

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 5	0 4

 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
Hilsinger

Given Name(s)
Donna

Office for Which the Candidate Sought Election
Mayor

Ward Name or Number (if any)

Municipality
Sault Ste. Marie

Spending Limit
General
\$53,995.00

Parties and Other Expressions of Appreciation
\$

Contribution Limit
Contributions from Candidate and Spouse
\$18,440.00

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

Box B: Declaration


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



Signature of Candidate

2023/03/30

Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd) <u>2023/03/31</u>	Time Filed <u>1:05pm</u>	Initial of Candidate or Agent (if filed in person) <u>DA</u>	Signature of Clerk or Designate 
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Box C: Statement of Campaign Income and Expenses**LOAN**

Name of bank or recognized lending institution

Amount borrowed
\$**INCOME**

Total amount of all contributions (from line 1A in Schedule 1)	+ \$	30,787.96
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)**= \$ 30,787.96 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)

Advertising	+ \$	22,183.42
Brochures/flyers	+ \$	1,033.34
Signs (including sign deposit)	+ \$	5,198.00
Meetings hosted	+ \$	
Office expenses incurred until voting day	+ \$	177.31
Phone and/or internet expenses incurred until voting day	+ \$	262.15
Salaries, benefits, honoraria, professional fees incurred until voting day	+ \$	
Bank charges incurred until voting day	+ \$	128.02
Interest charged on loan until voting day	+ \$	
Other (provide full details)		

1. T-shirts	+ \$	756.31
2. City Map Mounting	+ \$	47.11
3. Paypal Fees	+ \$	409.75
4.	+ \$	
5.	+ \$	
6.	+ \$	

Total Expenses subject to general spending limit = \$ **30,195.41 C2****2. Expenses subject to spending limit for parties and other expressions of appreciation**

1.	+ \$	
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Schedule 1 – Contributions

Part I – Summary of Contributions

Contributions in money from candidate and spouse	+ \$	12,908.96	
Contributions in goods and services from candidate and spouse (include value listed in Table 1 and Table 2)	+ \$		
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).	+ \$	229.00	
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).	+ \$	17,650.00	
Less: Ineligible contributions paid or payable to the contributor Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25	– \$		
	– \$		
Total Amount of Contributions (record under Income in Box C)	= \$	30,787.96	1A

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 (\$)
Total		

☐ 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 (\$)
Total				

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

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

2.		+ \$	
3.		+ \$	
4.		+ \$	
5.		+ \$	
Total Expenses subject to spending limit for parties and other expressions of appreciation		= \$	C3

3. Expenses not subject to spending limits

Accounting and audit	+ \$	550.00	
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	+ \$	16.00	
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	= \$	566.00	C4

Total Campaign Expenses (C2 + C3 + C4) = \$ **30,761.41** **C5**

Box D: Calculation of Surplus or Deficit

Excess (deficiency) of income over expenses (Income minus Total Expenses) (C1 – C5)	+ \$	26.55	D1
If there is a surplus, deduct any refund of candidate's or spouse's contributions to the campaign	– \$		
Surplus (or deficit) for the campaign	= \$	26.55	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.

Name	Full Address	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Sandra Hollingsworth		2022/10/10	500.00	
Elizabeth Mackenzie		2022/10/12	100.00	
John Martella		2022/10/13	1,200.00	
Sean Meades		2022/10/24	200.00	
Michael Young		2022/10/06	200.00	
Frank Palumbo		2022/09/12	500.00	
Maria Coppola		2022/10/17	250.00	
Helen McKiernan		2022/07/28	100.00	
Mary Hilsinger		2022/06/21	1,200.00	
Gerry Loughheed		2022/07/18	500.00	
Beverly Teller		2022/09/22	100.00	
Frank S Sarlo		2022/09/22	250.00	
William Boyle		2022/09/22	100.00	
Paul Hurtubise		2022/09/28	100.00	
Frank Caputo		2022/09/22	500.00	
Total			17,650.00	

☐ 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 (\$)

