



**Guide for Political Parties on
Financial Reporting
after the 2008 Local Government
Elections**



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1. POLITICAL FINANCE REPORTING FOR THE 2008 ELECTIONS

1.1 Campaign Finance Reporting Checklist

POLITICAL PARTIES				
Date	Submitted by	Submitted to	Requirement	Forms
Within 60 days after the final declaration of results	Political Parties (headquarters) [Contesting the 2008 local government elections]	National Office PPRC Attention: Registrar	Statement of expenditure and income, assets and liabilities of the political party and of all candidates put up or supported by the political party. <u>For the period:</u> Expenditure as of 1 June – 31 July 2008	Political parties <ul style="list-style-type: none"> <input type="checkbox"/> CF01-PP (Summary) <input type="checkbox"/> CF02-PP (Income) <input type="checkbox"/> CF02a-PP (In-Kind Income) <input type="checkbox"/> CF03-PP (Expenditure) <input type="checkbox"/> CF04-PP (Liabilities) <input type="checkbox"/> CF05-PP (Assets) <input type="checkbox"/> CF06-PP (Membership fee income) Candidates <ul style="list-style-type: none"> <input type="checkbox"/> CF01-C (Summary) <input type="checkbox"/> CF02-C (Income) <input type="checkbox"/> CF02a-C (In-Kind Income) <input type="checkbox"/> CF03-C (Expenditure) <input type="checkbox"/> CF04-C (Liabilities) <input type="checkbox"/> CF05-C (Assets)

Please note that the deadline for submitting the post-election report is 60 days after the declaration of final results!

1.2 Overview

The 1991 Constitution and the Political Parties Act 2002 contain two types of reporting regulations for political parties and as appropriate for candidates in public elections.

The First reporting requirement comes *before the elections*.

- All political parties that intended to participate in the 2008 elections should report on its assets and liabilities no later than *30 April*, based on the assets and liabilities that the parties had on *15 April*. The reports were to be submitted by the party Headquarters to the PPRC Headquarters in Freetown.

The Second reporting requirement comes *after the elections*.

- All political parties that participated in the elections must provide reports no later than *60 days after the final declaration of results*, declaring all the expenditure by the party *between 1 June and 31 July*. Please note that information should be reported on each individual expenditure; *not* in the form of summaries

- The political parties must also in accordance with the Political Parties Act and the PPRC Regulation, include reports about the income, expenditure and assets & liabilities of candidates who participated in the Local Government elections on behalf of the party. The information about the expenditure of candidates should be reported for the period *1 June and 31 July*. Please note that information should be reported on each individual candidate; *not* in the form of summaries.

The PPRC will provide the necessary copies of all forms to the political parties.

1.3 Exceptions and Thresholds

IMPORTANT: The following **thresholds and exceptions** apply (the same for political parties and candidates):

- For *income*, all income must be recorded individually, with the exception for party membership payments below the amount of SLL 60,000. All party membership payments below SLL 60,000 must be reported through a summary, noting the number of payments made and the total income from these sources. This information should be noted on Form CF06-PP (membership fee income).
- For *expenditure*, all expenditure over SLL 100,000 must be reported individually, using the provided forms. Expenses below SLL 100,000 need not be reported.
- For *assets*, all fixed assets over a current market value of SLL 10,000,000 must be reported individually. This regards both political parties and candidates for both the pre- and post-election reports. Fixed assets below that value need not be reported.

1.4 Role of PPRC

Acting under the authority of the Constitution of Sierra Leone and the Political Parties Act, the Political Parties Registration Commission will gather and analyse the submitted forms. In the interest of full transparency, the PPRC will make the provided information public.

Information from the reports will be published in the Sierra Leone Gazette, and all reports will be available to the public at the PPRC National Headquarters in Freetown on 22 Liverpool Street during normal office hours. In addition, the reports will be available on the PPRC website; www.pprcsl.info

Any questions about how to fill in this information can be directed to the Political Finance Officer at the PPRC on 076 - 546 958.

2. REQUIREMENTS FOR POLITICAL PARTIES

2.1 List of Forms for Political Parties

<u>Type</u>	<u>Description</u>	<u>Submitted</u>
CF01-PP (Summary)	Consists of a summary of the amounts from the forms CF02-PP to CF06-PP	No later than 60 days after the declaration of final results
CF02-PP (Income)	For the cash income by the political party between 1 June and 31 July 2008.	No later than 60 days after the declaration of final results
CF02a-PP (In-Kind Income)	For the in-kind income by the political party between 1 June and 31 July 2008.	No later than 60 days after the declaration of final results
CF03-PP (Expenditure)	For the expenditure of the political party between 1 June and 31 July 2008.	No later than 60 days after the declaration of final results
CF04-PP (Liabilities)	For the liabilities of the political party on 31 July 2008	No later than 60 days after the declaration of final results
CF05-PP (Assets)	For the assets of the political party on 29 February/31 July 2008.	No later than 60 days after the declaration of final results
CF06-PP (Membership fee income)	For the membership income (individual contributions below SLL 60,000 only) between 1 June and 31 July 2008.	No later than 60 days after the declaration of final results

2.2 How to Fill in the Form to be Submitted by Political Parties After the Elections

After the elections, political parties are required to submit information of income, expenditure, assets and liabilities. Therefore, all political parties that participate in the elections must track all their finances between *1 June and 31 July*. The forms should be submitted by the National Headquarters of the political party to the National Headquarters of the PPRC in Freetown **no later than 60 days after the declaration of final results**.

FINANCIAL SUMMARY (Campaign Finance Form CF01 - PP: Financial Summary)

In this form you add the totals from the forms CF02-PP, CF02a-PP, CF03-PP, CF04-PP, CF05-PP and CF06-PP).

