>				<b>2,131.50</b>

Additional information is listed on separate supplementary attachment, if completed manually.

## Part III – Contributions exceeding \$100 per contributor – individuals other than candidate or spouse

**Table 3: Monetary contributions from individuals other than candidate or spouse**

Name	Full Address	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Rod Shantz	135 Young Street St.Jacobs, ON, N0B 2N0	2022/09/06	750.00	
Christian Lamanna	42 Avoca Dr, Markham, ON, L3R 8Y3	2022/09/26	1,200.00	
David Singer	51 Shallmar Blvd, Toronto, ON M6C K2	2022/10/12	1,200.00	
Mike Puopolo	51 Northmanor Cr, Kitchener, ON, N2N 3C2	2022/10/12	250.00	
Michael Schmidt	15 Colquhoun St Ayr, ON, N0B 1E0	2022/10/12	350.00	
Paul Brown	253 Hostetler Rd, New Hamburg ON N3A 0B1	2022/10/12	350.00	
Mike Gilles	34 Weberlyn Cr, Conestogo, ON, N0B 1N0	2022/10/24	250.00	
Richard Frede	471 Mill St, Salem, ON N0B 1S0	2022/10/24	500.00	
<b>Total</b>			<b>4,850.00</b>	

Additional information is listed on separate supplementary attachment, if completed manually.

**Table 4: Contributions in goods or services from individuals other than candidate or spouse**  
(Note: Must also be recorded as Expenses in Box C.)

Name	Full Address	Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)
Judy Shantz	135 Young Street St.Jacobs, ON, N0B 2N0	Office supplies	2022/09/12	118.17
Marc Sitler	166 Appalachain Cr, Kitchener, ON N2E 1A4	Website	2022/08/01	180.00
<b>Total</b>				<b>298.17</b>

Additional information is listed on separate supplementary attachment, if completed manually.

**Total for Part III – Contributions exceeding \$100 per contributor**  
(Add totals from Table 3 and Table 4 and record the total in Part 1 – Summary of Contributions) \$ 5,148.17 1B

## Schedule 2 – Fundraising Events and Activities

Complete a separate schedule for each event or activity held.

Additional schedule(s) attached, if completed manually.

### Fundraising Event/Activity 1

Description of fundraising event/activity N/A

Date of event/activity (yyyy/mm/dd) \_\_\_\_\_

#### Part I – Ticket revenue

Admission charge (per person) \$ \_\_\_\_\_ 2A

(If there are a range of ticket prices, attach complete breakdown of all ticket sales)

Number of tickets sold x \_\_\_\_\_ 2B

**Total Part I (2A X 2B) (include in Part I of Schedule 1)** = \$ \_\_\_\_\_

#### Part II – Other revenue deemed a contribution

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

1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

**Total Part II (include in Part I of Schedule 1)** = \$ \_\_\_\_\_

#### Part III – Other revenue not deemed a contribution

Provide details (e.g., contribution of \$25 or less; goods or services sold for \$25 or less)

1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

**Total Part III (include under Income in Box C)** = \$ \_\_\_\_\_

#### Part IV – Expenses related to fundraising event or activity

Provide details

1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

**Total Part IV Expenses (include under Expenses in Box C)** = \$ \_\_\_\_\_

## Auditor's Report – Municipal Elections Act, 1996 (Section 88.25)

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

Professional Designation of Auditor

Chartered Professional Accountant

Municipality Waterloo	Date (yyyy/mm/dd) 2023/02/02
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### Contact Information

Last Name or Single Name Welch	Given Name(s) Suzanne	Licence Number 3-3190159
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### Address

Suite/Unit Number	Street Number 510	Street Name Weber Street North
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Municipality Waterloo	Province Ontario	Postal Code N2L 4E9
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Telephone Number 519-725-2600	Email Address SWelch@mac-ca.com
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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

Report is attached

Personal information, if any, collected on this form is obtained under the authority of sections 88.25 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open. Campaign financial statements shall also be made available by the clerk in an electronic format free of charge upon request.

## INDEPENDENT AUDITOR'S REPORT

To Sandra Shantz, Candidate Township of Woolwich municipal election and clerk of the Corporation of the Township of Woolwich in the Regional Municipality of Waterloo

### **Report on the Financial Statement**

We have audited the accompanying Financial Statement - Auditor's Report Candidate - Form 4 of the candidate Sandra Shantz of Township of Woolwich Municipal Council campaign for the Municipal election held on October 24, 2022, which comprises the Statement of campaign Income and Expenses, Schedule 1 - Contributions and Schedule 2 - Fundraising Events and Activities for the campaign period ended December 31, 2022.

This Financial statement and schedules have been prepared by the candidate based on the financial reporting provisions of Section 88.25 of *Municipal Elections Act, 1996* and the accounting guidelines issued by Elections Ontario.

#### *The Candidate's Responsibility for the financial statement*

The candidate of the campaign is responsible for the preparation of the Financial Statement in accordance with the financial reporting provisions of section 88.25 of *Municipal Elections Act, 1996* and the accounting guidelines issued by Elections Ontario and for such internal control as the official candidate determines is necessary to enable the preparation of a Financial Statement that is free from material misstatement, whether due to fraud or error.

#### *Auditor's Responsibility*

Our responsibility is to express an opinion on the Financial Statement based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements, and plan and perform the audit to obtain reasonable assurance whether the Financial Statement is free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the Financial Statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the Financial Statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the preparation of the Financial Statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the official agent, as well as evaluating the overall presentation of the Financial Statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

*Basis for Qualified Opinion*

Due to the inherent nature of the transactions of political entity of this type, the completeness of Various categories of income and expenses is not susceptible to satisfactory audit verification. Accordingly, our verification of income and expenses was limited to the amounts recorded in the campaign's accounting records of the candidate Sandra Shantz campaign and we were not able to determine whether any adjustments might be necessary to income, expenses for the period ended December 31, 2022.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report.

