

OFFICE OF THE CHIEF ELECTORAL OFFICER

FINANCIAL STATEMENTS

For the year ended March 31, 2025



INDEPENDENT AUDITOR'S REPORT

To: The Members of the Legislative Assembly of Saskatchewan

Opinion

We have audited the financial statements of the Office of the Chief Electoral Officer, which comprise the statement of financial position as at March 31, 2025, and the statements of operations and accumulated surplus, change in net debt and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Office of the Chief Electoral Officer as at March 31, 2025, and the results of its operations, changes in its net debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Office of the Chief Electoral Officer in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Office of the Chief Electoral Officer's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Office of the Chief Electoral Officer or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Office of the Chief Electoral Officer's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Office of the Chief Electoral Officer's internal control.



- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Office of the Chief Electoral Officer's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Office of the Chief Electoral Officer to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control identified during the audit.

Regina, Saskatchewan
July 25, 2025

A handwritten signature in black ink, reading 'T. Clemett'.

Tara Clemett, CPA, CA, CISA
Provincial Auditor
Office of the Provincial Auditor

Statement 1

**OFFICE OF THE CHIEF ELECTORAL OFFICER
STATEMENT OF FINANCIAL POSITION
AS AT MARCH 31**

	<u>2025</u>	<u>2024</u>
Financial Assets		
Due from the General Revenue Fund	\$ 3,688,381	\$ 1,852,549
	<u>3,688,381</u>	<u>1,852,549</u>
Liabilities		
Accounts Payable	3,406,170	1,551,175
Accrued Employee Costs	282,211	301,374
	<u>3,688,381</u>	<u>1,852,549</u>
Net Debt (Statement 3)	<u>-</u>	<u>-</u>
Non-financial Assets		
Tangible Capital Assets (Note 4)	323,433	552,459
Prepaid Expenses	6,178	101,064
	<u>329,611</u>	<u>653,523</u>
Accumulated Surplus (Statement 2)	<u>\$ 329,611</u>	<u>\$ 653,523</u>
Contractual Obligations (Note 5)		

(See accompanying notes to the financial statements)

**OFFICE OF THE CHIEF ELECTORAL OFFICER
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED MARCH 31**

	2025		2024
	Budget	Actual	Actual
	(Note 6)		
Revenue			
General Revenue Fund	\$ 29,241,000	\$ 28,595,702	\$ 9,072,299
Miscellaneous Income	-	3,014	313
Total Revenue	<u>29,241,000</u>	<u>28,598,716</u>	<u>9,072,612</u>
Expenses			
Operating:			
Salaries and Benefits	2,126,244	2,258,514	2,055,365
Contractual Services	182,445	573,193	850,827
Communications and Advertising	16,000	36,490	20,555
Employee Travel	65,564	33,202	35,546
Supplies and Services	229,687	195,079	177,920
Office Rent, Insurance and Utilities	402,103	420,441	408,481
Equipment	398,000	175,119	259,604
Amortization (Note 4)	239,911	229,026	231,852
Total Operating Expense	<u>3,659,954</u>	<u>3,921,064</u>	<u>4,040,150</u>
Events:			
2023 Lumsden-Morse By-Election Costs (Note 10) (Schedule 1)	-	(10,137)	549,459
2023 Regina Coronation Park By-Election Costs (Note 10) (Schedule 2)	-	(2,505)	393,813
2023 Regina Walsh Acres By-Election Costs (Note 10) (Schedule 3)	-	1,418	380,319
2024 General Election Costs (Note 11) (Schedule 4)	25,820,813	25,012,788	3,813,319
Total Events Expense	<u>25,820,813</u>	<u>25,001,564</u>	<u>5,136,910</u>
Total Expenses	<u>29,480,767</u>	<u>28,922,628</u>	<u>9,177,060</u>
Operating (Deficit)	<u>\$ (239,767)</u>	<u>\$ (323,912)</u>	<u>\$ (104,448)</u>
Accumulated Surplus, beginning of year		653,523	757,971
Accumulated Surplus, end of year (Statement 1)		<u>\$ 329,611</u>	<u>\$ 653,523</u>

(See accompanying notes to the financial statements)

Statement 3

**OFFICE OF THE CHIEF ELECTORAL OFFICER
STATEMENT OF CHANGE IN NET DEBT
FOR THE YEAR ENDED MARCH 31**

	<u>2025</u>	<u>2024</u>
Operating Deficit	\$ (323,912)	\$ (104,448)
Acquisition of Tangible Capital Assets (Note 4)	-	(26,340)
Amortization of Tangible Capital Assets (Note 4)	229,026	231,852
Change in Prepaid Expenses	<u>94,886</u>	<u>(101,064)</u>
Increase (Decrease) in Net Debt	<u>-</u>	<u>-</u>
Net Debt, beginning of year	-	-
Net Debt, end of year (Statement 1)	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

(See accompanying notes to the financial statements)