1. Please fill in the name of the political party and the name and telephone number of the National Treasurer of the political party.
2. Then add the summaries from the other forms.
3. Finally, the National Treasurer and the National or General Secretary need to certify that the information contained in the form is correct.

ITEMIZED INCOME (Campaign Finance Form CF02- PP: Itemized Income)

You should submit complete information of the party's income in cash between *1 June and 31 July 2008*. The only exception is for party membership payments below the amount of SLL 60,000. All party membership payments below SLL 60,000 must be reported through a summary (see form CF06-PP).

1. Please fill in the name of the political party and the name and telephone number of the National Treasurer of the political party.

2. List the source of income/name, address of the contributor, description of the income (such as cash contribution, sale of vehicle etc), the date that the income was received and finally the amount received.
3. Then add the sum of the income of the political party at the bottom of the page. Please use additional pages as needed.
4. Finally, the National Treasurer and the National or General Secretary need to certify that the information contained in the form is correct.

ITEMIZED INCOME IN-KIND (Campaign Finance Form CF02a- PP: Itemized Income In-Kind)

You should submit complete information of your income in-kind between *1 June and 31 July 2008*. All gifts and services that you do not need to pay for shall be included.

1. Please fill in the name of the political party and the name and telephone number of the National Treasurer of the political party.
2. Then list the source of income/name, address of the contributor, description of the income (such as cash contribution, sale of vehicle etc), the date that the income was received and finally the amount received. This amount should be current market value of the service or gift.
3. Then add the sum of your income at the bottom of the page. Please use additional pages as needed.
4. Finally, the National Treasurer and the National or General Secretary need to certify that the information contained in the form is correct.

ITEMIZED EXPENDITURE (Campaign Finance Form CF03- PP: Itemized Expenditure)

You should submit complete information of the political party's expenditure between *1 June and 31 July*. Please note that expenses under SLL 100,000 need not be included.

1. Please fill in the name of the political party and the name and telephone number of the National Treasurer of the political party.
2. Then list the recipient of the expense (name), address of the recipient, and description of the expenditure (such as gift, purchase of bags of rice, loan etc). You also enter the date that the expense was made and finally the amount spent. Each expenditure should be reported individually, not in the form of summaries.
3. You then add the sum of expenditure of the political party at the bottom of the page. Please use additional pages as needed.
4. Finally, you need to certify that the information contained in the form is correct.

LIABILITIES (Campaign Finance Form CF04 - PP: Liabilities)

You should submit complete information of your liabilities as of **31 July 2008**.

1. Please fill in the name of the political party and the name and telephone number of the National Treasurer of the political party.
2. On the first page you then list all unpaid bills that you had outstanding (delivered to you but not yet paid) on 31 July, and you sum up the total at the bottom of the page.

3. On the second page you list all obligations, including all debts, obligations, promissory notes, credits and guarantees for such liabilities that you had within Sierra Leone on 31 July. Again you sum up the total.
4. Then add the sum of your total unpaid bills and total obligations at the bottom of the page.
5. Finally, the National Treasurer and the National or General Secretary need to certify that the information contained in the form is correct.

ASSETS (Campaign Finance Form CF05 - PP: Assets)

You should submit complete information of the assets of the political party as of **31 July 2008**. This should include all monies, balance of bank accounts, stocks, securities, bonds, real estates, vehicles and any fixed assets that have a current market value of over SLL 10,000,000 owned by the political party on 31 July.

1. Please fill in the name of the political party and the name and telephone number of the National Treasurer of the political party.
2. Then list the location and description of all your assets, and their current market value.
3. Finally, the National Treasurer and the National or General Secretary need to certify that the information contained in the form is correct.

MEMBERSHIP FEE INCOME (Campaign Finance Form CF06 - PP: Membership fee income)

All party membership payments below SLL 60,000 must be reported through a summary, noting the number of payments made and the total income from these sources. The reporting period is **1 June to 31 July 2008**.

1. Please fill in the name of the political party and the name and telephone number of the National Treasurer of the political party.
2. Then note the total number of membership payments below SLL 60,000 that have been made during the reporting period, and the total value of these payments.
3. Finally, you need to certify that the information contained in the form is correct.

Any questions that you may have about how to fill in this information can be directed to the Political Finance Officer at the PPRC on 076 – 546 958.

We are looking forward to your cooperation in this important work to make the political finances in Sierra Leone more transparent for everyone!

POLITICAL PARTIES REGISTRATION COMMISSION

Campaign Finance Form CF01 -- PP

POLITICAL PARTY: **FINANCIAL SUMMARY**

Comment [Note1]: For submission no later than **60 days after the declaration of final results.**

INSTRUCTIONS: Complete entire form. Print all responses in CAPITAL LETTERS.

1. **REPORTING PERIOD:** From _____ to _____

Comment [Note2]:
The period is **From 1 June To 31 July 2008.**

2. **NAME OF POLITICAL PARTY:**
Address of National Headquarters:
Name of National Treasurer: _____ **Tel:** _____

3. **ASSETS AT THE END OF THE REPORTING PERIOD**
(From Form CF05--PP: Political Party: Assets, as of 31 July 2008) **Le**

4. **TOTAL CASH INCOME RECEIVED**
(From Form CF02--PP: Political Party: Itemized Income) **Le**

Comment [Note3]:
For 1 June – 31 July 2008.

5. **TOTAL IN-KIND INCOME RECEIVED**
(From Form CF02a--PP: Political Party: Itemized Income In-Kind) **Le**

Comment [Note4]:
For 1 June – 31 July 2008.