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 (\$)
Theresa Mudge		2022/07/22	200.00	
Martin Pochtaruk		2022/07/31	500.00	
William Stone		2022/08/03	1,200.00	
Paul Skeggs		2022/08/05	250.00	
John Paul Paccioco		2022/08/05	250.00	
Peter Vaudry		2022/08/06	250.00	
Donald McConnell		2022/08/08	500.00	
Michael Moore		2022/08/17	1,000.00	
Mark Lajambe		2022/09/01	500.00	
Chris Cooper		2022/09/09	1,200.00	
J Susan Myers		2022/09/16	100.00	
Chris Fera		2022/09/16	100.00	
Sandra Quinn		2022/09/16	100.00	
Anne Bostelar		2022/09/18	100.00	
Robert Cohen		2022/09/19	350.00	
Clark McDaniel		2022/09/20	1,200.00	
Frank A. Sarlo		2022/09/21	250.00	
David Hollingsworth		2022/09/21	500.00	
Phillip Virene		2022/09/27	500.00	
Emily Hillstrom		2022/09/27	1,200.00	
Bonnie Patterson		2022/10/01	500.00	
Michaela Murphy		2022/10/06	100.00	
Zahida Croskery		2022/10/07	1,000.00	

Name	Full Address	Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)
Total				

☐ 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) \$ 17,650.00 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 _____

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, Licensed Public Accountant

Municipality Sault Ste. Marie	Date (yyyy/mm/dd) 2023/03/30
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Contact Information

Last Name or Single Name Suraci	Given Name(s) Joal	Licence Number 3-31205
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Address

Suite/Unit Number 302	Street Number 369	Street Name Queen St East
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Municipality Sault Ste. Marie	Province Ontario	Postal Code P6A 1Z4
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Telephone Number 705-253-0110	Email Address jsuraci@numbersrus.ca
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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.



Anthony S. Rossi • Joel C. Suraci • Riki L. Olaszewski
Chartered Professional Accountants, Licensed Public Accountants

369 QUEEN ST EAST, SUITE 302 • SAULT STE MARIE, ONTARIO • P6A 1Z4
Tel 705-253-0110 • Fax 705-253-1771

INDEPENDENT AUDITORS' REPORT

To: Rachel Tyczinski, City Clerk, Region of Sault Ste. Marie

Qualified Opinion

We have audited the Financial Statement - Auditor's Report Candidate - Form 4 (the "Financial Statement") of Donna Hilsinger (the "Candidate"), which comprises the Statement of Campaign Income and Expenses and Determination of Surplus or Deficit and Disposition of Surplus for the period May 4, 2022 to December 31, 2022 (relating to the Election held on October 24, 2022) and other explanatory information.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our auditors' report, the accompanying Financial Statement for the Candidate for the period from May 4, 2022 to December 31, 2022 is prepared, in all material respects, in accordance with Section 88 of the Municipal Elections Act, 1996 (the "Act").

Basis for Qualified Opinion

Due to the nature of the types of transactions inherent in an election campaign, the completeness of contributions and disbursements is not susceptible to satisfactory audit verification. Accordingly, our verification of these transactions was limited to the amounts recorded in the records provided by the Candidate. Therefore, we were not able to determine whether any adjustments might be necessary to the income, expenses, surplus or deficit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statement* section of our auditors' report. We are independent of the Candidate in accordance with the ethical requirements that are relevant to our audit of the Financial Statement in Canada and we have fulfilled our other 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.

Emphasis of Matter - Basis of Accounting and Restriction on Distribution and Use

The Financial Statement is prepared to assist the Candidate to meet the financial reporting requirements of the Act. As a result, the Financial Statement may not be suitable for a for any other purpose. Our report is intended solely for the Candidate and Rachel Tyczinski, City Clerk, Region of Sault Ste. Marie and should not be distributed to or used by parties other than the Candidate and Rachel Tyczinski, City Clerk, Region of Sault Ste. Marie. Our opinion is not modified in this matter.

Responsibilities of the Candidate

The Candidate is responsible for the preparation of the Financial Statement in accordance with the financial reporting provisions of section 88 of the Municipal Elections Act, 1996, and for such internal control as the Candidate determines is necessary to enable the preparation of a Financial Statement that is free from material misstatement, whether due to fraud or error.

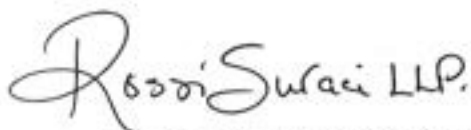
Auditors' Responsibilities for the Audit of the Financial Statement

Our objectives are to obtain reasonable assurance about whether the Financial Statement as a whole is free from material misstatement, whether to due fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the Financial Statement.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the Financial Statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Candidate's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Communicate with those charged with governance regarding, among other matters, the planned scope, timing and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Chartered Professional Accountants, Licensed Public Accountants
March 30, 2023
Sault Ste. Marie, Canada