

Political Financing Checklist

(Use Weekly During the Campaign by official agent/financial agent)

A. Setup (do this immediately)

- Confirm election level and jurisdiction (federal / provincial / municipal)
- Identify the required reporting type (filing only vs. audit required)
- Open/confirm the designated campaign bank account (where required)
- Create a file system (digital folders + naming rules)
- Choose a tracking tool (spreadsheet is fine if consistent)
- Define approval rules (who can authorize expenses and when)

B. Contributions (money in)

For every contribution, can you capture and store:

- Contributor name (and details required by your rules)
- Date received
- Amount and payment method
- Proof (e-transfer confirmation, cheque copy, payment receipt)
- Eligibility check notes (as applicable)
- Deposit reference (which bank deposit it appears in)

Weekly control

- Contribution log matches deposits on the bank statement
- Any refunds/returned contributions are documented and traceable

C. Expenses (money out)

For every expense, can you capture and store:

- Vendor name
- Date incurred and date paid
- Amount (and tax where relevant)
- Category (use consistent categories)
- Proof (invoice/receipt)
- Purpose (why it relates to campaign activity)
- Payment evidence (bank/credit card statement line)

Weekly control

- Expense log matches payments on bank/credit card statements
- Major spending has agreements/contracts saved (media, consulting, venues)

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D. Fundraising events (if applicable)

- Event details: date, location, organizer
- Ticket revenue records (who paid, how much, when)
- Expenses tied to the event (venue, catering, ads)
- Net fundraising result is clearly supported

E. Bank reconciliation (your best friend)

- Reconcile weekly (or at least monthly)
- No unexplained deposits
- No unexplained withdrawals
- Clear notes for adjustments, fees, and refunds

F. Audit readiness (even if you “might not need audit”)

- Receipts are readable and stored
- Missing receipts are resolved quickly (don't wait until after election day)
- Categories are consistent and defensible
- All transactions have supporting documentation



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