6. **TOTAL EXPENDITURES MADE**
(From Form CF03--PP: Political Party: Itemized Expenditure) **Le**

Comment [Note5]:
For 1 June – 31 July 2008.

7. **LIABILITIES OWED BY THE POLITICAL PARTY**
(From Form CF04--PP: Political Party: Liabilities, as of 31 July 2008) **Le**

8. **MEMBERSHIP FEE INCOME BELOW THE LEVEL OF SLL 60,000**
(From Form CF06--PP: Political Party: Membership Fee Income) **Le**

Comment [Note6]: For 1 June – 31 July 2008.

9. **CERTIFICATION:**

I certify that I have read the information on this form and its supporting forms and the information contained herewith is true and accurate to the best of my knowledge.

Name: _____ Name: _____
National Secretary of the Political Party National Treasurer of the Political Party

Signed: _____ Signed: _____
National Secretary of the Political Party National Treasurer of the Political Party

Date: _____ Date: _____

Place: _____ Place: _____

POLITICAL PARTIES REGISTRATION COMMISSION

Campaign Finance Form CF02 -- PP

POLITICAL PARTY: **ITEMIZED INCOME**

INSTRUCTIONS: Complete entire form. Print all responses in CAPITAL LETTERS.

PAGE
NUMBER

Of

1. REPORTING PERIOD: From _____ to _____

2. NAME OF POLITICAL PARTY: _____ Address of National Headquarters: _____
Name of National Treasurer: _____ Tel: _____

SOURCE OF INCOME / NAME	ADDRESS	DESCRIPTION	DATE RECEIVED	AMOUNT
				Le
				Le
				Le
				Le
				Le
				Le
				Le

Total – Income _____ Le

CERTIFICATION:

I certify that I have read the information on this form and its supporting forms and the information contained herewith is true and accurate to the best of my knowledge.

Name: _____ Name: _____
National Secretary of the Political Party National Treasurer of the Political Party

Signed: _____ Signed: _____
National Secretary of the Political Party National Treasurer of the Political Party

Date: _____ Date: _____

Place: _____ Place: _____

Comment [Note7]:
For submission no later than **60 days after the declaration of final results.**

All income received shall be recorded, with the exception that **Membership fees** need not be recorded if the amount is below SLL 60,000.

Comment [Note8]:
Include page numbers

Comment [Note9]:
For 1 June – 31 July 2008.

Comment [Note11]:
Such as cash contribution, membership fee (over threshold), income from the sale or rental of property, etc.

Comment [Note10]:
Only persons who are entitled to be **registered as voters in Sierra Leone** may contribute to a political party.

A political party cannot accept a contribution from an **anonymous source**.

Public resources are prohibited from being contributed to a political party.

POLITICAL PARTIES REGISTRATION COMMISSION

Campaign Finance Form CF02a -- PP

POLITICAL PARTY: ITEMIZED INCOME IN-KIND

In-kind contributions include items of value (including but not limited to items such as tables, computers, cars, free advertisement, etc.) that are provided to the political party free-of-charge. For the purpose of this form the amount should be valued at the market price.

INSTRUCTIONS: Complete entire form. Print all responses in CAPITAL LETTERS.

PAGE NUMBER

of

1. REPORTING PERIOD: From _____ to _____

2. NAME OF POLITICAL PARTY:

Address of National Headquarters:

Name of National Treasurer:

Tel:

SOURCE OF INCOME / NAME	ADDRESS	DESCRIPTION	QUANTITY	DATE RECEIVED	AMOUNT
					Le
					Le
					Le
					Le
					Le

Total Value – In-Kind Contributions Received

Le

CERTIFICATION:

I certify that I have read the information on this form and its supporting forms and the information contained herewith is true and accurate to the best of my knowledge.

Name: _____
National Secretary of the Political Party

Name: _____
National Treasurer of the Political Party

Signed: _____
National Secretary of the Political Party

Signed: _____
National Treasurer of the Political Party

Date: _____

Date: _____

Place: _____

Place: _____

Comment [Note12]:
For submission no later than **60 days after the declaration of final results.**

This form helps to identify contributors who provide in-kind donations to a campaign. All gifts and services provided for which a political party is not obliged to pay shall be recorded.

Comment [Note13]:
Include page numbers.

Comment [Note14]:
The period is **From 1 June To 31 July 2008.**

Comment [Note16]:
Public resources are prohibited from being used by political parties.

Comment [Note17]:
The provider of the free service or gift is obliged to issue a **receipt** to the political party stating the **value of the service** or gift and indicating that the party is not obliged to pay for the bill or part thereof

The in-kind contribution should be calculated at the **prevailing market value** at date received.

Comment [Note18]:
Examples:
A political party is offered the use of a supporter's home for an office in the provinces for 3 months. The notional commercial rental for a house for 3 months could be Le 3,000,000.
A political party receives 20 chairs from a rental agency free of charge. The rental rate must be shown as an in-kind contribution.

Comment [Note15]:
Only persons who are entitled to be **registered as voters in Sierra Leone** may contribute to a political party.

POLITICAL PARTIES REGISTRATION COMMISSION

Campaign Finance Form CF03 -- PP

POLITICAL PARTY: **ITEMIZED EXPENDITURE**

INSTRUCTIONS: Complete entire form. Print all responses in CAPITAL LETTERS.

PAGE NUMBER

of

1. REPORTING PERIOD: From _____ to _____

2. NAME OF POLITICAL PARTY: _____ Address of National Headquarters: _____
 Name of National Treasurer: _____ Tel: _____

	RECIPIENT	ADDRESS	PURPOSE	DATE	AMOUNT PAID
A.					Le
B.					Le
C.					Le
D.					Le
E.					Le
F.					Le
G.					Le
H.					Le
I.					Le
J.					Le
K.					Le
Total -- Expenditures					Le

CERTIFICATION:

I certify that I have read the information on this form and its supporting forms and the information contained herewith is true and accurate to the best of my knowledge.

