



Directive D-S-1

Opening of an account in a financial institution

Reference: Act respecting school elections (ss. 206.1, 206.25, 206.39 and 206.40)

PURPOSE

The purpose of this directive is to stipulate the name under which an account must be opened in a financial institution.

ACCOUNT IN A FINANCIAL INSTITUTION

The authorized candidate must, as soon as he is authorized to act, open an account in a Québec branch of a financial institution. **The account must be identified by the name of the candidate followed by the mention “authorized candidate”.** This account will serve as the “Election Fund” and must allow the authorized candidate to receive the statements of account as well as cheques issued and cleared by the financial institution or a scanned copy of both sides of such cheques from the financial institution. A financial institution means a chartered bank, a bank governed by the Quebec Savings Bank Act (Revised Statutes of Canada (1970), chapter B-4), a trust company or a financial services cooperative within the meaning of the Act respecting Financial service cooperatives (2000, chapter 29).

However, the opening of such an account is not required when the sums that constitute the electoral funds come exclusively from contributions made by the authorized candidate himself (maximum of \$1,000 in contributions). In such case, the election expenses must not exceed \$1,000.

REQUIRED DOCUMENTS

To facilitate the opening of the account with the financial institution, it is suggested that you provide a copy of the following documents:

- ◆ nomination paper accepted by the returning officer of the school board, where applicable;
- ◆ the application for authorization of a candidate, attested to by the Chief Electoral Officer or returning officer of the school board;
- ◆ an identification document.

DEPOSITS

For all deposits, a deposit slip must be completed and a copy must be kept. The deposit slip must indicate the origin of the deposited cheques, their amount, as well as the origin of any other sum received in cash.