

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 8	1 5

 to

YYYY	MM	DD
2023	01	03

- 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 Bradley	Given Name(s) Jessica
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Office for Which the Candidate Sought Election Councillor - Gloucester Southgate	Ward Name or Number (if any) 10
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Municipality
Ottawa

Spending Limit General \$32,318.15	Parties and Other Expressions of Appreciation \$ 3,231.82	Contribution Limit Contributions from Candidate and Spouse \$ 11,427.80
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I did not accept any contributions or incur any expenses. (Complete Boxes A and B only)

Box B: Declaration

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

Jessica Bradley
Signature of Candidate

2023/01/19
Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd) 2023/02/24	Time Filed 9:38	Initial of Candidate or Agent (if filed in person) JB	Signature of Clerk or Designate Rifower
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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)	+ \$ 13,893.10
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) = \$ 13,893.10 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)	+ \$
Advertising	+ \$ 463.30
Brochures/flyers	+ \$ 6,359.40
Signs (including sign deposit)	+ \$ 3,809.27
Meetings hosted	+ \$
Office expenses incurred until voting day	+ \$ 234.13
Phone and/or internet expenses incurred until voting day	+ \$ 377.83
Salaries, benefits, honoraria, professional fees incurred until voting day	+ \$
Bank charges incurred until voting day	+ \$ 15.37
Interest charged on loan until voting day	+ \$
Other (provide full details)	
1. Online Contribution Fees - NationBuilder	+ \$ 431.27
2. _____	+ \$
3. _____	+ \$
4. _____	+ \$
5. _____	+ \$
6. _____	+ \$

Total Expenses subject to general spending limit = \$ 11,690.57 C2

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

1. Coffee - Volunteers (Tim Horton's)	+ \$ 65.59
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2. Meet and Greet - Waterford Residence	+ \$	316.40	
3. E-Day Food and Drink	+ \$	226.00	
4. Victory Party Supplies and Food	+ \$	398.55	
5. _____	+ \$		
Total Expenses subject to spending limit for parties and other expressions of appreciation	= \$	1,006.54	C3

3. Expenses not subject to spending limits

Accounting and audit	+ \$	1,130.00	
Cost of fundraising events/activities (list details in Part IV of Schedule 2)	+ \$	20.79	
Office expenses incurred after voting day	+ \$	23.70	
Phone and/or internet expenses incurred after voting day	+ \$		
Salaries, benefits, honoraria, professional fees incurred after voting day	+ \$		
Bank charges incurred after voting day	+ \$	21.50	
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	= \$	1,195.99	C4

Total Campaign Expenses (C2 + C3 + C4) = \$ 13,893.10 C5

Box D: Calculation of Surplus or Deficit

Excess (deficiency) of income over expenses (Income minus Total Expenses) (C1 – C5)	+ \$		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		= \$	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	+	\$	
Contributions in goods and services from candidate and spouse (include value listed in Table 1 and Table 2)	+	\$	102.94
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).	+	\$	501.00
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).	+	\$	13,289.16
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)	=	\$	13,893.10 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 (\$)
Signs/Screws	2022/09/21	11.06
Signs/Washers	2022/09/21	15.24
Office Supplies/Paper	2022/09/16	29.93
Office Supplies/Ink	2022/09/16	46.71
Total		102.94

