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. For the period: Expenditure as of 1 June – 31 July 2008 | Political parties  
   - CF01-PP (Summary)  
   - CF02-PP (Income)  
   - CF02a-PP (In-Kind Income)  
   - CF03-PP (Expenditure)  
   - CF04-PP (Liabilities)  
   - CF05-PP (Assets)  
   - CF06-PP (Membership fee income) |
|                   |                 |                 |                 | Candidates       |
|                   |                 |                 |                 |  
   - CF01-C (Summary)  
   - CF02-C (Income)  
   - CF02a-C (In-Kind Income)  
   - CF03-C (Expenditure)  
   - CF04-C (Liabilities)  
   - 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

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

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**

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

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

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)

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

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

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

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

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

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: ____________________________

### Comments:

- **Comment [Note1]:** For submission no later than 60 days after the declaration of final results.
- **Comment [Note2]:** The period is From 1 June To 31 July 2008.
- **Comment [Note3]:** For 1 June – 31 July 2008.
- **Comment [Note4]:** For 1 June – 31 July 2008.
- **Comment [Note5]:** For 1 June – 31 July 2008.
- **Comment [Note6]:** For 1 June – 31 July 2008.
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: __________________________

<table>
<thead>
<tr>
<th>SOURCE OF INCOME / NAME</th>
<th>ADDRESS</th>
<th>DESCRIPTION</th>
<th>DATE RECEIVED</th>
<th>AMOUNT</th>
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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: ______________________________
   National Secretary of the Political Party

Signed: ______________________________
   National Secretary of the Political Party

Date: ______________________________
   Place: ______________________________

Name: ______________________________
   National Treasurer of the Political Party

Signed: ______________________________
   National Treasurer of the Political Party

Date: ______________________________
   Place: ______________________________
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.

<table>
<thead>
<tr>
<th>SOURCE OF INCOME / NAME</th>
<th>ADDRESS</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>DATE RECEIVED</th>
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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 CF03 -- PP  

POLITICAL PARTY: ITEMIZED EXPENDITURE

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

<table>
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</table>

1. REPORTING PERIOD: From _______ to _______

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

<table>
<thead>
<tr>
<th>RECIPENT</th>
<th>ADDRESS</th>
<th>PURPOSE</th>
<th>DATE</th>
<th>AMOUNT PAID</th>
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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.

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:

<table>
<thead>
<tr>
<th>Creditor (Name and Address)</th>
<th>Date Due</th>
<th>Amount</th>
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**OBLIGATIONS: Total**: Le

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.

<table>
<thead>
<tr>
<th>Name: ___________________________</th>
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<tbody>
<tr>
<td>National Secretary of the Political Party</td>
<td>National Treasurer of the Political Party</td>
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<tr>
<td>Signed: __________________________</td>
<td>Signed: __________________________</td>
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<tr>
<td>National Secretary of the Political Party</td>
<td>National Treasurer of the Political Party</td>
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<tr>
<td>Date: ___________________________</td>
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<td>Place: __________________________</td>
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</tbody>
</table>
**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: [ ]

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.

<table>
<thead>
<tr>
<th>Asset Location</th>
<th>Description of Asset</th>
<th>Amount</th>
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<tbody>
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<td>Le</td>
</tr>
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<td>Le</td>
</tr>
</tbody>
</table>

**ASSETS: Total** [ ]

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: [ ]
   - National Secretary of the Political Party
   - National Treasurer of the Political Party
   - Signed: [ ]
   - National Secretary of the Political Party
   - National Treasurer of the Political Party
   - Date: [ ]
   - 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: 

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.

<table>
<thead>
<tr>
<th>Number of membership fee payments below SLL 60,000</th>
<th>Total value of membership fee payments below SLL 60,000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Le</td>
</tr>
</tbody>
</table>

### 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: ___________________________

National Secretary of the Political Party

National Treasurer of the Political Party

Date: ___________________________

Place: ___________________________

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

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

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.
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

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

### 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.
Campaign Finance Form CF01 – C

CANDIDATES: Financial Summary

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

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

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

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

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

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

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.

    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

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

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
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.

1. REPORTING PERIOD: From _______________ to _______________

2. NAME OF CANDIDATE: ____________________________
   Address: _______________________________________
   Tel: ____________________
   Election Contesting: ___________________ Ward/Council Contesting: ____________

3. Political Party: ________________________________

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

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

Signature of candidate: ____________________________ Date: ________________

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 CF03 -- C

CANDIDATES: ITEMIZED EXPENDITURE

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

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

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

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

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong></td>
<td><strong>REPORTING PERIOD:</strong> As of: 31 July 2008</td>
</tr>
</tbody>
</table>
| **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 |

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:

<table>
<thead>
<tr>
<th>Creditor (Name and Address)</th>
<th>Date Due</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Koroma, 3 Long Street, Freetown</td>
<td>1 July 2008</td>
<td>Le 200,500</td>
</tr>
<tr>
<td>Abu Bakkar Smith, 1 Loop, Bo</td>
<td>1 August 2008</td>
<td>Le 1,000,000</td>
</tr>
<tr>
<td>Standard Commercial Bank, 2 Lightfoot Detroit Street, Kenema</td>
<td>1 February 2008</td>
<td>Le 5,000,000</td>
</tr>
</tbody>
</table>

**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

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: __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 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.

<table>
<thead>
<tr>
<th>Asset Location</th>
<th>Description of Asset</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Long Street, Freetown</td>
<td>2 level house, 4 bed rooms</td>
<td>Le 22,000,000</td>
</tr>
<tr>
<td>1 Long Street, Freetown</td>
<td>Toyota 4Runner, ABE 142</td>
<td>Le 11,000,000</td>
</tr>
<tr>
<td>2 Short Road, Makeni</td>
<td>Plot of land, shop building</td>
<td>Le 13,500,000</td>
</tr>
<tr>
<td>Standard Commercial Bank</td>
<td>Saving Bank Account</td>
<td>Le 11,000,000</td>
</tr>
</tbody>
</table>

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