

**Information about the review of annual financial report for 20 -- by the political party**

( the report covers the period from –month 20--- to –month 20---)

**The name of the political party:**

**Juridical address:**

**The period of the report:**

**The deadline for submission of the report:**

**The report has been submitted in time:**

**The period of submission of the**

**report has been infringed:**

(\_\_\_\_) day

**Infringements have been detected:**

**Sanction has been applied:**

**Sanction has not been applied:**

Information about results of the survey				
Political parties and accounting structures Report on financial status (According to Form # 1)				
Possible infringements	Reviewed items	Items on the undetected infringements	Items on the detected infringements	
			Information has not been submitted	Information has been submitted improperly
<b>Assets</b>				
<b>Long-term assets</b>				
Intangible assets				
Land, building and equipment				
Investments in real estate				
Long-term debtor debts				
Other long-term assets				
<b>Total long-term assets</b>				
<b>Short-term assets</b>				
Reserves				
Short-term debtor debts				

Available fund and the equivalents				
Other short-term assets				
<b>Total short-term assets</b>				
<b>Total assets</b>				
<b>Net assets (capital) and commitments</b>				
<b>Net assets (capital)</b>				
Reserve fund				
Retained earnings (unpaid loss)				
<b>Total net assets (capital)</b>				
<b>Long-term commitments</b>				
Long-term commitments generating interest expenses				
Long-term estimated commitments				
Long-term creditor debts				
Other long-term commitments				
<b>Total long-term commitments</b>				
<b>Short-term commitments</b>				
Short-term commitments generating interest expenses				
Short-term estimated commitments				
Commitments for taxes and other obligatory payments				
Short-term creditor debts				
Other short-term commitments				
<b>Total short-term commitments</b>				
<b>Total commitments</b>				
<b>Total net assets (capital) and commitments</b>				

**Report on financial status**  
(According to Form # 2)

Possible infringements	Reviewed items	Items about undetected infringements	Items about detected infringements	
			Information has not been submitted	Information has been submitted improperly
Incomes Including:				
Membership fees				
Income from estate				
Incomes from events, dissemination of press releases and articles, other activities related with income				
Incomes in the form of donations				
Funds received in the form of reimbursement of expenses for election campaign				
Compensation of lower organizations				
The funds allocated from the state budget				
The amount obtained from debt or credit				
Estate obtained by the way of juridical heritage or inheritance				
Other incomes				
Expenditures Including:				
The funds spent on current affairs				
The expenditures for maintenance and information provision of the political party				
The expenditures for public relations and conduct of elections				
Compensation for lower organizations				
Percentages of credit				
Individual expenditures				

Other expenditures				
Total profit (loss)				
<b>Significant accounting policy and the content of explanatory notes</b>				
Possible infringements	Reviewed items	Items about undetected infringements	Items about detected infringements	
			Information has not been submitted	Information has been submitted improperly
The information which provides the disclosure of significant accounting policies regarding the compile of financial reports of political parties				
The information which provides the disclosure of all items in the financial statement				
The information which provides the disclosure of all items (including the information on the number of political party members who pay membership fees and donors) in the report on the results of financial activities				
The name, surname, patronymic, address, serial number of ID card or its substitute document of the donor, the amount of donation should be included in significant accounting policy and explanatory notes.				

**Opinion of political parties on the infringements and their elimination**

The political parties cooperating efficiently to inform and eliminate the infringements occurred due to carelessness	The political parties disjoining the cooperation to eliminate the irregularities despite the warning of the allowed infringements
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Head of Sector for reports of political parties  
Finance department of CEC Secretariat  
Baku