**OFFICE OF THE CHIEF ELECTORAL OFFICER
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED MARCH 31**

	<u>2025</u>	<u>2024</u>
Cash from (used for) operating activities:		
General Revenue Fund appropriation received	\$ 26,762,884	\$ 8,240,507
Salaries and benefits paid	(10,677,103)	(3,411,503)
Supplies and other expenses paid	(16,180,667)	(4,701,600)
Change in Prepaid Expenses	94,886	(101,064)
Cash from (used for) operating activities	<u>-</u>	<u>26,340</u>
Cash from (used for) capital activities:		
Purchase of Tangible Capital Assets (Note 4)	-	(26,340)
Cash from (used for) capital activities	<u>-</u>	<u>(26,340)</u>
Increase (Decrease) in cash and cash equivalents	-	-
Cash and cash equivalents, beginning of the year	-	-
Cash and cash equivalents, end of the year	<u>\$ -</u>	<u>\$ -</u>

(See accompanying notes to the financial statements)

**OFFICE OF THE CHIEF ELECTORAL OFFICER
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2025**

1. Authority and Purpose

The Chief Electoral Officer is an officer of the Legislative Assembly and is appointed by resolution of the Assembly. The mandate of the Office of the Chief Electoral Officer (Office) is to administer provincial elections, enumerations and provincial election finances under *The Election Act, 1996*. The Office maintains the province's political contributions tax credit disclosure regime under *The Political Contributions Tax Credit Act*, and administers referenda, plebiscites and time votes according to *The Referendum and Plebiscite Act* and *The Time Act*. The net cost of the operations of the Office is borne by the General Revenue Fund of the Province of Saskatchewan.

The Office is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards. The Office maintains a system of accounting and administrative controls to ensure that accurate and reliable financial statements are prepared and to obtain reasonable assurance that transactions are authorized, assets are safeguarded, and financial records are maintained.

2. Summary of Accounting Policies

These financial statements are prepared in accordance with Canadian public sector accounting standards. These statements do not include a Statement of Remeasurement Gains and Losses as the Office has no activities that give rise to remeasurement gains or losses. As a result, its accumulated surplus is the same as its accumulated operating surplus.

The following policies are considered significant:

- (a) **Reporting Entity** – The reporting entity is the Office of the Chief Electoral Officer, for which the Chief Electoral Officer is responsible.
- (b) **Revenue** – The Office receives statutory appropriations from the General Revenue Fund to carry out its work. General Revenue Fund appropriations are included in revenue when amounts are spent or committed.
- (c) **Tangible Capital Assets and Prepaid Expenses** – Tangible capital assets are reported at cost less accumulated amortization. All capital assets are amortized on a straight-line basis over a life of two to ten years. Work in progress (WIP) is not amortized until completed and placed in service for use. Prepaid expenses are recorded at cost and

expensed as they are consumed. Tangible capital assets and prepaid expenses are accounted for as assets by the Office because they can be used to provide the Office services in future periods. These assets do not normally provide resources to discharge the liabilities of the Office unless they are sold.

- (d) **Accounts Payable and Accrued Employee Costs** – Accounts payable primarily includes obligations to pay for goods and services acquired prior to year end. Accrued employee costs include the salary, vacation, and severance owed to staff of the Office at year end. Amounts are carried at cost and approximate fair value due to their short-term nature.
- (e) **Use of Estimates** – These statements are prepared in conformity with Canadian public sector accounting standards. These principles require management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates. Differences are reflected in current year operations when identified.

3. New Standards and Amendments to Standards

A number of new accounting standards, which may impact the Office, are not yet effective for the year ended March 31, 2025, and have not been applied in preparing these financial statements. The following new standards are effective for financial statements on or after the dates noted below:

The Conceptual Framework for Financial Reporting in the Public Sector (April 1, 2026)

PS1202, Financial Statement Presentation (April 1, 2026)

The extent of the impact on adoption of these standards is not known at this time.

4. Tangible Capital Assets

The recognition and measurement of tangible capital assets is based on their service potential. These assets will not provide resources to discharge liabilities of the Office.

	2025						2024
	Hardware & Software	Machinery & Equipment	Office Equipment	Furniture & Building Improvements	System Development	Total	Total
Cost:							
Beginning of year	\$ 178,672	\$ 111,645	4,615	\$ 843,506	\$ 2,042,269	\$ 3,180,707	\$ 3,154,367
Additions	-	-	-	-	-	-	26,340
Disposals	-	-	(4,615)	-	-	(4,615)	-
End of Year	178,672	111,645	-	843,506	2,042,269	3,176,092	3,180,707
Accumulated Amortization:							
Beginning of year	168,916	42,312	4,615	830,050	1,582,355	2,628,248	2,396,396
Annual amortization	9,756	8,338	-	6,705	204,227	229,026	231,852
Disposals	-	-	(4,615)	-	-	(4,615)	-
End of year	178,672	50,650	-	836,755	1,786,582	2,852,659	2,628,248
Net Book Value, end of year	\$ -	\$ 60,995	\$ -	\$ 6,751	\$ 255,687	\$ 323,433	\$ 552,459

5. Contractual Obligations

Operating Leases

Minimum annual payments under operating leases on property over the next two years are as follows:

2025/26	120,000
2026/27	120,000

6. Budget and Lapsing of Appropriation

Budget amounts reflected on an expense basis represent funds appropriated by the Legislative Assembly to enable the Chief Electoral Officer to carry out the Office's duties under *The Election Act, 1996*. The amount appropriated for the year was \$29,241,000.