Name: _____ Name: _____
 National Secretary of the Political Party National Treasurer of the Political Party

Signed: _____ Signed: _____
 National Secretary of the Political Party National Treasurer of the Political Party

Date: _____ Date: _____

Place: _____ Place: _____

Comment [Note19]: Expenditure:
 For submission no later than **60 days after the declaration of final results.**

Any purchase, payment distribution, loan, advance, deposit or gift of money that is made by a political party, and includes **funds and loans given to candidates**. Expenditure below SLL 100,000 need not be reported.

An expenditure shall also include disbursement to any broadcasting station, newspaper, magazine or other media owned or controlled by a political party.

Comment [Note20]:
 Include page numbers.

Comment [Note21]:
 The period is **From 1 June To 31 July 2008.**

Comment [Note22]:
 No expense shall be made by a political party for any purpose that is prohibited by law, including but not limited to vote buying.

Includes funds provided to **Candidates** of the political party.

In the event of an expense made by a political party that **benefits simultaneously more than one candidate** of that political party, the party shall apportion that expense among said candidates by dividing its value by the number of candidates benefited.

POLITICAL PARTIES REGISTRATION COMMISSION

Campaign Finance Form CF04-PP

POLITICAL PARTY: LIABILITIES

INSTRUCTIONS: Complete entire form. Print all responses in CAPITAL LETTERS.

1.	REPORTING PERIOD: As of: _____	
2.	NAME OF POLITICAL PARTY: Address: Name of National Treasurer: _____ Tel: _____	
3.	UNPAID BILLS	
A.	Public Services	Le
B.	Telephone	Le
C.	Salaries	Le
D.	Other (Please Specify)	
i.		Le
ii.		Le
iii.		Le
iv.		Le
v.		Le
vi.		Le
vii.		Le
	UNPAID Bills: Total	Le
	If this section does not provide enough space, attach a separate sheet to continue.	
PAGE 1		GO TO PAGE 2

Comment [Note23]:
 For submission no later than **60 days after the declaration of final results.**
 The reporting period is as of **31 July 2008.**

Comment [Note24]: Total all Unpaid Bills.

4. OBLIGATIONS – State all debts, obligations, promissory notes, credits and guarantees for such liabilities within Sierra Leone:

Creditor (Name and Address)	Date Due	Amount
		Le
		Le
		Le
		Le
		Le
		Le
		Le
		Le
		Le
		Le
		Le
		Le
		Le
OBLIGATIONS: Total		Le

Comment [Note25]: State full name of creditor, and address

Comment [Note26]: Total all Obligations.

If this section does not provide enough space, attach a separate sheet to continue.

5. TOTAL LIABILITIES (Add Total UNPAID BILLS + Total OBLIGATIONS) Le

6. CERTIFICATION:
I certify that I have read the information on this form and its supporting documentation and the information contained herewith is true and accurate to the best of my knowledge.

Name: _____ Name: _____
National Secretary of the Political Party National Treasurer of the Political Party

Signed: _____ Signed: _____
National Secretary of the Political Party National Treasurer of the Political Party

Date: _____ Date: _____

Place: _____ Place: _____

POLITICAL PARTIES REGISTRATION COMMISSION

Campaign Finance Form CF05 - PP

POLITICAL PARTY: ASSETS

INSTRUCTIONS: Complete entire form. Print all responses in CAPITAL LETTERS.

1. **REPORTING PERIOD: As of:** _____

Comment [Note27]:
For submission no later than **60 days**
after the declaration of final results.

The reporting period is as of **31 July 2008**.

2. **NAME OF POLITICAL PARTY:**

Address:

Name of National Treasurer:

Tel:

3. **ASSETS** - List all monies, balance of bank accounts, stocks, securities, bonds, real estates, vehicles and any fixed assets with an individual current market value of over SLL 10,000,000.

Comment [Note28]: List all assets of an individual current market value over SLL 10,000,000.

Asset Location	Description of Asset	Amount
		Le
		Le
		Le
		Le
		Le
		Le
		Le
		Le
ASSETS: Total		Le

If this section does not provide enough space, attach a separate sheet to continue.

4. **CERTIFICATION:**

I certify that I have read the information on this form and its supporting documentation and the information contained herewith is true and accurate to the best of my knowledge.

Name: _____ Name: _____
National Secretary of the Political Party National Treasurer of the Political Party

Signed: _____ Signed: _____
National Secretary of the Political Party National Treasurer of the Political Party

Date: _____ Date: _____

Place: _____ Place: _____

POLITICAL PARTIES REGISTRATION COMMISSION

Campaign Finance Form CF06 - PP

POLITICAL PARTY: MEMBERSHIP FEE INCOME

INSTRUCTIONS: Complete entire form. Print all responses in CAPITAL LETTERS.

1. **REPORTING PERIOD: As of:** _____

Comment [Note29]:
For submission no later than **60 days**
after the declaration of final results.

2. **NAME OF POLITICAL PARTY:**

Address:

Name of National Treasurer:

Tel:

Membership Fee Income - List the number of membership fee payments and total value of membership fee payments that the party has received during the reporting period. *Please note that any payments above the value of SLL 60,000 must be reported individually on CF02-PP (income), and should not be included in this form.*

Comment [Note30]: Note the number of membership fee payments below the value of SLL 60,000, and the total value of these contributions. Any membership fee payments above the value of SLL 60,000 must be reported as income on Form CF02-PP (income), and these have to be listed individually, including the name and address of the member.