“ \_\_\_\_\_ ” \_\_\_\_\_ 20 \_\_\_\_

**Appendix # 2 to the Instruction**

**Information about the review and submission of annual financial report for 20 --  
by the political parties**

*( the report covers the period from –month 20--- to –month 20---)*

Political parties which are to submit the report	Political parties which have submitted reports	Reviewed reports	
<b><i>The status of meeting with the time limit to submit the report</i></b>			
Reports submitted up to April 1, 2015 by meeting with legal requirements		Reports submitted with violation of the time limit defined by legislation	
<b><i>The status of compliance of the content of submitted reports with legal requirements and the undertaken activities</i></b>			
Reports without infringements	Reports with detected infringements	The political parties with imposed sanctions for infringements	The political parties without imposed sanctions for less significant infringements
<b><i>Opinion of political parties on the infringements and their elimination</i></b>			
The political parties cooperating efficiently to inform and eliminate the infringements occurred due to carelessness		The political parties disjoining the cooperation to eliminate the irregularities despite the warning of the allowed infringements	

## ***The defined status on items during the review of reports***

<b>Political parties and accounting structures</b>				
<b>Report on financial status</b>				
<i>(According to Form # 1)</i>				
<b>Possible infringements</b>	<b>Reviewed items</b>	<b>Items on the undetected infringements</b>	<b>Items on the detected infringements</b>	
			<b>Information has not been submitted</b>	<b>Information has been submitted improperly</b>
<b>Assets</b>				
<b>Long-term assets</b>				
Intangible assets				
Land, building and equipment				
Investments in real estate				
Long-term debtor debts				
Other long-term assets				
<b>Total long-term assets</b>				
<b>Short-term assets</b>				
Reserves				
Short-term debtor debts				
Available fund and the equivalents				
Other short-term assets				
<b>Total short-term assets</b>				
<b>Total assets</b>				
<b>Net assets (capital) and commitments</b>				
<b>Net assets (capital)</b>				
Reserve fund				
Retained earnings (unpaid loss)				
<b>Total net assets (capital)</b>				
<b>Long-term commitments</b>				

Long-term commitments generating interest expenses				
Long-term estimated commitments				
Long-term creditor debts				
Other long-term commitments				
<b>Total long-term commitments</b>				
<b>Short-term commitments</b>				
Short-term commitments generating interest expenses				
Short-term estimated commitments				
Commitments for taxes and other obligatory payments				
Short-term creditor debts				
Other short-term commitments				
<b>Total short-term commitments</b>				
<b>Total commitments</b>				
<b>Total net assets (capital) and commitments</b>				

## ***The defined status on items during the review of reports***

<b><i>Report on financial status</i></b> (According to Form # 2)				
	Reviewed items	Items about undetected infringements	Items about detected infringements	
			Information has not been submitted	Information has been submitted improperly
Possible infringements				
Incomes				
Including:				
Membership fees				
Income from estate				
Incomes from events, dissemination of press releases and articles, other activities related with income				
Incomes in the form of donations				
Funds received in the form of reimbursement of expenses for election campaign				
Compensation of lower organizations				
The funds allocated from the state budget				

The amount obtained from debt or credit				
Estate obtained by the way of juridical heritage or inheritance				
Other incomes				
Expenditures Including:				
The funds spent on current affairs				
The expenditures for maintenance and information provision of the political party				
The expenditures for public relations and conduct of elections				
Compensation for lower organizations				
Percentages of credit				
Individual expenditures				
Other expenditures				
Total profit (loss)				
<b><i>Significant accounting policy and the content of explanatory notes</i></b>				
Possible infringements	Reviewed items	Items about undetected infringements	Items about detected infringements	
			Information has not been submitted	Information has been submitted improperly

The information which provides the disclosure of significant accounting policies regarding the compile of financial reports of political parties				
The information which provides the disclosure of all items in the financial statement				
The information which provides the disclosure of all items (including the information on the number of political party members who pay membership fees and donors) in the report on the results of financial activities				
The name, surname, patronymic, address, serial number of ID card or its substitute document of the donor, the amount of donation should be included in significant accounting policy and explanatory notes.				

Head of Sector for reports of political parties

Finance department of CEC Secretariat

Baku

“ \_\_\_\_\_ ” \_\_\_\_\_ 20 \_\_\_\_\_