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

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 (\$)
Kathy Fisher	37 Cellini Court, Ottawa, Ontario K1G 5K3	2022/09/02	250.00	
Andrew Zarama	231 fourth Street, Ottawa, Ontario K1S 2L7	2022/09/02	1,200.00	
Neil Saravanamuttoo	124 First Avenue, Ottawa, Ontario K1S 2G4	2022/09/02	100.00	
Martin Eley	3369 Clearwater Crescent, Ottawa, Ontario K1V 7S4	2022/09/02	100.00	
Carol Eley	3369 Clearwater Crescent, Ottawa, Ontario K1V 7S4	2022/09/02	100.00	
Shawn Menard	65 Belmont Avenue, Ottawa, Ontario K1S 0V2	2022/09/02	200.00	
Matthew Pinder	3334 Four Seasons Drive, Inverary, Ontario K0H 1X0	2022/09/02	100.00	
Thomas Donnelly	2496 Bank Street, Ottawa, Ontario K1V 0W8	2022/09/02	1,200.00	
Susan Bradley	229 Dufferin Avenue, Brantford, Ontario N3T 4R7	2022/09/06	1,200.00	
Michael Quigley	1325 Fontenay Crescent, Ottawa, Ontario K1V 7K5	2022/09/07	100.00	
Lisa Sadler	3306 Clearwater Crescent, Ottawa, Ontario K1V 7S2	2022/09/07	100.00	
Ana Maria Cruz-Valderrama	57 Binbury Way, Ottawa, Ontario K1T 4C2	2022/09/08	100.00	
Carolyn Corrigan	11 Raj Terrace, Ottawa, Ontario K1G 4T4	2022/09/08	100.00	
Keri Lewis	1970 Rosebella Avenue, Ottawa, Ontario K1T 1G7	2022/09/12	100.00	
Richard Gresser	15 Picasso Drive, Ottawa, Ontario K1G 5S9	2022/09/15	250.00	
Stephen Long	372 Wisteria Crescent, Ottawa, Ontario K1V 0N9	2022/09/19	100.00	
James Bickford	305-1014 Bank Street, Ottawa, Ontario K1S 3W8	2022/09/22	300.00	
Sheila Gervais	33 Southland Crescent, Ottawa, Ontario K1G 5E6	2022/09/26	100.00	
Andrew Eldridge	5 Scarfe Gardens, Brantford, Ontario N3T 6B2	2022/09/26	200.00	
Joan Weinman	55 Wright Lane, Picton, Ontario K0K 2T0	2022/09/27	100.00	
Heather Purcell	23 Helena Avenue, Toronto, Ontario M6G 2H3	2022/09/28	500.00	
Paige Purcell	252 Harmer Avenue, Ottawa, Ontario K1Y 0V6	2022/09/29	150.00	
Regent Gagnon	2745 Mozart Court, Ottawa, Ontario K1T 2P3	2022/10/05	100.00	

Name	Full Address	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Ron Richards	6163 Pebblewoods Drive, Ottawa, Ontario K4P 0A1	2022/10/14	250.00	
David Claxton	213-318 Lorry Greenberg Dr, Ottawa, Ontario K1T 2R5	2022/10/14	200.00	
Richard Kroeker	102 Sai Crescent, Ottawa, Ontario K1G 5P1	2022/10/17	200.00	
Reid Smith	131 Solera Circle, Ottawa, Ontario K1T 0C6	2022/10/17	105.00	
Stephen Zlepnig	3103 Stagecoach Road, Ottawa, Ontario K0A 2W0	2022/10/21	500.00	
Raymond Sullivan	39 Fifth Avenue, Ottawa, Ontario K1S 2M3	2022/10/24	100.00	
Steve Czuczor	3592 Trappers Road, Ottawa, Ontario K1T 2R4	2022/10/26	100.00	
Diane Deans	6163 Pebblewoods Drive, Ottawa, Ontario K4P 0A1	2022/08/24	750.00	
Janet Mismas	3656 Albion Road, Ottawa, Ontario K1T 1A3	2022/10/17	150.00	
Ginette Crew	1320 Plante Drive, Ottawa, Ontario K1V 9G2	2022/10/17	200.00	
Blair Crew	1320 Plante Drive, Ottawa, Ontario K1V 9G2	2022/10/17	200.00	
Suzanne Mercier Tang Kai	113 Gardenia Court, Ottawa, Ontario K1G 6R4	2022/10/24	250.00	
Blair Crew	1320 Plante Drive, Ottawa, Ontario K1V 9G2	2022/11/05	200.00	
Jessica Bradley	306-1014 Bank Street, Ottawa, Ontario K1S 3W8	2023/01/04	1,399.41	
Total			11,354.41	

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 (\$)
Kevin Litt	413 Edgeworth, Ottawa, Ontario K2B 5K9	Signs	2022/09/28	1,196.11
Diane Deans	6163 Pebblewoods Drive, Ottawa, Ontario K4P 0A1	Wood Stakes	2022/09/22	47.39
Diane Deans	6163 Pebblewoods Drive, Ottawa, Ontario K4P 0A1	Stamps	2022/09/01	20.79
Kathy Fisher	37 Cellini Court, Ottawa, Ontario K1G 5K3	Food/E-Day	2022/10/24	23.47
Laura Dragone	183 Laval, Ottawa, Ontario K1L 5S5	Party Supplies/Victory Party	2022/10/24	93.74
Elizabeth Eldridge	5 Scarfe Gardens, Brampton, Ontario N3T 6B2	Food/Victory Party	2022/10/24	236.85