Number of membership fee payments below SLL 60,000

Total value of membership fee payments below SLL 60,000

Le

The reporting period is from **1 June to 31 July 2008**.

CERTIFICATION:

I certify that I have read the information on this form and its supporting documentation and the information contained herewith is true and accurate to the best of my knowledge.

Name: _____
National Secretary of the Political Party

Name: _____
National Treasurer of the Political Party

Signed: _____
National Secretary of the Political Party

Signed: _____
National Treasurer of the Political Party

Date: _____

Date: _____

Place: _____

Place: _____

3. REQUIREMENTS FOR THE REPORTS MADE BY POLITICAL PARTIES REGARDING THEIR CANDIDATES

Please note that in accordance with the Political Parties Act 2002, the political parties that participate in public elections are also required to report on the finances of Local Government candidates put up or supported by the political party.

3.1 Forms regarding Local Government Candidates

<u>Type</u>	<u>Description</u>
CF01-C (Summary)	Consists of a summary of the amounts from the forms CF02-C to CF05-C.
CF02-C (Income)	For the cash income by the candidate between 1 June and 31 July 2008.
CF02a-C (In-Kind Income)	For the in-kind income by the candidate between 1 June and 31 July 2008.
CF03-C (Expenditure)	For the expenditure by the candidate between 1 June and 31 July 2008.
CF04-C (Liabilities)	For the liabilities of the candidate on 31 July 2008.
CF05-C (Assets)	For the assets of the candidate on 31 July 2008.

3.2 How to Fill in the Forms to be Submitted by Political Parties on Behalf of their Candidates after the Elections

Candidates must track their income and expenditure between *1 June and 31 July 2008*. They must also report to their party their liabilities and assets as of *31 July*. These forms should be submitted to the headquarters of the political party **no later than 21 August 2008**. Please note that the information on each of these forms must be submitted for each item, *not* in the form of summaries. Candidates should *not* submit any forms directly to the PPRC.

FINANCIAL SUMMARY (Campaign Finance Form CF01 –C: Financial Summary)

In this form you add the totals from the forms CF02-C, CF02a-C, CF03-C, CF04-C and CF05-C.

1. Please fill in the name, telephone number and information about the election that you the candidate were contesting, as well as the name of the political party.
2. You then add the summaries from the other forms.
3. You sign on the line that calls for the signature of the candidate.
4. The National Secretary and the National Treasurer will certify that the information contained in the form is correct.

ITEMIZED INCOME (Campaign Finance Form CF02-C: Itemized Income)

The political party should submit complete information of the income in cash between *1 June and 31 July 2008* for each of its candidates.

1. Please fill in the name, telephone number and information about the election that you the candidate were contesting, as well as the name of the political party.
2. Then list the source of income/name, address of the contributor, description of the income (such as cash contribution, sale of vehicle etc), the date that the income was received and finally the amount received. Each income is to be listed individually, not in the form of summaries.
3. You then add the sum of your income at the bottom of the page. Please use additional pages as needed.
4. You sign on the line that calls for the signature of the candidate.
5. The National Secretary and the National Treasurer will certify that the information contained in the form is correct.

ITEMIZED INCOME IN-KIND (Campaign Finance Form CF02a-C: Itemized Income In-Kind)

You should submit complete information of your income in-kind between *1 June and 31 July 2008*. All gifts and services that you the candidate did not need to pay for shall be included.

1. Please fill in the name, telephone number and information about the election that you the candidate were contesting, as well as the name of the political party.
2. Then list the source of income/name, address of the contributor, description of the income (such as cash contribution, sale of vehicle etc), the date that the income was received and finally the amount received. This amount should be current market value of the service or gift. Each income is to be listed individually, not in the form of summaries.
3. You then add the sum of your income at the bottom of the page. Please use additional pages as needed.
4. You sign on the line that calls for the signature of the candidate.
5. The National Secretary and the National Treasurer will certify that the information contained in the form is correct.

ITEMIZED EXPENDITURE (Campaign Finance Form CF03-C: Itemized Expenditure)

You should submit complete information of your expenditure between *1 June and 31 July 2008*. Please note that expenses under SLL 50,000 need not be included.

1. Please fill in the name, telephone number and information about the election that you the candidate were contesting, as well as the name of the political party.
2. Then list the recipient of the expense (name), address of the recipient, and description of the income (such as gift, purchase of bags of rice, loan etc). Also enter the date that the expense was made and finally the amount spent. Each expenditure is to be listed individually, not in the form of summaries.

3. You then add the sum of your expenditure at the bottom of the page. Please use additional pages as needed.
4. You sign on the line that calls for the signature of the candidate.
5. The National Secretary and the National Treasurer will certify that the information contained in the form is correct.

LIABILITIES (Campaign Finance Form CF04 - C: Liabilities)

You must complete information of your liabilities as of **31 July 2008**.

1. Please fill in the name, telephone number and information about the election that you the candidate were contesting, as well as the name of the political party.
2. One the first page list all individual unpaid bills that the candidate had outstanding (delivered but not yet paid) on *31 July*, and sum up the total at the bottom of the page.
3. One the second page list all obligations, including all debts, obligations, promissory notes, credits and guarantees for such liabilities that you had within Sierra Leone on 31 July. Again sum up the total.
4. You then add the sum of your total unpaid bills and total obligations at the bottom of the page.
5. You sign on the line that calls for the signature of the candidate.
6. The National Secretary and the National Treasurer will certify that the information contained in the form is correct.