We are independent of the registered political entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

*Qualified Opinion*

In our opinion, except for the possible effects of the matter described in the "Basis for Qualified Opinion" paragraph, the accompanying Financial Statement of Sandra Shantz's campaign is prepared, in all material respects, in accordance with the applicable financial reporting provisions of section 88.25 of *Municipal Elections Act, 1996* and the accounting guidelines issued by Elections Ontario.

*Basis of Accounting and Restriction on Use*

The Financial Statement is prepared to assist the candidate to meet the requirements of the *Municipal Elections Act 1996* and the accounting guidelines issued by Elections Ontario. As a result, the Financial Statement may not be suitable for another purpose. Our report is intended solely for the candidate and clerk of the Corporation of the Township of Woolwich in the Regional Municipality of Waterloo should not be used by parties other than the candidate or the Chief Electoral Officer.

**Report on Other Legal and Regulatory Requirements**

As required by section 88.25 of *Municipal Elections Act, 1996* and the accounting guidelines issued by Elections Ontario, in our opinion, the Financial Statement presents the information contained in the financial records on which it is based.

MAC LLP.

Waterloo, Ontario  
February 2, 2023

LICENSED PUBLIC ACCOUNTANTS  
CHARTERED PROFESSIONAL ACCOUNTANTS



Chartered Professional Accountants

510 Weber Street North, Waterloo, Ontario N2L 4E9  
30 Arthur Street South, Elmira, Ontario N3B 2M7  
T 519.725.2600 TF 1.877.725.2611 www.mac-ca.com

February 10, 2023

MAC LLP  
510 Weber Street North  
Waterloo, ON N2L 4E9

Dear Sir/Madame:

In connection with your audit of the “Financial Statement-Auditor’s Report Candidate-Form 4” (“Financial Statement”) of Sandra Shantz, a candidate in the Township of Woolwich Municipal election held on October 24, 2022, in connection with your completion of the Financial Statement, we assure you that to the best of our knowledge and belief:

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated January 16, 2023 for the preparation of the Financial Statement, which comprises
  - Statement of Campaign Income and Expenses
  - Schedule 1: Contributions
  - Schedule 2: Fund-Raising Events
- 2) The date of the Financial Statement is February 2, 2023.
- 3) You have been provided a note describing the financial reporting framework applied for preparing the Financial Statement and auditors report to be attached to the Financial Statement.
- 4) You have been afforded access to all the records, documents, books, accounts, bank account records and vouchers held by the official agent and held by the candidate relating to the election.
- 5) All loans, advances, deposits, contributions, and gifts received, and all expenses incurred have been determined and recorded as required by the *Act* and in accordance with the 2022 Candidates’ Guide-Ontario municipal council and school board elections:
- 6) The contributions accepted and incurred campaign expenses were during the campaign period only. No contribution in excess of the amount given by the Clerk were contributed by the candidate or by the candidate’s spouse (\$11,034.20) and no contribution in excess of an individual limit amount (\$1,200) has knowingly been accepted from a particular individual.
- 7) No contribution received from any individual in the same jurisdiction (for example, running for the same council) a total of more than \$5,000.
- 8) Expenses were incurred within the spending limit given by the Clerk. (General spending limit \$22,520.35 and Celebration party spending limit \$2,252.04).
- 9) All persons indicated on the receipt made such donations on their own behalf and not as nominees for other persons or for an organization.
- 10) All contributions received from ineligible contributors were returned to the contributor within 30 days of becoming aware of the ineligibility or, if not possible, the amount of it or, in the case of non-monetary contribution, an amount of money equal to its value, was paid to the Clerk.
- 11) No electoral campaign expenses (as defined in the *Act*) have been incurred by any person or organization other than the candidate.
- 12) We have disclosed to you all claims and possible claims against the candidate and/or the official agent, whether or not such claims have been discussed with a lawyer;
- 13) We are not aware of any illegal or possible illegal acts that have not been disclosed to you.

- 14) To the extent possible, taking into account the nature and size of the candidate's campaign, we acknowledge our responsibility to implement controls procedures designed to prevent and detect misstatements whether due to fraud or error. We believe that there are no uncorrected misstatements;
- 15) We confirm that we have disclosed to you all significant facts relating to any frauds or suspected frauds known to us that may have affected the Financial Statement, and the results of our assessment of any material misstatements resulting from the fraud;
- 16) We are not aware of any instances of non-compliance or suspected non-compliance with the Act or other laws and regulations whose effects should be considered when preparing the Financial Statement;
- 17) All subsequent events to the date of the Financial Statement that affect the information required to be disclosed or adjusted in this Financial Statement have been accounted for or disclosed in the Financial Statement;
- 18) Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable;
- 19) The amounts shown in the Campaign Bank Reconciliation – Statement of Income and Expenses of the Financial Statement for the total campaign cash inflows and total election expenses are \$13,245.10 and \$13,201.58 respectively;
- 20) For the sole purpose of the candidate's electoral campaign, a separate bank account was opened in a Canadian financial institution as defined in section 2 of the *Bank Act*,
- 21) All financial transactions of the candidate in relation to an electoral campaign that involve the payment or receipt of money were paid from or deposited to the account.

Yours truly,

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Sandra Shantz, Mayor-Township of Woolwich

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Date