The Office follows *The Financial Administration Act, 1993* with regards to its spending. If the Office spends less than its appropriation by March 31 the difference is not available to acquire goods and services in the next fiscal year.

7. Pension Plan

The Office participates in a defined contribution pension plan for the benefit of its employees. The Office's financial obligation of the plan is limited to making payments of 8.6% of employees' salaries for current service. Pension costs are not included in these statements as the costs are borne by other agencies (Note 8).

8. Costs Borne by Third Party Agencies

The Office has not been charged with certain administrative costs and employee benefit costs. These costs are borne by the Legislative Assembly Service and the Ministry of Finance. No provision for these costs has been made in these statements.

9. Financial Instruments

The Office's financial instruments include Due from the General Revenue Fund, Accounts Payable, and Accrued Employee Costs. The carrying amount of these instruments approximates fair value due to their immediate or short-term maturity. These instruments have no significant interest rate or credit risk.

10.2023 By-Election Costs

By-Elections for the Lumsden-Morse, Regina Coronation Park, and Regina Walsh Acres constituencies took place on August 10, 2023. Amounts included in 2024-25 reflect the difference between costs estimated in 2023-24 and actual expenses incurred.

11. 2024 General Election Costs

The 2024 General Election Costs are being incurred over four fiscal years. The costs for 2024-25 have been reflected in these financial statements and include estimated costs. Any difference between estimated and actual expenses will be reflected in 2025-26. Additional expenses that were not estimated in 2024-25 relating to the event may be incurred in 2025-26. As such, the total cost of the event will not be known until the end of 2025-26.

Office of the Chief Electoral Officer
2023 Lumsden-Morse By-Election Costs

<u>2023 Lumsden-Morse By-Election</u>	2025		2024
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Salaries and Benefits	\$ -	\$ -	\$ 127,620
Contractual Services	-	-	92,797
Communications and Advertising	-	-	39,437
Employee Travel	-	-	24,980
Supplies and Services	-	-	87,233
Office Rent and Utilities	-	-	27,563
Equipment	-	-	1,051
Reimbursement of Election Expenses	-	(10,137)	148,778
Total Event Expenses (Statement 2)	<u>\$ -</u>	<u>\$ (10,137)</u>	<u>\$ 549,459</u>

Office of the Chief Electoral Officer
2023 Regina Coronation Park By-Election Costs

<u>2023 Regina Coronation Park By-Election</u>	2025		2024
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Salaries and Benefits	\$ -	\$ -	\$ 70,225
Contractual Services	-	-	90,691
Communications and Advertising	-	-	30,949
Employee Travel	-	-	3,700
Supplies and Services	-	-	78,303
Office Rent and Utilities	-	-	14,875
Equipment	-	-	1,077
Reimbursement of Election Expenses	-	(2,505)	103,993
Total Event Expenses (Statement 2)	<u>\$ -</u>	<u>\$ (2,505)</u>	<u>\$ 393,813</u>

Office of the Chief Electoral Officer
2023 Regina Walsh Acres By-Election Costs

<u>2023 Regina Walsh Acres By-Election</u>	2025		2024
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Salaries and Benefits	\$ -	\$ 454	\$ 65,347
Contractual Services	-	-	87,469
Communications and Advertising	-	-	30,949
Employee Travel	-	-	3,003
Supplies and Services	-	-	76,755
Office Rent and Utilities	-	-	14,875
Equipment	-	-	1,077
Reimbursement of Election Expenses	-	964	100,844
Total Event Expenses (Statement 2)	<u>\$ -</u>	<u>\$ 1,418</u>	<u>\$ 380,319</u>

Office of the Chief Electoral Officer
2024 General Election Costs

<u>2024 General Election</u>	2025		2024
	Budget	Actual	Actual
Salaries and Benefits	\$ 7,808,301	\$ 8,398,972	\$ 1,242,789
Contractual Services	4,725,530	3,280,471	1,190,300
Communications and Advertising	1,331,000	1,301,299	288,680
Employee Travel	618,118	760,144	52,479
Supplies and Services	9,761,741	9,754,143	579,513
Office Rent and Utilities	1,398,283	1,380,142	243,501
Equipment	177,840	137,617	216,057
Total Event Expenses (Statement 2)	\$ 25,820,813	\$ 25,012,788	\$ 3,813,319