ASSETS (Campaign Finance Form CF05 - C: Assets)

You must complete information of your assets as of **31 July 2008**. This should include all monies, balance of bank accounts, stocks, securities, bonds, real estates, vehicles and any fixed assets owned by you that have a current market value of over SLL 10,000,000.

- 1 Please fill in the name, telephone number and information about the election that you the candidate were contesting, as well as the name of the political party.
- 2 Then list the location and description of all the candidate's assets, and their current market value. Please note that each individual asset with a value of over SLL 10,000,000 should be listed, they should *not* be summarised as "offices" etc. For vehicles, please include the registration number of the various vehicles owned by you (and which has a value of over SLL 10,000,000).
- 3 You sign on the line that calls for the signature of the candidate.
- 4 The National Secretary and the National Treasurer will certify that the information contained in the form is correct.

POLITICAL PARTIES REGISTRATION COMMISSION

Campaign Finance Form CF01 -- C

CANDIDATES: **FINANCIAL SUMMARY**

Comment [Note31]: For submission no later than **60 days after the declaration of final results.**

INSTRUCTIONS: Complete entire form. Print all responses in CAPITAL LETTERS.

1. **REPORTING PERIOD:** From 1 June 2008 to 31 July 2008

Comment [Note32]: The period is **From 1 June To 31 July 2008.**

2. **NAME OF CANDIDATE:** *Aminata Koroma*
Address: *1 Long Street, Freetown*
Tel: *076 - 434 845*
Election Contesting: *Chairperson* **Ward/Council Contesting:** *Kono District Council*

3. **Political Party:** *Very Democratic Party*

4. **ASSETS AT THE END OF THE REPORTING PERIOD**
 (From Form CF05--PP: Political Party: Assets, as of 31 July 2008) **Le 57,500,000**

5. **TOTAL CASH INCOME RECEIVED**
 (From Form CF02--PP: Political Party: Itemized Income) **Le 4,670,000**

Comment [Note33]: For 1 June – 31 July 2008.

6. **TOTAL IN-KIND INCOME RECEIVED**
 (From Form CF02a--PP: Political Party: Itemized Income In-Kind) **Le 3,240,000**

Comment [Note34]: For 1 June – 31 July 2008.

7. **TOTAL EXPENDITURES MADE**
 (From Form CF03--PP: Political Party: Itemized Expenditure) **Le 10,970,000**

Comment [Note35]: For 1 June – 31 July 2008.

8. **LIABILITIES OWED BY THE POLITICAL PARTY**
 (From Form CF04--PP: Political Party: Liabilities, as of 31 July 2008) **Le 6,596,700**

9. **Signature of candidate:** *Aminata Koroma* **Date:** *5 August 2008*

Comment [Note36]: The candidate will sign and date the form.

10. **CERTIFICATION:**
I certify that I have read the information on this form and its supporting documentation and the information contained herewith is true and accurate to the best of my knowledge.

Comment [Note37]: The candidate will leave this area blank; it will be filled in at the headquarters of the political party.

Name: Abdul Sesay Name: Cecilia T. Stephan
 National Secretary of the Political Party National Treasurer of the Political Party
 Signed: Abdul Sesay Signed: Cecilia T. Stephan
 National Secretary of the Political Party National Treasurer of the Political Party
 Date: 17 August 2008 Date: 17 August 2008
 Place: Freetown Place: Freetown

POLITICAL PARTIES REGISTRATION COMMISSION

Campaign Finance Form CF02 -- C

CANDIDATES: **ITEMIZED INCOME**

INSTRUCTIONS: Complete entire form. Print all responses in CAPITAL LETTERS.

PAGE NUMBER:

of

1. REPORTING PERIOD: : From 1 June 2008 to 31 July 2008

2. NAME OF CANDIDATE: Aminata Koroma

Address: 1 Long Street, Freetown

Tel: 076 - 434 845

Election Contesting: Chairperson

Ward/Council Contesting: Kono District Council

3. Political Party: Very Democratic Party

SOURCE OF INCOME / NAME	ADDRESS	DESCRIPTION	DATE RECEIVED	AMOUNT
Kadidya Bah	23 Boo Road	Campaign contribution	15 June 2008	Le 1,000,000
Victoria Cole	344 Little Crescent, Bo	Campaign contribution	18 July 2008	Le 550,000
Simeon Banda	4 Long Street, Freetown	Campaign contribution	19 July	Le 20,000
Phillip Amara	4 Vardkastigen, Freetown	Sale of vehicle (ADR 889)	20 July	Le 2,000,000
Sally Thomas	89 Fine Lane	Campaign contribution	21 July	Le 100,000
Abu Bakkar Smith	1 Loop, Bo	Loan	21 July	Le 1,000,000
				Le

Total – Income

Le 4,670,000

Signature of candidate: Aminata Koroma

Date: 5 August 2008

CERTIFICATION:

I certify that I have read the information on this form and its supporting documentation and the information contained herewith is true and accurate to the best of my knowledge.

Name: Abdul Sesay
National Secretary of the Political Party

Name: Cecilia T. Stephan
National Treasurer of the Political Party

Signed: Abdul Sesay
National Secretary of the Political Party

Signed: Cecilia T. Stephan
National Treasurer of the Political Party

Date: 17 August 2008

Date: 17 August 2008

Place: Freetown

Place: Freetown

Comment [Note38]:
For submission no later than **60 days after the declaration of final results.**

All income received, regardless of amount, shall be recorded. Do not use summaries.

Comment [Note39]:
Include page numbers

Comment [Note40]:
The period is **From 1 June To 31 July 2008.**

Comment [Note42]:
Such as cash contribution, income from the sale or rental of property, etc.

Comment [Note41]:
Only persons who are entitled to be **registered as voters in Sierra Leone** may contribute.

