# Instructions for downloading Elections Canada leadership contestant campaign contributions

http://www.elections.ca/home.aspx

Select the "Political Financing" tab.

Elections C	anada	2	Search	Home   About U	Home   About Us   Links   Help   Contact Us   Français			
Voters Everything a Voter Should Know	Elections Current & Past Elections	Resource Centre Legislation, Research, Publications	<b>Media</b> News Releases & Media Info	Employment Forms, Rules, Returning Officers Info	Political Financing Political Entity Registration and Einancial Reporting			
Political Participants Tools for Parties, Candidates, Electoral District Associations				1				

## Search for "Financial Returns" tab.



Select the following from the next dialog box:

Registered Parties; Time Period: 2015 to present; Annual Returns tab; "Search Selected Financial Returns" tab



Select the following from the next dialog box: Conservative Party of Canada; 2017 time period; Return Status: "Data as submitted"; Level of Detail: "Complete Financial Return"

Search for Registered P	arty Returns		
troduction Description of Re	turn		
Enter Search Criteria ——			
Return Status: 🚯		Level of Detail:	_
<ul> <li>Data as submitted</li> </ul>		<ul> <li>Complete Financial Return</li> </ul>	
<ul> <li>Data as reviewed</li> </ul>		Financial Return Summary	
		Corrections and Revisions	<ul> <li>available for Data as reviewed</li> </ul>
Political Parties - mandatory:	Select all Parties	Period - mandatory:	Select all Periods
Communist Party of Canada		2017	
Conservative Party of Canada		2016	
Green Party of Canada		2015	
Liberal Party of Canada			

## The Find Parties tab

Enter Search Criteria		
Return Status: 1		Level of Detail:
<ul> <li>Data as submitted</li> <li>Data as reviewed</li> </ul>		Einancial Return Summany
		<ul> <li>Corrections and Revisions - ava</li> </ul>
Political Parties - mandatory:	Select all Parties	Period - mandatory:
Communist Party of Canada		2017
Green Party of Canada		2016
Liberal Party of Canada		2015
Libertarian Party of Canada	-	
Find Parties		
Financial Returns Found - Political Pa	rtv / Return Type / Fiscal	Period: 0

Select "Find Parties" tab for a second time

Financial Ret	Irns Found - Political Party / Return Type / F	iscal Period: 1	
Conservative Pa	arty of Canada / Annual / 2017		•
			-

Select All and Search Selected.

On Return Part: "Part 2b – Statement of Contributions Received"

Search Criteria		
Return Status: 1		
Data as submitted		
Data as reviewed		
Return Part		
Part 1 - Declaration	,	•
Part 1 - Declaration		_
Part 2a - Statement of Contributions Received		
Part 2b - Statement of Directed Contributions Received		
Part 2d - Statement of New Loans During the Fiscal Period		
Part 2e - Statement of Transfers Received		
Part 2f - Summary of Contributions, Loans and Transfers		
Part 3a - Statement of Election Expenses Subject to the Limit for a By-Election		Mout
Part 3c - Statement of Unpaid Claims and Loans		Next
Part 3d - Previously Reported Unpaid Claims and Loans That Have Been Paid in Full Since Last Fiscal Period		
Part 3e - Statement of Unpaid Claims and Loans 18 and 36 Months Past Due		
Part 3f - Statement of Candidate Loans Assumed by the Registered Party		
Biotements of Assets and Liabilities and Statements of Revenues and Expenses		
Political party	Conservative F	Party of
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Return Status:	Canada	
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rait i - Declaration         htroduction Description of Return         Search Criteria         Return Status:         • Data as submitted         • Data as reviewed         Return Part         Part 2b - Statement of Directed Contributions Received         Political Parties Selected - Political Party / Return Type / Fiscal Period         Conservative Party of Canada / Annual / 2017	T T	Go
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Select "Go".

Part 2b - Statement of Directed Contributions Received	•	
Political Parties Selected - Political Party / Return Type / Fiscal Period		
Conservative Party of Canada / Annual / 2017	•	Go

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### Conservative Party of Canada / Annual / 2017

<u>No.</u>	Name of <u>Address</u>		<u>Leadership</u> <u>contestant</u>	<u>Date</u> received by party	<u>Total amount of</u> <u>contribution</u> \$	<u>Directed</u> amount \$	<u>Amount</u> <u>transferred</u> \$
40065	Donation <anonymous></anonymous>	OTTAWA ON K1P5G4	Erin O'Toole	May 12, 2017	20.00	20.00	18.00
12995	Henry M MACGREGOR Aalbers MB R0H0R0		Kevin O'Leary	Feb 28, 2017	100.00	100.00	90.00
17777	Elaine F Aarbo	ELK POINT AB T0A1A0	Kevin O'Leary	Mar 16, 2017	25.00	25.00	22.50

## Select "Download" tab

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<u>No.</u>	<u>Name of</u> contributor		- Information	I	from the li	st.			<u>Amount</u> <u>transferred</u> \$
40065	Donation <anonymous></anonymous>	K	Download for	rmat: CSV	▼			00	18.0
12995	Henry M Aalbers	N N	Download					00	90.0
17777	Elaine F Aarbo	ELK I T0A1	POINT AB A0	Kevin O'Leary	Mar 16, 2017	25.00		25.00	22.5

## "Download format CSV"

Browse to a folder on your hard drive, rename the file to something that makes sense.

F	ile Hor	ne Insert	Page Lay	rout Form	ulas Data	a Review	View	Developer	Q Tell me v	what you wa	nt to do				
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12	36035	17777	Aarbo	Elaine	F	ELK POINT	AB	T0A1A0	Kevin O'Le	########	25	25	22.5		
13	36035	26051	Aarbo	Jens	Α	ELK POINT	AB	T0A1A0	Andrew So	########	250	250	225		
14	36035	10224	Aaron	Jay		MONTREA	QC	H4X1N4	Kevin O'Le	########	25	25	22.5		
15	36035	41536	Aarssen	Peter	E	WYOMING	ON	NON1TO	Pierre Lerr	########	270	270	243		
16	36035	5569	Aasen	Murray	К	TORONTO	ON	M4S3G4	Kevin O'Le	########	100	100	90		
17	36035	38428	Abarbane	Noga		OTTAWA	ON	K1T3P1	Pierre Lerr	########	30	30	27		
18	36035	4088	Abbas	Sarah	A	REGINA	SK	S4W0R5	Andrew So	27-Jan-17	100	100	90		
19	36035	26050	Abbatiello	Élisabeth		QUEBEC	QC	G2K1V2	Maxime B	########	60	60	54		
20	36035	28783	Abbatiello	Frédéric		QUEBEC	QC	G1C8B4	Maxime B	########	400	400	360		
21	36035	22714	Abbatiello	Gino	D	SAINT-GE	QC	G5Z0A6	Maxime B	########	5	5	4.5		
22	36035	28781	Abbatiello	Guillaume		QUEBEC	QC	G2J1A3	Maxime B	########	400	400	360		
23	36035	28780	Abbatiello	Sébastien		QUEBEC	QC	G1H5M9	Maxime B	########	400	400	360		

Close the dialog box, browse to the folder, open the file.

Re-save as an Excel file.

Clean up the table by deleting the first eight rows and the three extra rows at the bottom.