Name	Full Address	Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)
Stephe Zlepnig	3103 Stagecoach Road, Osgoode, Ontario K0A 2W0	Food/Waterford Meet and Greet	2022/10/11	316.40
Total				1,934.75

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) \$ 13,289.16 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.	Stamps for fundraising letter	+ \$	20.79
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

Total Part IV Expenses (include under Expenses in Box C) = \$ **20.79**

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

Municipality OTTAWA			Date (yyyy/mm/dd) 2023/01/31
Contact Information			
Last Name or Single Name POOLE		Given Name(s) ANDREA	Licence Number 379033
Address			
Suite/Unit Number	Street Number 48	Street Name DUNVEGAN ROAD	
Municipality OTTAWA		Province ONTARIO	Postal Code K1K 3G3
Telephone Number 613-218-5931		Email Address ANDREA@NUMERISCPA.COM	

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.

AUDITOR'S REPORT –FORM 4: FINANCIAL STATEMENTS

To: Jessica Bradley, and
The City Clerk of The City of Ottawa re: Jessica Bradley 2022 Municipal Election Campaign

Qualified Opinion

I have audited the accompanying Form 4: Financial Statement - Auditor's Report Candidate of the Jessica Bradley 2022 Municipal Election Campaign (the "Form 4"), for the campaign period August 24, 2022 to January 3, 2023 relating to the City of Ottawa Municipal Election held on October 24, 2022, prepared in accordance with Section 88 of the Municipal Elections Act, 1996.

In my opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of my report, the accompanying Form 4 present fairly, in all material respects, the Statement of income and Expenses of the Campaign as at January 3, 2023, and the results of its operations for the campaign period then ended in accordance with the accounting treatment prescribed in the Municipal Elections Act, 1996.

Basis for Qualified Opinion

Due to the nature of the types of transactions inherent in any election campaign, the completeness of the various categories of income and expenses is not susceptible to satisfactory audit verification. Accordingly, my verification of income and expenses was limited to the amounts recorded in the candidate's election campaign records and I was not able to determine whether any adjustments might be necessary to income, expenses, or campaign period surplus/deficit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. my responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Form 4 section of my report. I am independent of the Campaign in accordance with the ethical requirements that are relevant to my audit of the Form 4 in Canada, and I have fulfilled my other ethical responsibilities in accordance with those requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified audit opinion.

Other Matter

Without modifying my opinion, I note that the Form 4 is prepared for the information and use of the Candidate and the City Clerk to comply with the Municipal Elections Act, 1996, and as such, may not be suitable for another purpose. The attached Form 4 is not intended to be and should not be used by anyone other than the specified users or for any other purpose.

Responsibilities of the Candidate for the Financial Statements

The Candidate is responsible for the preparation and fair presentation of the Form 4 in accordance with the accounting treatment prescribed in the Municipal Elections Act, 1996.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the Form 4 as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my 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 Form 4. As part of an audit in accordance with Canadian generally accepted auditing standards, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the Form 4, 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 my 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 Campaign's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

I communicate with the Candidate regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Numeris CPA

Numeris CPA Professional Corporation
Chartered Professional Accountant
Licensed Public Accountant

Ottawa, Ontario
January 31, 2023

Explanation

By-law No. 2022-76 authorizes the payment of rebates to individuals who make contributions to participating candidates for office on the municipal council who comply with the provisions of the by-law. Under Subsection 7(d) of the by-law, “a participating candidate shall submit an additional form, one established for that purpose by the City Clerk, upon which the auditor confirms that he or she has verified all contributions against a bank statement for the campaign account.”

Name of Auditor: NUMERIS CPA Andrea Poole, CPA, CA
(Principal)

Professional Designation of Auditor: CPA, Licensed accountant

Name of Candidate: Jessica Bradley
(Please print candidate’s full name)

Nominated candidate for the office of:

- Mayor
- Councillor, Ward 10

I, the undersigned, confirm that I have verified all contributions against the bank statement for the campaign account.

Andrea Poole
Signature of Auditor

2023/01/31
Date (yyyy/mm/dd)