Contributions from an **anonymous source are not allowed**.

Public resources are prohibited from being used for propaganda purposes.

Comment [Note43]: Please sign and add the date that you signed the form.

Comment [Note44]: The candidate will leave this area blank; it will be filled in at the headquarters of the political party.

POLITICAL PARTIES REGISTRATION COMMISSION

Campaign Finance Form CF02a -- C

CANDIDATES: ITEMIZED INCOME IN-KIND

In-kind contributions include items of value (including but not limited to items such as tables, computers, cars, free advertisement, etc.) that are provided to the political party free-of-charge. For the purpose of this form the amount should be valued at the market price.

INSTRUCTIONS: Complete entire form. Print all responses in CAPITAL LETTERS.

PAGE NUMBER

of

1. REPORTING PERIOD: From 1 June 2008 to 31 July 2008

2. NAME OF CANDIDATE: Aminata Koroma
 Address: 1 Long Street, Freetown
 Tel: 076 - 434 845
 Election Contesting: Chairperson Ward/Council Contesting: Kono District Council

3. Political Party: Very Democratic Party

SOURCE OF INCOME / NAME	ADDRESS	DESCRIPTION	QUANTITY	DATE RECEIVED	AMOUNT
Samuel Boi	2 Broad Lane, Freetown	1 Honda Bike, ACC 366	1	16 June 2008	Le 3,000,000
Victoria Cole	344 Little Crescent, Bo	Free rental of hall	1 day	22 June 2008	Le 150,000
Sandie Law	58 Manchester Rd.	Use of car	2 days	1 July 2008	Le 90,000
					Le
					Le
					Le

Total Value – In-Kind Contributions Received Le 3,240,000

Signature of candidate: Aminata Koroma Date: 5 August 2008

CERTIFICATION:

I certify that I have read the information on this form and its supporting documentation and the information contained herewith is true and accurate to the best of my knowledge.

Name: Abdul Sesay National Secretary of the Political Party
 Name: Cecilia T. Stephan National Treasurer of the Political Party

Signed: Abdul Sesay National Secretary of the Political Party
 Signed: Cecilia T. Stephan National Treasurer of the Political Party

Date: 17 August 2008 Date: 17 August 2008

Place: Freetown Place: Freetown

Comment [Note45]: For submission no later than 60 days after the declaration of final results.

This form helps to identify contributors who provide in-kind donations to a campaign. All gifts and services provided for which a candidate is not obliged to pay shall be recorded. Do not use summaries.

Comment [Note46]: Include page numbers.

Comment [Note47]: The period is From 1 June To 31 July 2008.

Comment [Note49]: Public resources are prohibited from being used for campaigning.

Comment [Note50]: The provider of the free service or gift is obliged to issue a receipt to the candidate stating the value of the service or gift and indicating that the party is not obliged to pay for the bill or part thereof

The in-kind contribution should be calculated at the prevailing market value at date received.

Comment [Note51]: Examples: A candidate is offered the use of a supporter's home for an office in the provinces for 3 months. The notional commercial rental for a house for 3 months could be Le 3,000,000. A candidate receives 20 chairs from a rental agency free of charge. The rental rate must be shown as an in-kind contribution.

Comment [Note48]: Only persons who are entitled to be registered as voters in Sierra Leone may contribute.

Comment [Note52]: The candidate will sign and date the form.

Comment [Note53]: The candidate will leave this area blank; it will be filled in at the headquarters of the political party.

POLITICAL PARTIES REGISTRATION COMMISSION

Campaign Finance Form CF03 -- C

CANDIDATES: **ITEMIZED EXPENDITURE**

INSTRUCTIONS: Complete entire form. Print all responses in CAPITAL LETTERS.

PAGE NUMBER

of

1. REPORTING PERIOD: From 1 June 2008 to 31 July 2008

2. NAME OF CANDIDATE: Aminata Koroma

Address: 1 Long Street, Freetown

Tel: 076 - 434 845

Election Contesting: Chairperson

Ward/Council Contesting: Kono District Council

3. Political Party: Very Democratic Party

RECIPIENT	ADDRESS	PURPOSE	DATE	AMOUNT PAID
Samuel Koroma	22 Broad Street, Freetown	300 T-shirts	2 June 2008	Le 320,000
Victor Sansan	34 Hight Crescent, Bo	Rental of hall	12 June 2008	Le 1,050,000
Sandie Law	58 Manchester Rd., Freetown	Refreshment at rally in Lumley	1 July 2008	Le 500,000
Abdulai Sesay	8 Long Street, Freetown	Printing 60 banners	3 July 2008	Le 7,700,000
Musa Bangura	4 Rosenvagen, Freetown	Developing jingle	6 July 2008	Le 50,000
Natu Foll	89 Fine Lane, Bo	Payment for door-to-door campaign	11 July 2008	Le 250,000
Victor Spring	1 Loop, Bo	Refreshments at volunteer meeting	24 July 2008	Le 1,000,000

Total - Expenditures

Le 10,970,000

Signature of candidate: Aminata Koroma

Date: 5 August 2008

CERTIFICATION:

I certify that I have read the information on this form and its supporting documentation and the information contained herewith is true and accurate to the best of my knowledge.

Name: Abdul Sesay
National Secretary of the Political Party

Name: Cecilia T. Stephan
National Treasurer of the Political Party

Signed: Abdul Sesay
National Secretary of the Political Party

Signed: Cecilia T. Stephan
National Treasurer of the Political Party

Date: 17 August 2008

Date: 17 August 2008

Place: Freetown

Place: Freetown

Comment [Note54]: Expenditure:
For submission no later than 60 days after the declaration of final results.

Any purchase, payment distribution, loan, advance, deposit or gift of money that is made by a political party, and includes funds and loans given to candidates. Expenditure below SLL 50,000 need not be reported. Do not use summaries.

Comment [Note55]:
Include page numbers. Use as many pages as you need.

Comment [Note56]:
The period is From 1 June To 31 July 2008.

Comment [Note57]:
No expense shall be made for any purpose that is prohibited by law, including but not limited to vote buying.

Comment [Note58]: The candidate will sign and date the form.

Comment [Note59]: The candidate will leave this area blank; it will be filled in at the headquarters of the political party.

POLITICAL PARTIES REGISTRATION COMMISSION

Campaign Finance Form CF04-C

CANDIDATE: **LIABILITIES**

Comment [Note60]: For submission no later than 60 days after the declaration of final results.

INSTRUCTIONS: Complete entire form. Print all responses in CAPITAL LETTERS.

1. **REPORTING PERIOD:** As of: 31 July 2008

Comment [Note61]: The reporting period is as of 31 July 2008.

2. **NAME OF CANDIDATE:** Aminata Koroma
Address: 1 Long Street, Freetown
Tel: 076 - 434 845
Election Contesting: Chairperson **Ward/Council Contesting:** Kono District Council

3. **Political Party:** Very Democratic Party

4. **UNPAID BILLS**

A.	Public Services	Le
B.	Telephone	Le 342,000
C.	Salaries	Le
D.	Other (Please Specify)	
i.	Wireless Intercom (bill due 1 August 2008)	Le 54,200
ii.		Le
iii.		Le
iv.		Le
v.		Le
vi.		Le
vii.		Le

UNPAID Bills: Total Le 396,200

Comment [Note62]: Total all Unpaid Bills.

If this section does not provide enough space, attach a separate sheet to continue.

5.	OBLIGATIONS – State all debts, obligations, promissory notes, credits and guarantees for such liabilities within Sierra Leone:	
	Creditor (Name and Address)	Date Due
	<i>John Koroma, 3 Long Street, Freetown</i>	<i>1 July 2008</i>
	<i>Abu Bakkar Smith, 1 Loop, Bo</i>	<i>1 August 2008</i>
	<i>Standard Commercial Bank, 2 Lightfoot Detroit Street, Kenema</i>	<i>1 February 2008</i>
OBLIGATIONS: Total		Le 6,200,500
If this section does not provide enough space, attach a separate sheet to continue.		
6.	TOTAL LIABILITIES (Add Total UNPAID BILLS + Total OBLIGATIONS)	Le 6,596,700
Signature of candidate: <i>Aminata Koroma</i>		Date: <i>5 August 2008</i>
7.	CERTIFICATION: I certify that I have read the information on this form and its supporting documentation and the information contained herewith is true and accurate to the best of my knowledge.	
	Name: <i>Abdul Sesay</i> National Secretary of the Political Party	Name: <i>Cecilia T. Stephan</i> National Treasurer of the Political Party
	Signed: <i>Abdul Sesay</i> National Secretary of the Political Party	Signed: <i>Cecilia T. Stephan</i> National Treasurer of the Political Party
	Date: <i>17 August 2008</i>	Date: <i>17 August 2008</i>
	Place: <i>Freetown</i>	Place: <i>Freetown</i>

Comment [Note63]: State full name of creditor, and address

Comment [Note64]: Total all Obligations.

Comment [Note65]: The candidate will sign and date the form.

Comment [Note66]: The candidate will leave this area blank; it will be filled in at the headquarters of the political party.

POLITICAL PARTIES REGISTRATION COMMISSION

Campaign Finance Form CF05-C

CANDIDATE: **ASSETS**

INSTRUCTIONS: Complete entire form. Print all responses in CAPITAL LETTERS.

Reporting Period: As of: 31 July 2008

NAME OF CANDIDATE: Aminata Koroma

Address: 1 Long Street, Freetown

Tel: 076 - 434 845

Election Contesting: Chairperson

Ward/Council Contesting: Kono District Council

Political Party: Very Democratic Party

ASSETS - List individually all monies, balance of bank accounts, stocks, securities, bonds, real estates, vehicles and any fixed assets of a current market value of above SLL 10,000,000.

Asset Location	Description of Asset	Amount
1 Long Street, Freetown	2 level house, 4 bed rooms	Le 22,000,000
1 Long Street, Freetown	Toyota 4Runner, ABE 142	Le 11,000,000
2 Short Road, Makeni	Plot of land, shop building	Le 13,500,000
Standard Commercial Bank	Saving Bank Account	Le 11,000,000
		Le
ASSETS: Total		Le 57,500,000

If this section does not provide enough space, attach a separate sheet to continue.

Signature of candidate: Aminata Koroma

Date: 5 August 2008

CERTIFICATION:

I certify that I have read the information on this form and its supporting documentation and the information contained herewith is true and accurate to the best of my knowledge.

Name: Abdul Sesay
National Secretary of the Political Party

Name: Cecilia T. Stephan
National Treasurer of the Political Party

Signed: Abdul Sesay
National Secretary of the Political Party

Signed: Cecilia T. Stephan
National Treasurer of the Political Party

Date: 17 August 2008

Date: 17 August 2008

Place: Freetown

Place: Freetown

Comment [Note67]: For submission no later than 60 days after the final declaration of results.

Comment [Note68]: The reporting period is as of 31 July 2008

Comment [Note69]: List all assets of a current market value of over SLL 10,000,000. Each asset must be listed individually.

Comment [Note70]: The candidate will sign and date the form.

Comment [Note71]: The candidate will leave this area blank; it will be filled in at the headquarters of the political party.